Scottsbluff Board of Education Regular Meeting
Monday, July 14, 2025 6:00 PM

Scottsbluff High School Board Meeting Room
313 E 27th Street
Scottsbluff, Nebraska 69361

Agenda

1. Opening Procedures
   1.a. Call to Order
   1.b. Roll Call
   1.c. Excuse Absent Member(s)
2. Pledge of Allegiance
3. Open Meetings Law
4. Consent Agenda
   4.a. Adopt Agenda
   4.b. Approve Minutes as follows:
      4.b.1. June 9, 2025
5. Expenditures
   5.a. Expenditures without Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. and Tree Monkeys LLC: $2,693,515.96
   5.b. Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. Expenditures: $693.25
   5.c. Tree Monkeys LLC Expenditures: $2,850.00
6. Public Comment - a total of 120 minutes will be allotted (no more than 5 minutes per speaker).
7. New Business
   7.a. Adoption of Board Policies 5507 - "Foster Care Student Transportation," 6113 - "Electronic Communication Devices and Cell Phones," 6287 - "Plagiarism, Copyrights, and Patents," and 6931 - "Behavioral Intervention and Classroom Management"
   7.b. Revisions to Board Policies 1200 - "Anti-Discrimination," 3131 - "Procurement Plan," 3132 - "Internal Controls," 3410 - "Safe Driving Record Standard for Drivers," 4003 - "Anti-Discrimination, Anti-Harassment, and Anti-Retaliation," 4009 - "Drug and Substance Use and Abuse," 5001 - "Admission Requirements," 5004 - "Full-Time and Part-Time Enrollment," 5201 - "Promotion and Retention," 5202.1 - "Notification of Rights Under FERPA," 5301 - "Association Activities," and 5401 - "Anti-Discrimination, Anti-Harassment, and Anti-Retaliation"
   7.c. 2025-2026 Bear Cub Preschool Parent-Student Handbook
      Speaker(s): Dr. Bree Rock
   7.d. 2025-2026 Elementary Parent-Student Handbook
      Speaker(s): Lukas Benzel
   7.e. 2025-2026 Bluffs Middle School Parent-Student Handbook
      Speaker(s): Jana Mason
   7.f. 2025-2026 Scottsbluff High School Parent-Student Handbook
      Speaker(s): Justin Shaddick
   7.g. 2025-2026 Scottsbluff Public Schools District Parent-Student Handbook
      Speaker(s): Mike Mason

7.h. Resolution Approving Staff Trainings
Speaker(s): Mike Mason
7.i. 2025-2026 Scottsbluff Public Schools Staff Handbook
Speaker(s): Marianne Carlson
7.j. 2025-2026 Scottsbluff Public Schools Substitute Handbook
Speaker(s): Marianne Carlson
7.k. Extra-Standard Services - CHOICES Assistant Sponsor
Speaker(s): Marianne Carlson
7.l. District Office Furniture Disposal
Speaker(s): Marianne Carlson

8. Reports and Proposals
   8.a. Board Members
   8.b. Board Committee Reports
      8.b.1. Curriculum & Instruction/Americanism Committee - Next Meeting: August 15, 2025 @ 11:30 AM
      Speaker(s): Mike Mason
      8.b.2. Facility Committee - Next Meeting: July 31, 2025 @ 12:00 PM
      Speaker(s): Marianne Carlson
      8.b.3. Finance Committee - Next Meeting: August 4, 2025 @ 11:30 AM
      Speaker(s): Marianne Carlson
      8.b.4. Student Services Committee - Next Meeting: August 21, 2025 @ 11:30 AM
      Speaker(s): Dr. Wendy Kemling
   8.c. From the Administrative Staff:
      8.c.1. Executive Director of Finance
      Speaker(s): Marianne Carlson
      8.c.2. Executive Director of Student Services
      Speaker(s): Dr. Wendy Kemling
      8.c.3. Executive Director of Curriculum and Instruction
      Speaker(s): Mike Mason
      8.c.4. Superintendent
      Speaker(s): Dr. Andrew Dick
9. Future Meetings and Dates to Remember
   9.a. August 7, 2025 - First Day for Staff
   9.b. August 11, 2025 - Board of Education Meeting
   9.c. August 12, 2025 - ReConnect Graduation @ 4:30 PM - BMS Cafeteria
   9.d. August 14, 2025 - First Day of 2025-2026 School Year
   9.e. August 23, 2025 - SBPS Education Center Grand Opening Ceremony
10. Move into Closed Session
11. Exit Closed Session
12. Adjournment

Scottsbluff Star-Herald.com

PO Box 1709
Scottsbluff, NE 69363

AFFIDAVIT OF PUBLICATION

State of Florida, County of Broward, ss:

Edmar Corachia, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Scottsbluff Star-Herald, a legal newspaper of general circulation, published daily except Mondays, at Scottsbluff, Scotts Bluff County, Nebraska; that the notice hereto attached and which forms a part of this affidavit was Published in said paper, and that said notice was published in the regular and entire issues and every number of the paper on the days mentioned, the same being the corresponding day of each week during the period of time of publication and that said notice was published in the newspaper proper and not in the supplement, with insertion date(s) having been on:

Jul. 10, 2025

Edmar Corachia

(Signed)_____

SHERI SMITH
Notary Public - State of Florida
Commission # HH269383
Expires on May 31, 2026

VERIFICATION

State of Florida
County of Broward

Subscribed in my presence and sworn to before me on this: 07/11/2025

S Smith

Notary Public

Printers Fee: **$11.45**
Customer Number: 1014315
Order Number: COL-NE-202762

Notarized remotely online using communication technology via Proof.

NOTICE IS HEREBY GIVEN that a Regular Meeting of the Board of Education for the School District of Scottsbluff, in the county of Scotts Bluff, in the State of Nebraska, will be held at 6:00 P.M. Monday, July 14th, 2025, at Scottsbluff High School, 313 East 27th Street, Scottsbluff, NE 69361 and via virtual meeting.
The meeting agenda, kept continuously current, is available for inspection on the website www.sbps.net. Agenda items may be subject to Closed Session. Agenda items are subject to change up until 24 hours prior to the meeting. Sequence of the agenda may be adjusted, please attend the entire meeting.
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Scottsbluff, NE
COL-NE-202762 July 10, 2025 ZNEZ

Scottsbluff Board of Education Regular Meeting
Monday, June 9, 2025 6:00 PM

Scottsbluff High School
313 E 27th Street
Scottsbluff, Nebraska 69361

Mark Lang:	Present
Beth Merrigan:	Present
Robert Polk:	Present
Scott Reisig:	Absent
Tory Schwartz:	Present
Paul Snyder:	Absent

1. Opening Procedures
The Regular Board Meeting was called to order at 6:00 PM by Board Vice President Beth Merrigan.

1.a. Call to Order

1.b. Roll Call

1.c. Excuse Absent Member(s)
Motion to excuse absent members Scott Reisig and Paul Snyder Passed with a motion by Robert Polk and a second by Tory Schwartz.
Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea

2. Pledge of Allegiance

3. Open Meetings Law
This meeting was held in accordance to the Open Meetings Act. Notice of this meeting was published in the Star-Herald on Saturday, June 7, 2025 and on the Scottsbluff Public Schools website on Wednesday, June 4, 2025.

4. Student Fees Public Hearing
There were no members of the public present who wished to address the Board of Education during the Student Fees Public Hearing.

4.a. Public Hearing for the purpose of hearing support, opposition, criticism, suggestions, or observations by taxpayers relating to setting the Student Fee Schedule.

5. Title I Parental and Family Engagement Public Hearing
There were no members of the public present who wished to address the Board of Education during the Title I Parental and Family Engagement Public Hearing.

5.a. Public Hearing for the purpose of hearing support, opposition, criticism, suggestions, or observations by taxpayers relating to the reviewing and revision of Policy 6400 - “Parental/Community Involvement in Schools”

6. LB 140 - Required Policy Relating to Use of Electronic Communication Devices by Students: Stakeholder Participation
Executive Director of Curriculum and Instruction Mike Mason sought stakeholder participation for the purpose of gathering feedback from staff and parents in order to formulate a policy regarding "electronic communication devices" as required by LB 140.

There were no members of the public present who wished to address the Board of Education during the LB 140 - Required Policy Relating to Use of Electronic Communication Devices by Students: Stakeholder Participation agenda item.

6.a. This agenda item provides staff and parents an opportunity to offer suggestions or concerns for the Board to consider when drafting the policy.

7. Consent Agenda
Motion to accept the Consent Agenda Passed with a motion by Mark Lang and a second by Tory Schwartz.
Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea

7.a. Adopt Agenda

7.b. Approval of Certified Staff Hire

7.b.1. Morgan Whitmire, Teacher, Bear Cub Preschool

7.c. Approve Minutes as follows:

7.c.1. May 12, 2025

8. Expenditures

8.a. Expenditures: $2,379,029.83
Motion to approve the expenditures for the amount of $2,379,029.83 Passed with a motion by Robert Polk and a second by Mark Lang.
Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea

9. Update

9.a. Strategic Priority #5 - “Student Achievement and Engagement”
Executive Director of Curriculum and Instruction Mike Mason, Bluffs Middle School Principal Jana Mason, Bluffs Middle School Soccer Coach Brad Wright, Scottsbluff High School Assistant Principal Kelli Jensen, Scottsbluff High School Media Specialist Tammy Harrison, Math Content Area Specialist Mandy Hadenfeldt, ELA Content Area Specialist Jadie Beam, Early Childhood Director Dr. Bree Rock, and Family Success Center staff members Wynne Burg and Andrea Rein provided an update on Strategic Priority #5 - "Scottsbluff Public Schools Commits to Providing Opportunities that Maximize Student Engagement and Achievement."

9.b. Committee on American Civics Review
Executive Director of Curriculum and Instruction Mike Mason provided an update on the Committee on American Civics. There were no members of the public who wished to address the Board of Education during the Public Comment portion of the Committee on American Civics agenda item.

10. Public Comment - a total of 120 minutes will be allotted (no more than 5 minutes per speaker).
There were no members of the public present who wished to address the Board of Education.

11. Unfinished Business

11.a. Revision of Board Policy 5008 - “Student Attendance” and Adoption of Board Policy 5008.1 - “Mandatory Ages of Attendance” - Second Reading
Motion to approve the revision of Board Policy 5008 - "Student Attendance" and the adoption of Board Policy 5008.1 - "Mandatory Ages of Attendance" as presented. Passed with a motion by Mark Lang and a second by Robert Polk.
Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea

12. New Business

12.a. Revision of Board Policies 5101 - “Student Discipline” and 5103 - “Extracurricular Activity Discipline”
Motion to approve the revisions to Board Policies 5101 - "Student Discipline" and 5103 - "Extracurricular Activity Discipline" as presented, effective immediately, and to waive any further readings related to the revisions of Board Policies 5101 and 5103. Passed with a motion by Robert Polk and a second by Tory Schwartz.
Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea

12.b. Revision of Board Policy 6400 - “Parental/Community Involvement in Schools”
Motion to approve the revision of Board Policy 6400 - "Parental/Community Involvement in Schools" as presented, effective immediately, and to waive any further readings related to the revision of Board Policy 6400. Passed with a motion by Tory Schwartz and a second by Mark Lang.
Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea

12.c. Removal of Board Policies - 6410 - “Combined District and School Title I Parent and Family Engagement Policy” and 6410.1 - “Combined District and School Title I Parent and Family Engagement Policy Guidelines"
Motion to remove Board Policy 6410 - "Combined District and School Title I Parent and Family Engagement Policy" and 6410.1 - "Combined District and School Title I Parent and Family Engagement Policy Guidelines" effective immediately. Passed with a motion by Robert Polk and a second by Mark Lang.
Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea

12.d. 2025-2026 ReConnect Parent-Student Handbook
Motion to approve the 2025-2026 ReConnect Parent-Student Handbook as presented. Passed with a motion by Tory Schwartz and a second by Mark Lang.
Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea

12.e. Request for Approval for the CodeHS Pilot
Motion to approve the purchase of the CodeHS digital curriculum for the 2025-2026 school year for the amount of $6,694.00. Passed with a motion by Robert Polk and a second by Mark Lang.
Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea

12.f. Annual Readoption of Board Policy 5416 - “Student Fees” and Board Policy 5416.1 - “Appendix 1 to Student Fees Policy of Scottsbluff Public Schools”

Motion to readopt Board Policy 5416 - "Student Fees" and Board Policy 5416.1 - "Appendix to Student Fees Policy of Scottsbluff Public Schools" as presented. Passed with a motion by Tory Schwartz and a second by Robert Polk.
Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea

12.g. QCPUF Resolution
Motion to approve the QCPUF Resolution as presented. Passed with a motion by Mark Lang and a second by Tory Schwartz.
Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea

12.h. Auditorium Sound Bid
Motion to approve awarding the Auditorium Sound Bid to Lux AVL Inc for their Option 2 in the amount of $119,256.53. Passed with a motion by Robert Polk and a second by Mark Lang.
Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea

12.i. MCI Bus Purchase
Motion to approve the purchase of the 2026 MCI J4500 from Motor Coach Industries for a total purchase price of $649,279 and a delivery fee of $4,000. Passed with a motion by Mark Lang and a second by Robert Polk.
Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea

12.j. Crossing Guard Agreement
Motion to approve the Crossing Guard Agreement as presented. Passed with a motion by Robert Polk and a second by Mark Lang.
Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea

12.k. Audio Enhancement Bid for the Early Childhood Learning Center and District Office
Motion to approve awarding the bid to Kansas City Audio Visual in the amount of $63,042.12. Passed with a motion by Tory Schwartz and a second by Mark Lang.
Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea

13. Reports and Proposals

13.a. Board Members
No report.

13.b. Board Committee Reports

13.b.1. Curriculum & Instruction/Americanism Committee - Next Meeting: August 15, 2025 @ 11:30 AM
No report.

13.b.2. Facility Committee - Next Meeting: July 1, 2025 @ 12:30 PM
No report.

13.b.3. Finance Committee - Next Meeting: July 1, 2025 @ 11:00 AM
No report.

13.b.4. Policy Committee - Next Meeting: June 11, 2025 @ 1:30 PM
Superintendent Dr. Andrew Dick stated the Policy Committee will meet on Wednesday, June 11 to review the recommended changes from the Perry Law Firm as a result of the recent legislative

session. Dr. Dick stated those policies will be brought to the Board for consideration at the July 14 Board meeting.

13.b.5. Student Services Committee - Next Meeting: August 21, 2025 @ 11:30 AM
No report.

13.c. From the Administrative Staff:

13.c.1. Executive Director of Finance
Director of Facilities Travis Rickey updated the Board of Education on an approved change order for the Scottsbluff Public Schools Education Center as per Board Policy 3133.

13.c.2. Executive Director of Student Services
No report.

13.c.3. Executive Director of Curriculum and Instruction
No report.

13.c.4. Superintendent
Superintendent Dr. Andrew Dick thanked Beth Rohrer and Reagan True for their hard work in planning and preparing for the Staff Appreciation Festival recently held on May 22. Dr. Dick stated the event was very well-received by staff, as indicated by a record number of tickets requested and redeemed at the various food vendors at the event. He commented that it was very apparent that employees and their families had a great time, and it was a good opportunity to recognize the outstanding service that all staff members provide to our students and their families.

Dr. Andrew Dick congratulated Director of Communications Melissa Price on receiving three Publications and Digital Media Excellence Awards from the National School Public Relations Association. The "Back-to-School Guide for Families" received the top award, the Award of Excellence, while the "2023-2024 Annual Report" and the "Early Childhood Expansion" tour handout both received Awards of Merit. All three publications were written, designed, and edited in-house by Melissa. Dr. Dick noted these awards certainly underscore the District's commitment to effective communication while highlighting Melissa's outstanding work.

14. Future Meetings and Dates to Remember

14.a. July 14, 2025 - Board of Education Meeting

14.b. August 11, 2025 - Board of Education Meeting

14.c. August 23, 2025 - SBPS Education Center Grand Opening Ceremony

15. Adjournment
The Regular Board meeting was adjourned at 7:32 PM.
Motion to adjourn Passed with a motion by Robert Polk and a second by Tory Schwartz.
Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea

Scottsbluff Public Schools

General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2024-2025 From Date:6/1/2025 To Date:6/30/2025

Account Mask: 01??????????????? **Account Type:** EXPENDITURE

☐ Print accounts with zero balance ☐ Include Inactive Accounts ☐ Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
01 - GENERAL FUND						
2 - EXPENSE						
000 - DISTRICT WIDE	$0.00	$0.00	$48,000.00	$0.00	($48,000.00)	0.00%
105 - SUPERINTENDENT SALARY	$216,000.00	$22,153.85	$184,153.85	$37,000.00	($5,153.85)	102.39%
110 - NON INSTRUCTION WAGES	$4,370,174.74	$306,513.32	$3,195,099.21	$193,585.46	$981,490.07	77.54%
111 - SALARIES TEACHERS/PROFESSIONAL STAFF	$24,473,645.97	$2,026,481.70	$19,932,039.60	$3,996,282.68	$545,323.69	97.77%
112 - INSTRUCTIONAL AIDE WAGES	$3,109,140.09	$213,057.48	$2,847,367.22	$4,708.84	$257,064.03	91.73%
113 - SUBS	$15,600.00	$0.00	$1,150.00	$0.00	$14,450.00	7.37%
114 - SALARIES TECHNICAL STAFF	$320,812.60	$26,127.68	$267,609.97	$37,705.90	$15,496.73	95.17%
116 - REGULAR NON CERTIFIED STAFF	$411,384.00	$40,347.53	$356,618.12	$78,802.56	($24,036.68)	105.84%
120 - NON INSTRUCTION TEMP WAGES	$154,230.00	$2,902.50	$95,467.92	$20.00	$58,742.08	61.91%
121 - SALARIES OF TEMP EMP PD TO TEACH/PROF	$357,638.09	$60,448.59	$506,747.85	$793.98	($149,903.74)	141.91%
125 - TEMPORARY HELP - ACT	$30,975.00	$0.00	$12,045.00	$0.00	$18,930.00	38.89%
130 - OVERTIME NON INSTRUCTION	$59,711.00	$10,739.30	$119,474.02	$0.00	($59,763.02)	200.09%
134 - OVERTIME TECHNICAL STAFF	$0.00	$10.99	$77.17	$0.00	($77.17)	0.00%
150 - NON INSTRUCTIONAL STAFF	$0.00	$0.00	$59,337.50	$0.00	($59,337.50)	0.00%
151 - CERTIFIED STIPENDS NEGOTIATED	$784,874.45	$96,846.49	$1,271,758.98	$183,462.09	($670,346.62)	185.41%
152 - ADDITIONAL COMP INSTRUCTIONAL AIDES/ASSTS	$0.00	$0.00	$54,781.25	$0.00	($54,781.25)	0.00%
154 - TECHNICAL STAFF	$0.00	$0.00	$4,500.00	$0.00	($4,500.00)	0.00%
156 - PROFESSIONAL NON-CERTIFICATED STAFF	$0.00	$0.00	$3,562.50	$0.00	($3,562.50)	0.00%
161 - CERTIFIED STIPENDS ADDITIONAL	$31,000.00	$37,807.10	$83,078.62	$2,124.97	($54,203.59)	274.85%
210 - GROUP INSURANCE	$28,270.61	$2,286.03	$23,900.65	$1,273.85	$3,096.11	89.05%
211 - GROUP INSURANCE FOR TEACHERS/PROF STAFF	$179,086.58	$14,252.66	$141,362.04	$28,201.05	$9,523.49	94.68%
212 - GROUP INSURANCE INSTRUCTIONAL AIDES/ASSTS	$22,038.65	$1,325.06	$20,098.38	$0.00	$1,940.27	91.20%
214 - GROUP INSURANCE TEHNCIAL STAFF	$2,406.09	$196.05	$1,999.38	$282.81	$123.90	94.85%
215 - GROUP INSURANCE SUPERINTENDENTS	$1,620.00	$135.00	$1,350.00	$270.00	$0.00	100.00%
216 - GROUP INSURANCE NON CERT PROF STAFF	$3,085.39	$292.63	$2,784.26	$585.26	($284.13)	109.21%
220 - FICA SS	$336,580.04	$23,035.30	$248,223.85	$13,410.64	$74,945.55	77.73%
221 - FICA SS TEACHERS	$1,969,662.54	$159,580.50	$1,563,664.89	$296,921.51	$109,076.14	94.46%
222 - FICA SS INSTRUCTIONAL AIDES/ASSTS	$233,029.71	$16,175.49	$218,856.93	$68.40	$14,104.38	93.95%
223 - FICA SS SUBSTITUTE TEACHERS	$0.00	$0.00	$87.59	$0.00	($87.59)	0.00%
224 - FICA SS TECHNICAL STAFF	$24,542.18	$1,964.86	$20,360.10	$2,822.45	$1,359.63	94.46%
225 - FICA SS SUPERINTENDENTS	$16,524.00	$1,669.78	$11,112.17	$2,704.02	$2,707.81	83.61%
226 - FICA SS PROF NON CERT STAFF	$31,470.88	$2,939.44	$26,332.38	$5,419.60	($281.10)	100.89%

General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2024-2025 From Date:6/1/2025 To Date:6/30/2025

Account Mask: 01??????????????? **Account Type:** EXPENDITURE

☐ Print accounts with zero balance ☐ Include Inactive Accounts ☐ Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
230 - RETIREMENT CONTRIBUTIONS	$388,573.19	$30,821.03	$324,607.52	$17,344.21	$46,621.46	88.00%
231 - RETIREMENT TEACHERS/PROF STAFF	$2,235,970.14	$191,494.58	$1,882,982.82	$368,492.59	($15,505.27)	100.69%
232 - RETIREMENT INSTRUCTIONAL AIDES/ASSTS	$293,534.26	$20,581.01	$277,217.75	$0.00	$16,316.51	94.44%
233 - RETIREMENT SUBSTITUTES	$0.00	$0.00	$9.88	$0.00	($9.88)	0.00%
234 - RETIREMENT TECHNICAL STAFF	$31,689.22	$2,581.94	$26,331.78	$3,724.52	$1,632.92	94.85%
235 - RETIREMENT SUPERINTENDENTS	$21,336.05	$1,778.00	$17,780.00	$3,556.00	$0.05	100.00%
236 - RETIREMENT PROF NON CERT STAFF	$40,635.69	$3,854.03	$36,669.38	$7,708.05	($3,741.74)	109.21%
240 - ON BEHALF OF	$278,775.00	$0.00	$207,714.10	$0.00	$71,060.90	74.51%
251 - TUITION REIMBURSEMENT TEACHERS/PROF STAFF	$0.00	$1,257.76	$11,585.66	$0.00	($11,585.66)	0.00%
260 - UNEMPLOYMENT NON INSTRUCTION	$13,203.87	$1,144.25	$11,561.00	$1,347.38	$295.49	97.76%
280 - HEALTH BENEFITS-NON INSTRUCTIONAL	$175,092.60	$16,097.00	$149,961.49	$6,956.20	$18,174.91	89.62%
281 - HEALTH BENEFITS-TEACHERS/PROFESSIONAL STAFF	$789,276.87	$65,462.30	$659,478.34	$130,132.28	($333.75)	100.04%
282 - HEALTH BENEFITS-INSTRUCTIONAL AIDES/ASSISTANTS	$634,373.36	$10,974.58	$126,572.00	$0.00	$507,801.36	19.95%
284 - HEALTH BENEFITS-IT SUPPORT STAFF	$6,107.88	$508.99	$5,089.90	$1,017.98	$0.00	100.00%
286 - HEALTH BENEFITS-PROFESSIONAL NON CERTIFIED STAFF	$23,413.56	$2,969.11	$29,654.10	$5,938.22	($12,178.76)	152.02%
290 - DO NOT USE	$5,000.00	$0.00	$0.00	$0.00	$5,000.00	0.00%
291 - OTHER BENEFITS TEACHERS/PROF STAFF	$10,500.00	$1,707.75	$41,047.69	$0.00	($30,547.69)	390.93%
310 - PROFESSIONAL & TECHNICAL SERVICES	$11,600.00	$0.00	$0.00	$0.00	$11,600.00	0.00%
312 - REPAIRS	$51,320.00	$93.97	$4,278.80	$0.00	$47,041.20	8.34%
314 - INSERVICE	$213,789.00	$4,223.00	$80,890.78	$100.00	$132,798.22	37.88%
315 - ACCOUNTING & AUDITING SERVICES	$32,050.00	$0.00	$38,000.00	$0.00	($5,950.00)	118.56%
316 - DATA PROCESSING	$6,000.00	$960.00	$5,360.00	$0.00	$640.00	89.33%
317 - LEGAL SERVICES	$68,250.00	$2,558.85	$29,580.15	$0.00	$38,669.85	43.34%
318 - CONTRACTED OR SECURED SERVICES	$292,296.00	$3,396.75	$13,603.30	$0.00	$278,692.70	4.65%
319 - OTHER PROFESSIONAL & TECHNICAL SERVICES	$826,423.00	$102,072.49	$678,996.09	$19,618.54	$127,808.37	84.53%
320 - PROPERTY SERVICES	$0.00	$0.00	$580.00	$0.00	($580.00)	0.00%
321 - FUEL	$361,200.00	$1,599.32	$182,592.69	$0.00	$178,607.31	50.55%
322 - ELECTRICITY	$562,675.00	$46,829.27	$528,051.64	$2,448.02	$32,175.34	94.28%
323 - WATER & SEWER	$91,350.00	$4,492.78	$72,115.95	$6,261.75	$12,972.30	85.80%
325 - GARBAGE	$98,700.00	$8,573.56	$92,250.57	$8,607.87	($2,158.44)	102.19%
327 - RENTALS OR LEASES	$210,225.00	$6,315.90	$63,329.86	$3,346.31	$143,548.83	31.72%
328 - PROPERTY INSURANCE	$697,200.00	$0.00	$994,794.00	$0.00	($297,594.00)	142.68%
330 - EMPLOYEE TRAINING AND DEVELOPMENT	$94,000.00	$400.00	$6,382.00	$0.00	$87,618.00	6.79%
331 - CONTRACTED PUPIL TRANSPORTATION	$1,181,550.00	$95,592.98	$983,643.47	$0.00	$197,906.53	83.25%

General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2024-2025 From Date:6/1/2025 To Date:6/30/2025

Account Mask: 01??????????????? **Account Type:** EXPENDITURE

☐ Print accounts with zero balance ☐ Include Inactive Accounts ☐ Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
332 - MILEAGE TO PARENTS	$3,875.00	$110.08	$1,869.38	$0.00	$2,005.62	48.24%
336 - GAS & OIL	$179,750.00	$16,048.50	$147,668.10	$0.00	$32,081.90	82.15%
337 - TIRES & PARTS	$12,725.00	$33.82	$8,622.92	$0.00	$4,102.08	67.76%
338 - REPAIRS & MAINTENANCE TO VEHICLES	$35,875.00	$7,276.45	$87,350.30	$0.00	($51,475.30)	243.49%
340 - LIABILITY INSURANCE	$2,625.00	$0.00	$0.00	$0.00	$2,625.00	0.00%
350 - ADVERTISING & PRINTING	$28,295.00	$1,273.04	$11,247.99	$0.00	$17,047.01	39.75%
363 - TUITION PAID-OTHER	$65,000.00	$8,646.70	$452,070.30	$0.00	($387,070.30)	695.49%
370 - TUITION PAID-SPED	$611,500.00	$49,130.40	$347,013.66	$0.00	$264,486.34	56.75%
380 - COMMUNICATIONS	$131,375.00	$15,308.03	$121,249.81	$25,950.94	($15,825.75)	112.05%
381 - POSTAGE	$21,669.98	$0.00	$11,977.47	$0.00	$9,692.51	55.27%
382 - DISTANCE ED & TELECOMMUNICATIONS	$35,420.00	$2,282.46	$20,340.02	$0.00	$15,079.98	57.43%
390 - OTHER PURCHASED SERVICES	$51,675.00	$0.00	$5,530.00	$0.00	$46,145.00	10.70%
391 - COPY SERVICE-BUILDINGS	$1,320.00	$0.00	$0.00	$0.00	$1,320.00	0.00%
395 - SUBAWARDS/SUBCONTRACTS	$60,000.00	$0.00	$0.00	$0.00	$60,000.00	0.00%
397 - SUBAWARDS/SUBCONTRACTS	$0.00	$0.00	$1,600.00	$0.00	($1,600.00)	0.00%
398 - SUBAWARDS/SUBCONTRACTS	$15,000.00	$720.00	$14,520.00	$0.00	$480.00	96.80%
399 - SUBAWARDS/SUBCONTRACTS	$16,000.00	$1,700.00	$18,600.00	$0.00	($2,600.00)	116.25%
400 - SUPPLIES & MATERIALS	$10,000.00	$0.00	$0.00	$0.00	$10,000.00	0.00%
410 - SUPPLIES	$1,122,257.26	$36,242.43	$602,930.09	$16,443.82	$502,883.35	55.19%
411 - TAXES	$6,150.00	$0.00	$0.00	$0.00	$6,150.00	0.00%
415 - ANNUAL PURCHASE SUPPLIES	$244,112.94	$6,886.55	$209,815.56	$16,934.96	$17,362.42	92.89%
420 - TEXTBOOKS	$419,155.00	$78,190.69	$308,462.38	$19,958.87	$90,733.75	78.35%
430 - LIBRARY BOOKS	$19,820.64	$6,218.59	$33,279.53	$8,261.57	($21,720.46)	209.59%
440 - PERIODICALS	$19,726.00	$70.45	$639.19	$402.78	$18,684.03	5.28%
450 - AUDIO-VISUAL MATERIALS	$5,100.00	$0.00	$1,472.99	$0.00	$3,627.01	28.88%
451 - CONSTRUCTION SERVICES	$0.00	$0.00	$2,203.76	$0.00	($2,203.76)	0.00%
460 - COMPUTER HARDWARE < 5000	$283,925.00	$14,444.57	$517,146.39	$28,102.81	($261,324.20)	192.04%
465 - COMPUTER SOFTWARE	$272,534.00	$94,710.24	$302,866.51	$13,112.84	($43,445.35)	115.94%
466 - COMPUTER SOFTWARE	$8,000.00	$0.00	$0.00	$0.00	$8,000.00	0.00%
467 - COMPUTER SOFTWARE	$76,400.00	$0.00	$16,290.00	$0.00	$60,110.00	21.32%
470 - FOOD	$50,000.00	$4,511.86	$55,266.51	$0.00	($5,266.51)	110.53%
475 - FEE WAIVER	$15,250.00	$0.00	$4,535.15	$0.00	$10,714.85	29.74%
480 - FURNITURE & EQUIPMENT <$5000	$22,027.00	$19.90	$69,059.87	$885.80	($47,918.67)	317.55%
490 - OTHER SUPPLIES & MATERIALS	$0.00	$0.00	$315.11	$0.00	($315.11)	0.00%
520 - BUILDING, ACQUISITION IMPROVEMENT	$183,750.00	$0.00	($6.24)	$0.00	$183,756.24	0.00%

General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2024-2025 From Date:6/1/2025 To Date:6/30/2025

Account Mask: 01??????????????? **Account Type:** EXPENDITURE

☐ Print accounts with zero balance ☐ Include Inactive Accounts ☐ Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
530 - FURNITURE & EQUIPMENT	$413,890.00	$0.00	$6,380.06	$0.00	$407,509.94	1.54%
550 - VEHICLE ACQUISITION	$160,000.00	$0.00	$115,054.00	$0.00	$44,946.00	71.91%
560 - COMPUTER HARDWARE	$185,950.00	$0.00	$139.08	$0.00	$185,810.92	0.07%
563 - INSURANCE PAYMENTS	$2,625.00	$0.00	$0.00	$0.00	$2,625.00	0.00%
630 - DUES & FEES	$105,050.00	$3,940.61	$31,045.51	$435.00	$73,569.49	29.97%
670 - TRAVEL EXPENSE & MILEAGE	$541,380.60	$20,215.07	$457,893.90	$5,093.75	$78,392.95	85.52%
671 - PROFESSIONAL DEVELOPMENT	$10,000.00	$0.00	$258.30	$0.00	$9,741.70	2.58%
672 - PROFESSIONAL DEV TRAVEL	$5,000.00	$0.00	$375.00	$0.00	$4,625.00	7.50%
673 - PROFESSIONAL DEV TRAVEL	$5,000.00	$0.00	$0.00	$0.00	$5,000.00	0.00%
674 - PROFESSIONAL DEV TRAVEL	$1,000.00	$0.00	$372.00	$0.00	$628.00	37.20%
675 - FIELD TRIPS	$32,429.00	$0.00	$19,838.53	$0.00	$12,590.47	61.18%
679 - PROFESSIONAL DEV	$10,000.00	$0.00	$0.00	$0.00	$10,000.00	0.00%
680 - PROFESSIONAL DEV	$10,000.00	$0.00	$0.00	$0.00	$10,000.00	0.00%
690 - MISCELLANEOUS EXPENSES	$106,110.00	$2,168.60	$80,749.26	$2,277.54	$23,083.20	78.25%
695 - FAMILY INVOLVEMENT	$8,750.00	$0.00	$1,089.61	$0.00	$7,660.39	12.45%
999 - CREDIT FOR USE	($164,850.00)	($2,911.80)	($284,770.35)	$0.00	$119,920.35	172.75%
01 - GENERAL FUND Total:	$52,392,259.72	$4,062,867.77	$42,708,075.76	$5,610,906.67	$4,073,277.29	92.23%

General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2024-2025 From Date:6/1/2025 To Date:6/30/2025

Account Mask: 01??????????????? **Account Type:** EXPENDITURE

☐ Print accounts with zero balance ☐ Include Inactive Accounts ☐ Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
Grand Total:	$52,392,259.72	$4,062,867.77	$42,708,075.76	$5,610,906.67	$4,073,277.29	92.23%

End of Report

Scottsbluff Public Schools

Fund Balances

Fiscal Year: 2024-2025

Month: June
Year: 2025
Fund Type:

☐ Include Cash Balance
☐ FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
01	GENERAL FUND	$16,593,207.87	$51,194,231.88	($42,708,075.76)	$0.00	$25,079,363.99
02	SPECIAL BUILDING FUND	$3,807,804.54	$1,697,620.72	($3,699,502.25)	$0.00	$1,805,923.01
03	SCHOOL LUNCH FUND	$2,024,283.05	$1,974,274.86	($2,029,611.00)	$0.00	$1,968,946.91
04	QUAL CAPITAL PURPOSE FUND	$534,458.50	$504,681.76	($84,220.70)	$0.00	$954,919.56
05	ACTIVITY FUND	$525,895.65	$858,547.97	($926,762.06)	$0.00	$457,681.56
06	DEPRECIATION FUND	$2,722,270.81	$0.00	($2,450,927.45)	$0.00	$271,343.36
07	STUDENT FEE FUND	$18,321.39	$13,120.03	($20,476.21)	$0.00	$10,965.21
08	EMPLOYEE BENEFIT FUND	$21,733.28	$255,764.85	($223,001.42)	$0.00	$54,496.71
09	COOPERATIVE FUND	$54,048.76	$155,162.77	($159,511.00)	$0.00	$49,700.53
10	BOND FUND	$4,244,871.63	$2,164,749.21	($2,666,770.00)	$0.00	$3,742,850.84
	Grand Total:	$30,546,895.47	$58,818,154.05	($54,968,857.85)	$0.00	$34,396,191.68

End of Report

Scottsbluff Public Schools

Revenue Report

☐ Summary Only From Date: 6/1/2025 To Date: 6/30/2025

Fiscal Year: 2024-2025

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
Fund: 01 GENERAL FUND					
01.1.1030.102.0.000.00	$0.00	$0.00	$389.91	($389.91)	0.00%
BAD DEBT WRITE OFF					
01.1.1110.100.0.000.00	$12,408,343.00	$485,873.14	$5,931,973.70	$6,476,369.30	52.19%
LOCAL DISTRICT TAXES					
01.1.1115.100.0.000.00	$13,000.00	$0.00	$8,551.77	$4,448.23	34.22%
CARLINE TAXES / DEBATE					
01.1.1120.100.0.000.00	$500,000.00	$0.00	$406,790.24	$93,209.76	18.64%
PUBL POWER SALES TAX					
01.1.1125.100.0.000.00	$1,400,000.00	$138,385.75	$1,208,601.24	$191,398.76	13.67%
MOTOR VEHICLE TAX					
01.1.1270.100.0.000.00	$120,000.00	$4,996.89	$89,962.43	$30,037.57	25.03%
PRESCHOOL RECEIPTS					
01.1.1270.100.0.015.00	$0.00	$6,426.10	$141,875.67	($141,875.67)	0.00%
PRESCHOOL RECEIPTS					
01.1.1270.102.0.015.00	$0.00	$0.00	($105.97)	$105.97	0.00%
BAD DEBT WRITE OFF					
01.1.1271.100.0.015.00	$0.00	$3,192.04	$57,425.65	($57,425.65)	0.00%
PRESCHOOL RECEIPTS					
01.1.1271.102.0.015.00	$0.00	$0.00	($9.75)	$9.75	0.00%
BAD DEBT WRITE OFF					
01.1.1410.100.0.000.00	$450,000.00	$45,394.89	$601,886.32	($151,886.32)	-33.75%
INTEREST INVESTMENTS/DIGITAL GRAPHIC ART					
01.1.1610.100.0.000.00	$20,000.00	$0.00	$0.00	$20,000.00	100.00%
LOCAL LICENSE FEES					
01.1.1810.100.0.050.00	$0.00	$0.00	$7,490.25	($7,490.25)	0.00%
AFTER SCHOOL PROGRAM					
01.1.1810.100.0.060.00	$0.00	($197.69)	$21,909.88	($21,909.88)	0.00%
AFTER SCHOOL PROGRAM					
01.1.1810.100.0.080.00	$0.00	$0.00	$8,341.28	($8,341.28)	0.00%
AFTER SCHOOL PROGRAM					
01.1.1810.102.0.050.00	$0.00	$0.00	($35.34)	$35.34	0.00%
BAD DEBT WRITE OFF					
01.1.1810.102.0.060.00	$0.00	$0.00	($210.50)	$210.50	0.00%
AFTER SCHOOL PROGRAM					
01.1.1810.102.0.080.00	$0.00	$0.00	($21.35)	$21.35	0.00%

Revenue Report

☐ Summary Only From Date: 6/1/2025 To Date: 6/30/2025

Fiscal Year: 2024-2025

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
BAD DEBT WRITE OFF					
01.1.1820.100.0.015.00	$0.00	($926.64)	$20,793.24	($20,793.24)	0.00%
PRESCHOOL BEFORE & AFTER SCHOOL CARE					
01.1.1820.102.0.015.00	$0.00	$0.00	($7.00)	$7.00	0.00%
BAD DEBT WRITE OFF					
01.1.1910.100.0.000.00	$10,000.00	$0.00	$10,855.00	($855.00)	-8.55%
RENTAL - SCHOOL FACILITIES					
01.1.1920.100.0.000.00	$0.00	$0.00	$1,850.00	($1,850.00)	0.00%
CONTRIBUTIONS/DONATIONS					
01.1.1925.100.0.000.00	$0.00	$0.00	$2,910.42	($2,910.42)	0.00%
GRANT FROM CORP & OTHER PRIVATE INTEREST					
01.1.1990.100.0.000.00	$35,000.00	$0.00	$0.00	$35,000.00	100.00%
OTHER LOCAL RECEIPTS					
01.1.2110.100.0.000.00	$200,000.00	$17,567.31	$178,807.77	$21,192.23	10.60%
COUNTY FINES & LICENSES					
01.1.3110.100.0.000.00	$18,334,444.00	$1,801,350.90	$18,013,473.00	$320,971.00	1.75%
STATE AID					
01.1.3110.100.0.015.00	$0.00	$32,097.10	$320,971.00	($320,971.00)	0.00%
STATE AID					
01.1.3120.100.0.000.00	$5,800,000.00	$1,061,193.00	$6,657,097.00	($857,097.00)	-14.78%
SPECIAL ED					
01.1.3125.100.0.000.00	$55,000.00	$0.00	$0.00	$55,000.00	100.00%
SPECIAL EDUC. TRANSPORTATION					
01.1.3130.100.0.000.00	$0.00	$85,392.52	$341,570.08	($341,570.08)	0.00%
HOMESTEAD EXEMPTION					
01.1.3131.100.0.000.00	$0.00	$0.00	$4,075,795.14	($4,075,795.14)	0.00%
PROPERTY TAX CREDIT					
01.1.3132.100.0.000.00	$0.00	$0.00	$439,630.30	($439,630.30)	0.00%
PERSONAL PROPERTY TAX CREDIT					
01.1.3135.100.0.000.00	$10,000.00	$0.00	$16,354.00	($6,354.00)	-63.54%
HIGH ABILITY LEARNERS					
01.1.3180.100.0.000.00	$55,000.00	$0.00	$0.00	$55,000.00	100.00%
PRO RATE MOTOR VECHICLE TAX					
01.1.3200.100.0.000.00	$350,000.00	$0.00	$1,109,559.95	($759,559.95)	-217.02%
STATE APPORTIONMENT					
01.1.3540.100.0.000.00	$200,000.00	$33,938.23	$283,347.22	($83,347.22)	-41.67%

Revenue Report

☐ Summary Only From Date: 6/1/2025 To Date: 6/30/2025

Fiscal Year: 2024-2025

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
STATE EARLY CHILDHOOD-STADIUM					
01.1.3541.100.0.000.00	$306,850.00	$0.00	$299,952.00	$6,898.00	2.25%
EARLY CHILDHOOD SIXPENCE					
01.1.3599.100.0.000.00	$0.00	$1,751.82	$1,751.82	($1,751.82)	0.00%
OTHER STATE CATEGORICAL PROGRAMS					
01.1.3990.100.0.000.00	$1,000.00	$0.00	$0.00	$1,000.00	100.00%
OTHER STATE RECEIPTS					
01.1.3992.100.0.000.00	$0.00	$0.00	$15,000.00	($15,000.00)	0.00%
EDUCATION QUEST					
01.1.3996.100.0.000.00	$0.00	$0.00	$8,499.75	($8,499.75)	0.00%
ENGINEERING PATHWAYS ASP GRANT					
01.1.4200.100.0.000.00	$1,100,000.00	$0.00	$1,608,531.00	($508,531.00)	-46.23%
TITLE 1, PART A					
01.1.4222.100.0.000.00	$22,500.00	$0.00	$11,025.00	$11,475.00	51.00%
MCKINNEY HOMELESS GRANT					
01.1.4310.100.0.000.00	$145,000.00	$0.00	$66,325.00	$78,675.00	54.26%
TITLE II, PART A					
01.1.4406.100.0.000.00	$20,896.00	$0.00	$20,971.00	($75.00)	-0.36%
IDEA PRESCHOOL BASE ALLOC					
01.1.4410.100.0.000.00	$822,938.00	$0.00	$820,014.00	$2,924.00	0.36%
IDEA/ENROLLMENT & POVERTY					
01.1.4412.100.0.000.00	$24,220.00	$0.00	$30,919.00	($6,699.00)	-27.66%
IDEA PART B PORPORTIONALTE SHARE					
01.1.4450.100.0.000.00	$200,000.00	$0.00	$301,120.52	($101,120.52)	-50.56%
M.I.P.S.					
01.1.4455.100.0.000.00	$200,000.00	$0.00	$0.00	$200,000.00	100.00%
MEDICAID CLAIM PROCESSING					
01.1.4510.100.0.000.00	$0.00	$0.00	$207,673.46	($207,673.46)	0.00%
TITLE IV STUDENT SUPPORT & ACADEMIC ENRICHMENT GRA					
01.1.4700.100.0.000.00	$60,447.00	$0.00	$97,932.00	($37,485.00)	-62.01%
CARL PERKINS					
01.1.4910.100.0.000.00	$27,758.00	$0.00	$35,462.86	($7,704.86)	-27.76%
INDIAN EDUCATION					
01.1.4925.100.0.000.00	$26,000.00	$0.00	$26,363.72	($363.72)	-1.40%
TITLE III ELL					
01.1.4967.100.0.000.00	$88,000.00	$0.00	$64,647.00	$23,353.00	26.54%

Revenue Report

☐ Summary Only From Date: 6/1/2025 To Date: 6/30/2025

Fiscal Year: 2024-2025

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
TITLE IV PART A					
01.1.4968.100.0.000.00	$0.00	$0.00	$150,000.00	($150,000.00)	0.00%
21ST CENTURY GRANT (TITLE IV, PART B)					
01.1.4968.100.1.060.00	$50,000.00	$0.00	$0.00	$50,000.00	100.00%
21ST CENTURY GRANT (TITLE IV, PART B)					
01.1.4968.100.1.070.00	$50,000.00	$0.00	$0.00	$50,000.00	100.00%
21ST CENTURY GRANT (TITLE IV, PART B)					
01.1.4968.100.1.080.00	$50,000.00	$0.00	$0.00	$50,000.00	100.00%
21ST CENTURY GRANT (TITLE IV, PART B)					
01.1.4988.100.0.000.00	$0.00	$0.00	$213,720.00	($213,720.00)	0.00%
ARP - ELO					
01.1.4989.100.0.000.00	$0.00	$0.00	$98,222.00	($98,222.00)	0.00%
ARP - ELO SUMMER					
01.1.4992.100.0.000.00	$55,000.00	$0.00	$0.00	$55,000.00	100.00%
AFJROTC					
01.1.4993.100.0.000.00	$0.00	$0.00	$17,599.00	($17,599.00)	0.00%
ARP HCY I					
01.1.4995.100.0.000.00	$3,000,000.00	$0.00	$842,634.01	$2,157,365.99	71.91%
CATEGORICAL GRANTS					
01.1.4998.100.0.000.00	$5,236,235.00	$0.00	$6,210,106.00	($973,871.00)	-18.60%
ESSER III Grant					
01.1.5250.000.0.000.00	$0.00	$0.00	$14,527.38	($14,527.38)	0.00%
BOY/GIRL SWIMMING					
01.1.5301.100.0.000.00	$0.00	$0.00	($275.00)	$275.00	0.00%
INSURANCE ADJUSTMENTS					
01.1.5400.100.0.000.00	$2,500.00	$0.00	$0.00	$2,500.00	100.00%
SALE OF PROPERTY					
01.1.5690.100.0.000.00	$25,000.00	$1,090.00	$73,687.81	($48,687.81)	-194.75%
OTHER NON-REVENUE RECEIPTS					
Fund 01 Total:	$51,475,131.00	$3,717,525.36	$51,194,231.88	$280,899.12	0.55%
Grand Total:	$51,475,131.00	$3,717,525.36	$51,194,231.88	$280,899.12	0.55%

End of Report

FOR BOARD REPORT : June 2025

FUND	PAYROLL	AP DISBURSEMENTS	OTHER EXPENSES*	TOTAL
General	$ 3,417,609.11	$ 646,222.20	$ (963.54)	$ 4,062,867.77
Special Building		$ 241,677.95	$ -	$ 241,677.95
Cafeteria		$ 154,316.31	$ 216.12	$ 154,532.43
Qualified Capital Purpose Undertaking		$ -	$ -	$ -
Activities		$ 80,079.45	$ 1,577.00	$ 81,656.45
Depreciation		$ 1,489,900.45	$ (61.60)	$ 1,489,838.85
Student Fee Fund		$ 2,521.00	$ -	$ 2,521.00
Employee Benefit Fund		$ 33,303.95	$ (6,014.27)	$ 27,289.68
Cooperative		$ 20,012.90	$ (66.47)	$ 19,946.43
Bond Fund		$ 29,025.00	$ -	$ 29,025.00
TOTALS				
GRAND TOTALS FOR June 2025	$ 3,417,609.11	$ 2,697,059.21	$ (5,312.76)	$ 6,109,355.56

*Includes Transfers

Fund	Vendor	Description		Amount
	A & O Grant Consultin	SERVICES	$	1,700.00
	ACCS Inc	SERVICES	$	270.00
	Alarm Security Techni	SERVICES	$	205.00
	Allo Communications	UTILITIES	$	9,508.26
	Amplify Education, Inc	SERVICES	$	750.00
	Aye, Ruthanne	REIMBURSEMENT	$	163.53
	Benzel Pest Control	SERVICES	$	1,383.28
	Benzel, Lukas R	REIMBURSEMENT	$	40.00
	Bluffs Facility Solution	SUPPLIES	$	4,032.55
	Burkhalter, Mary Franc	REIMBURSEMENT	$	400.00
	Bustinza, Mary	REIMBURSEMENT	$	80.36
	CDW Government Inc	COMPUTER HARDW	$	31,176.90
	Central Security Comr	SERVICES	$	21.00
	Century Business Proc	MISCELLANEOUS EX	$	2,707.14
	CenturyLink	SERVICES	$	240.12
	Chancellor, Brittni	REIMBURSEMENT	$	400.00
	Chimney Rock Public	UTILITIES	$	1,702.45
	City of Scottsbluff	UTILITIES	$	35,970.37
	Column Software, PBC	ADVERTISING & PRI	$	70.00
	Comfort Inn-Kearney	TRAVEL EXPENSE	$	539.80
	Country Inns & Suites	TRAVEL EXPENSE	$	330.00
	Crossroads Music LLC	REPAIRS	$	13.99
	Culligan of Scottsbluff	SUPPLIES	$	205.00
	Curriculum Associates	TEXTBOOKS	$	20,333.95
	Data Power Technolo	SUPPLIES	$	295.20
	Davies, Michael	SERVICES	$	1,100.00
	DBC Irrigation Supply	SUPPLIES	$	332.48
	Douglas, Kelly and Os	LEGAL SERVICES	$	693.25
	Durbin, Mary	REIMBURSEMENT	$	36.68
	Dutton, Jessica M	REIMBURSEMENT	$	1,177.75
	Dutton-Lainson Comp	SUPPLIES	$	785.63
	Eakes Office Solutions	SUPPLIES	$	1,646.73
	Educational Service U	INSERVICE	$	40.00
	Educational Service U	MISCELLANEOUS EX	$	60,762.34
	Engineered Controls	SERVICES	$	210.00
	Enome, Inc.	COMPUTER SOFTW/	$	24,097.50
	EXpress Toll	MISCELLANEOUS EX	$	4.60
	Fairfield Inn & Suites	TRAVEL EXPENSE	$	839.70
	Fat Boys Tire and Aut	REPAIRS & MAINTEN	$	38.06
	FirstGroup America	SERVICES	$	95,282.49
	Fogle, Michael M	REIMBURSEMENT	$	99.68
	Follett Content Solutio	SUPPLIES	$	6,142.63
	Fundamentals First, In	SERVICES	$	3,018.75
	GE Money Bank/Amaz	MISCELLANEOUS EX	$	2,228.54
	Generation Genius, In	COMPUTER SOFTW/	$	5,827.50
	Grammarly, Inc	COMPUTER SOFTW/	$	4,450.00
	Hampton Inn & Suites	TRAVEL EXPENSE	$	550.00
	Hampton Inn York	TRAVEL EXPENSE	$	127.00
	Harris, Adam	REIMBURSEMENT	$	125.86
	Hill, Sundee L	REIMBURSEMENT	$	809.92
	Hillyard Inc	SUPPLIES	$	12.99
	Holiday Inn Express -	TRAVEL EXPENSE	$	712.00
	Holiday Inn Kearney	TRAVEL EXPENSE	$	539.80
	Holloway, Sondra	REIMBURSEMENT	$	158.29
	Holsher, Isaac	REIMBURSEMENT	$	21.75
	Honey Wagon Expres	SERVICES	$	900.00
	Horizon Prep, LLC	COMPUTER SOFTW/	$	9,750.00
	Hounshell, Travis J	REIMBURSEMENT	$	57.99
	Huck, Matthew J	REIMBURSEMENT	$	400.00
	Hugen, Hillari	REIMBURSEMENT	$	47.60
	Hyatt Place	TRAVEL EXPENSE	$	1,112.00

J W Pepper Of Minnea	SUPPLIES	$	308.92
Jensen, Kelli	REIMBURSEMENT	$	360.00
JJPratt Enterprises, LL	MISCELLANEOUS EX	$	500.00
Jolliffe, Bethany	REIMBURSEMENT	$	400.00
Jostens - NEFF Comp	SUPPLIES	$	189.95
Kansas City Audio-Vis	SUPPLIES	$	633.19
Kaseya US LLC dba E	COMPUTER SOFTWA	$	1,699.94
Kemling-Horner, Wend	REIMBURSEMENT	$	400.00
Kendall Hunt Publishir	TEXTBOOKS	$	14,221.60
Lakeshore Learning M	SUPPLIES	$	4,494.42
Larrieux, Priscilla	REIMBURSEMENT	$	35.00
Lawayne Klein	LEASE	$	1,300.00
Lawson Products, Inc.	SUPPLIES	$	72.72
Lee, Mi C	REIMBURSEMENT	$	52.43
Licensure Unit-State o	DUES & FEES	$	50.00
Matheson Tri-Gas, Inc	SUPPLIES	$	149.50
McGraw-Hill Compani	TEXTBOOKS	$	7,037.54
Miller, James S	REIMBURSEMENT	$	400.00
Monument Physical Th	SERVICES	$	1,566.00
MRG Enterprises, LLC	LEASE	$	1,500.00
Multi-Health Systems I	SUPPLIES	$	1,000.00
Najm, Baleria	REIMBURSEMENT	$	138.25
National Art & School	SUPPLIES	$	1,523.88
Nebraska Council Of S	DUES & FEES	$	400.00
Nebraska Public Healt	DUES & FEES	$	50.00
Nebraska Public Powe	UTILITIES	$	45,126.82
Noble OTC LLC	SUPPLIES	$	39.96
Notable, Inc.	COMPUTER SOFTWA	$	13,337.50
NWEA	DUES & FEES	$	1,260.00
OneSource The Backo	SERVICES	$	228.00
Options in Pyschology	SERVICES	$	600.00
Panhandle Cooperativ	SUPPLIES	$	208.99
Panhandle Geotechnic	MISCELLANEOUS EX	$	3,400.00
Perry, Guthery, Haas,	LEGAL SERVICES	$	1,865.60
PFM Financial Service	MISCELLANEOUS EX	$	44,418.32
PresenceLearning, Inc	COMPUTER SOFTWA	$	11,555.37
QBS, INC.	SUPPLIES	$	96.00
Quadient Finance USA	MISCELLANEOUS EX	$	1,000.00
Reganis Auto Center	REPAIRS & MAINTEN	$	2,393.74
Regional Care Inc	EMPLOYEE BENEFIT	$	530.00
Regional West Health	MISCELLANEOUS EX	$	96.68
Rein, Andrea	REIMBURSEMENT	$	1,257.76
Riverside Discovery C	SUPPLIES	$	427.75
Rock, Brianna R	REIMBURSEMENT	$	400.00
Ronda Roth	REIMBURSEMENT	$	44.24
Rural Radio Scottsbluf	ADVERTISING & PRI	$	900.00
S & S Worldwide	SUPPLIES	$	380.00
Sandberg Implement I	SUPPLIES	$	28.60
Santero, Emily	REIMBURSEMENT	$	12.25
Savvas Learning Com	MISCELLANEOUS EX	$	6,000.00
Scottsbluff Public Sch	FUEL	$	11,357.57
Scottsbluff Schools Ca	SERVICES	$	4,511.86
Scottsbluff Schools Fo	MISCELLANEOUS EX	$	4,260.00
Scottsbluff Screenprin	SUPPLIES	$	280.00
Shaddick, Justin Rand	REIMBURSEMENT	$	360.00
Shaggy Buffalo Carwa	MISCELLANEOUS EX	$	25.00
Sherwin Williams Co	SUPPLIES	$	227.27
Simmons, Tracy Lynn	REIMBURSEMENT	$	64.33
Skelcher, Betsy Elizab	REIMBURSEMENT	$	123.55
Sodexo Operations, LL	SERVICES	$	459.46
Spic & Span Cleaners	SUPPLIES	$	4,437.25
Staman, Jenise M	REIMBURSEMENT	$	139.58

	State Industiral Produc	MISCELLANEOUS E>	$	791.97		
	State Of Nebraska Da	DUES & FEES	$	292.87		
	Stec, Jessica	REIMBURSEMENT	$	621.85		
	TAESE/USU	INSERVICE	$	2,745.00		
	Team Chevrolet	REPAIRS & MAINTEN	$	4,734.65		
	Teeple, Caroline	REIMBURSEMENT	$	50.40		
	The Master Teacher, I	COMPUTER SOFTW/	$	18,433.00		
	The Math Learning Ce	TEXTBOOKS	$	29,397.60		
	T-Mobile USA Inc	COMPUTER SOFTW/	$	22.80		
	Tree Monkeys LLC	SERVICES	$	2,850.00		
	Twin City Roofing She	SERVICES	$	481.70		
	Typing.com LLC	COMPUTER SOFTW/	$	3,000.00		
	Verizon Wireless	COMMUNICATIONS	$	1,598.14		
	Vistabeam	COMMUNICATIONS	$	300.00		
	Waste Connection Of	UTILITIES	$	529.00		
	Westco Western Coop	FUEL	$	1,746.17		
	Western Nebraska Co	MISCELLANEOUS E>	$	41,349.85		
	Wright, Bert T.	REIMBURSEMENT	$	200.00		
	Y M C A	SERVICES	$	62.00		
				Fund Total	$	646,222.20
02	Anderson & Shaw Cor	SERVICES	$	225,335.15		
	City of Gering	UTILITIES	$	450.00		
	JEO Consulting Group	SERVICES	$	15,415.00		
	PFM Financial Service	MISCELLANEOUS E>	$	477.80		
				Fund Total	$	241,677.95
03	Garza, Ruth	REIMBURSEMENT	$	8.40		
	GE Money Bank/Amaz	MISCELLANEOUS E>	$	339.99		
	PFM Financial Service	MISCELLANEOUS E>	$	4,373.29		
	Santos, Dylan	REIMBURSEMENT	$	7.10		
	Sodexo Operations, LI	SERVICES	$	147,599.51		
	Team Chevrolet	REPAIRS & MAINTEN	$	1,988.02		
				Fund Total	$	154,316.31
05	B & C Steel Corporatic	SUPPLIES	$	87.50		
	College Board	DUES & FEES	$	10,218.00		
	Cooperative Ministries	MISCELLANEOUS E>	$	68.00		
	GE Money Bank/Amaz	MISCELLANEOUS E>	$	795.30		
	Harco Athletic Recond	MISCELLANEOUS E>	$	7,251.00		
	Ideal Linen Supply	SUPPLIES	$	314.22		
	Jostens - NEFF Comp	SUPPLIES	$	57.90		
	Leeling, Karsyn	SERVICES	$	300.00		
	Logoz	SUPPLIES	$	1,044.00		
	Manhattan Concert Pr	MISCELLANEOUS E>	$	2,000.00		
	N S A A	DUES & FEES	$	2,585.00		
	Nebraska Girls Basket	MISCELLANEOUS E>	$	425.00		
	New Victorian Inn - Ke	TRAVEL EXPENSE	$	279.96		
	Olson, Drew	SERVICES	$	1,400.00		
	Pepsi-Cola Of Alliance	SUPPLIES	$	280.63		
	PFM Financial Service	MISCELLANEOUS E>	$	28,307.69		
	Plaques & Such	SUPPLIES	$	1,505.00		
	Regional West Medica	MISCELLANEOUS E>	$	1,333.00		
	Scottsbluff Screenprin	SUPPLIES	$	12,339.00		
	Sportboardz	MISCELLANEOUS E>	$	59.75		
	Tidal Wave Managem	MISCELLANEOUS E>	$	3,000.00		
	Varsity Spirit Fashions	SUPPLIES	$	2,178.50		
	Veritas Athletic Perfor	SUPPLIES	$	2,250.00		
	Yanda's Music & Pro A	SUPPLIES	$	2,000.00		
				Fund Total	$	80,079.45
06	Anderson & Shaw Cor	SERVICES	$	721,281.27		

	Avalis Wayfinding Solu	SUPPLIES	$	1,035.00		
	City of Gering	MISCELLANEOUS E›	$	1,506.88		
	Electrical Engineering	SERVICES	$	1,229.60		
	GE Money Bank/Amaz	MISCELLANEOUS E›	$	263.98		
	JEO Consulting Group	SERVICES	$	12,496.07		
	Johnson Hardware Co	SERVICES	$	11,011.82		
	Lakeshore Learning M	SUPPLIES	$	16,548.07		
	Lux AVL Inc.	SERVICES	$	11,925.65		
	Midland Restoration C	SERVICES	$	33,100.00		
	Motor Coach Industrie	BUS PURCHASE	$	653,279.00		
	Northwest Pipe Fitting	SUPPLIES	$	788.41		
	PFM Financial Service	MISCELLANEOUS E›	$	3,901.45		
	RAKA Rentals	MISCELLANEOUS E›	$	2,969.89		
	Sandberg Implement I	MISCELLANEOUS E›	$	2,870.55		
	School Specialty	SUPPLIES	$	15,692.81		
				Fund Total	$	1,489,900.45
07	PFM Financial Service	MISCELLANEOUS E›	$	2,521.00		
				Fund Total	$	2,521.00
08	Regional Care Inc	EMPLOYEE BENEFIT	$	33,303.95		
				Fund Total	$	33,303.95
09	Lakeshore Learning M	SUPPLIES	$	1,636.76		
	PFM Financial Service	MISCELLANEOUS E›	$	18,376.14		
				Fund Total	$	20,012.90
10	Platte Valley Bank	BOND PRINCIPAL & I	$	29,025.00		
				Fund Total	$	29,025.00
				June 2025 Total	**$**	**2,697,059.21**

Students

Foster Care Student Transportation

In accordance with federal and state law, the District's written transportation procedures for foster care children are outlined below.

Students to be Transported
DHHS will contact the District to inform the District of a foster care student living in the District and/or to be educated by the District. The District will communicate with DHHS on any further matters concerning said foster care student(s).

School of Origin
The District will work to develop a transportation plan for each foster care student needing transportation to the student's school of origin, as defined and required by federal law. Each student's situation will be different, so there is no single transportation plan for every foster care student. Transportation options may include:

1. The foster care family;
2. A bus or school vehicle;
3. Transportation to a pickup location; or,
4. Some other form of transportation in accordance with state and federal law. Foster care students on an IEP may require other considerations and/or different transportation obligations.

When required by law, the District will coordinate the foster care student's transportation to the school of origin while any disputes regarding transportation exist and will continue until the disputes are resolved.

Costs
If the student can be transported by the District without the District incurring any additional costs, then the District will normally transport the student. However, if the District will need to incur additional costs to transport the student, then DHHS will cover any such additional costs associated with the foster care student's transportation. If the District and DHHS are unable to agree on a transportation plan, the District and DHHS will work together to resolve any differences.

Oversight, Implementation, and Administration
The Executive Director of Student Services is responsible for overseeing these procedures, updating them as needed, and otherwise ensuring that the District complies with the transportation requirements for foster care students.

Legal Reference: 20 U.S.C. § 6312.

Date of Adoption: July 14, 2025

Instruction

Electronic Communication Devices and Cell Phones

All students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

1. When required by a student's Individualized Education Program or 504 Plan;
2. When authorized by the District for educational purposes during instructional time;
3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or,
5. When determined appropriate by the Superintendent or the Superintendent's designee.

All exceptions listed herein must be approved in advance by the appropriate school staff member.

Any student who violates this policy may be subject to discipline under the District's Student Discipline Policy.

Legal Reference: LB 140 (2025)

Date of Adoption: July 14, 2025

Instruction

Plagiarism, Copyrights, and Patents

Plagiarism
Plagiarism by staff or students is considered academic dishonesty, is prohibited, and may result in disciplinary action, including termination from employment or expulsion from school.

Plagiarism is the use of close imitation of the work, language, or ideas of another and the representation of them as one's own original work. All staff shall be responsible for informing themselves and reviewing relevant information pertaining to plagiarism. Teachers will instruct students in appropriate research and citation practices.

Copyrights and Patents
It is the intent of the District to adhere to the provisions of the U.S. Copyright Law and the Patent Act. All individuals within the District, including administrators, teachers, other staff members, and students, are prohibited from using, copying, or transmitting materials not specifically allowed by fair use, copyright or patent law, licenses or contractual agreements, or permission. All staff shall be responsible for informing themselves and reviewing relevant information pertaining to copyright and patent rules, fair use, district licenses, or contractual agreements, and permissions. Individuals within the District who are uncertain as to whether a material is copyrights must seek prior clarification from a supervisor or administrator before copying or transmitting such materials.

Anyone who disregards this copyright and patent policy is in violation of the law and this policy, assumes all responsibility for infringement, including possible civil liability and criminal prosecution and may be subject to disciplinary action including termination from employment. The District does not assume any legal responsibility for any infringement of copyrights, patents, or other proprietary rights.

All staff shall also respect the copyright, patent, and proprietary rights of any materials accessed through the District's network system or technology resources. Staff may not use or duplicate copyrights or patented materials, graphics, software (including district-owned or district-licensed software) or other proprietary materials without permission from the copyright or patent holder, unless the use falls within fair use parameters, licenses, or contractual agreement or permissions, whether for personal use or for the use of others.

Persons who secure permission, licenses, or other contractual agreements shall maintain adequate records regarding the use of copyrights or patented materials.

Legal Reference: 17 U.S.C. § 101

Date of Adoption: July 14, 2025

Instruction

Behavioral Intervention and Classroom Management

Purpose

The District is committed to creating a learning environment where every individual is valued, respected, and supported. This policy emphasizes the shared responsibility of individuals for their actions and their ability to learn, grow, and thrive. This policy further provides a framework for encouraging positive behavior, addressing challenges in a caring and constructive way, and ensuring safe and supportive school and classroom environments.

General Principles

As part of the District's commitment to all students, the Board of Education hereby implements a tiered-system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

This policy does not replace or alter the Student Discipline Act when behaviors warrant student disciplinary action under that Student Discipline Act.

Standards

Tier 1: Universal Supports			
	District Level	**School Level**	**Classroom Level**
Sound Infrastructure & Shared Leadership	Develop and maintain a district-wide behavior framework, ensuring alignment with the District's vision and goals. Establish a leadership team to oversee implementation and sustainability.	Create school-level leadership teams to implement the District behavior framework. Build systems to support staff in consistent implementation of universal behavior strategies.	Teachers set up clear, consistent behavior expectations aligned with school and district policies. Classroom routines and physical environments are structured to promote positive behaviors.
Layered Continuum of Support	Ensure all schools have access to evidence-based universal behavior practices and instructional tools for promoting positive behavior.	Develop a school-wide plan for teaching and reinforcing positive behavior expectations for all students.	Integrate the development of emotional and interpersonal skills into daily instruction and explicitly teach expected behaviors.
Data-Based Decision- Making	Implement a district-wide behavior data system for	Use behavioral data to assess school culture,	Collect and reflect on classroom behavior data to identify

	tracking		patterns or
	student behavioral incidents, attendance, and other indicators of behavior. Analyze district trends to guide support for schools.	climate and adjust universal supports.	unanticipated signs of distress and adjust teaching practices as needed.
Communication and Collaboration	Share district-wide behavior policies, expectations, and data with all stakeholders, including families and the community.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom.
Tier 2: Targeted Supports			
	District Level	**School Level**	**Classroom Level**
Sound Infrastructure & Shared leadership	Provide a menu of evidence-based Tier 2 intervention and training for implementation.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom that align with school and district policies.
Layered Continuum of Support	Allocate resources to support targeted interventions, such as additional staff or training for small group supports.	Implement interventions such as mentoring programs, social skills groups, or targeted behavior coaching.	Provide additional supports like daily progress monitoring and structured break.
Data-Based Decision- Making	Use district-wide systems to track the effectiveness of Tier 2 interventions and adjust as needed.	Monitor progress using behavior data: point sheets, observations, or student self-assessments and input data in district-wide systems.	Document daily data on student progress to evaluate the impact of interventions.
Communication and Collaboration	Facilitate communication between schools, families, and community partners about available Tier	Engage families in the intervention process by providing regular updates and involving them in problem solving and goal	Maintain open lines of communication with families about their child's progress and strategies to promote support the behavior

	2 supports.	setting.	goals at home.
Tier 3: Intensive, Individualized Supports			
	District Level	**School Level**	**Classroom Level**
Sound Infrastructure & Shared leadership	Ensure access to specialized staff to design and oversee intensive interventions.	Assemble a multidisciplinary team to develop and implement Functional Behavioral Assessments (FBAs) and Behavior Intervention Plans (BIPs)	Collaborate with specialists to integrate individualized supports into classroom routines that align with school and district policies.
Layered Continuum of Support	Coordinate external services and resources for students requiring wraparound support beyond the school.	Provide interventions or sessions tailored to the student's unique needs and communicate with external services and resources to align supports for students.	Consistently implement accommodations and modifications, such as sensory supports or de-escalation plans, to address individual behaviors.
Data-Based Decision- Making	Regularly review data on Tier 3 interventions and outcomes to ensure its effectiveness.	Use detailed, frequent data collection to refine and adjust BIPs based on student progress.	Implement daily monitoring and adjust individualized strategies as data indicates.
Communication and Collaboration	Partner with community agencies to align supports for students with complex needs.	Conduct regular meetings with families to review and revise plans based on student progress.	Provide ongoing feedback to families and specialists about the student's daily performance, progress, and needs.

Addressing Dysregulated Behavior and Classroom Removal

This policy outlines a structured approach for managing dysregulated behavior that disrupts the learning environment or poses safety concerns. The aim is to ensure the safety and well-being of all students and staff, while supporting the student in developing self-regulation skills and reintegrating into the classroom.

Criteria for Removal

1. Safety Concerns. Immediate removal may occur if a student poses a threat to their own safety, the safety of others, or the environment.
2. Disruption to Learning. Removal may be necessary if the student's behavior significantly disrupts instruction or the learning environment.
3. Attempted Interventions. Whenever possible, staff should use de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 interventions before considering removal. Severe behaviors that endanger safety may bypass prior interventions.

Procedure for Removal

1. Behavior Documentation. The teacher or staff member documents the behavior leading to the removal, including antecedents, attempted interventions, and the incident itself. A clear, objective description of the behavior must be included.
2. Safe Transition. The student is escorted to a designated safe space, such as the office or a designated calming area, by trained personnel. Efforts are made to ensure the student remains calm and safe during the transition.
3. Notification. Parents or guardians are notified as soon as possible about the removal. A detailed account of the behavior and any interventions attempted are shared.

Post-Removal Actions

1. Restorative Meeting. A meeting involving the student, parents or guardians, teacher or other designated staff member, and administrator may be scheduled to review the behavior, its impact, and steps to prevent recurrence. The meeting emphasizes restoring relationships and understanding the root cause of the behavior.
2. Behavior Support Plan (if needed). For recurring incidents, a behavior support plan is developed or reviewed, including targeted interventions and supports aligned with the student's needs. The plan may include strategies such as check-ins, mentoring, or additional behavioral learning supports.

Transition Back to the Classroom

1. Reintegration Plan. The student returns to the classroom with appropriate support, which may include a reintegration checklist or frequent check-ins with a trusted adult. Expectations and routines are explicitly reviewed with the student.
2. Ongoing Support and Monitoring. Follow-up meetings with the student, teacher or other designated staff member, and parents/guardians are scheduled to evaluate progress. Data from behavior observations are used to adjust interventions and supports as needed.
3. Focus on Positive Growth. A strengths-based approach is applied to recognize and reinforce improvements in behavior.

Communication and Collaboration

Families are partners in addressing the student's behavior and supporting reintegration. School staff will provide clear and transparent communication about any incident, the student's plan for

return, and available resources. Collaboration will also occur between general education, special education, school psychologist, behavior specialists, school counselors, and/or social workers to ensure all supports align with the student's needs and strengths.

Required Training

The District will ensure that school employees are trained in behavioral awareness and intervention as required by this policy and state law. The Superintendent or the Superintendent's designee is hereby delegated the authority and responsibility to develop or contract for such training and to ensure that the appropriate staff receive said training as required by state law.

Monitoring and Feedback

Parents, guardians, students, advocates, and community members are encouraged to provide feedback on this policy and the District's actions under this policy. The Superintendent or the Superintendent's designee is also directed to provide any feedback to the Board of Education as the Superintendent deems appropriate.

Legal Reference: Neb. Rev. Stat. § 79-262.01

Date of Adoption: July 14, 2025

Community Relations

Anti-Discrimination

Elimination of Discrimination
The policy of Scottsbluff Public Schools is to not discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Scottsbluff Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Scottsbluff Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The following person shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX, the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

~~Students:~~ Dr. Wendy Kemling, Executive Director of Student Services
~~1722 1st Avenue~~ 2617 College Park, Scottsbluff, NE 69361
(308) 635-6200
wkemling@sbps.net

~~Employees and Others: Dr. Wendy Kemling, Executive Director of Student Services~~
~~1722 1st Avenue, Scottsbluff, NE 69361~~
~~(308) 635-6200~~
~~wkemling@sbps.net~~

Preventing Harassment and Discrimination of Employees and Students
Purpose
Scottsbluff Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Scottsbluff Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment:

1. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional, or educational environment.
2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults, or intimidation based on a person's age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom, or educational environment. Sexual harassment may exist when:
4. Supervisors or managers make a submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
5. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
6. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom, or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually-oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body.

Procedures

1. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
2. If the party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five working days after receiving the decision. ~~If the report is not satisfactorily resolved within 10 school days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Scottsbluff Public Schools.~~
3. ~~If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.~~
4. The ~~person to whom the complaint is made is to~~ designated coordinator will thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
5. Complaints of discrimination or harassment will be treated with the utmost confidence,

consistent with the resolution of the problem.

6. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken. The District will not disclose information about disciplinary actions or remedies imposed on another student, except as required by law or when such information directly impacts the receiving party.
7. The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. ~~Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.~~

Legal Reference:
20 U.S.C. § 1681
29 U.S.C. §§ 621 et seq.
29 U.S.C. §§ 794
38 U.S.C. §§ 4301 et seq.
42 U.S.C. §§ 2000d et seq.
42 U.S.C. §§ 2000e et seq.
42 U.S.C. §§ 12101 et seq.
Neb. Rev. Stat. §§ 48-1001 et seq.
Neb. Rev. Stat. §§ 48-1101 et seq.
Neb. Rev. Stat. §§ 79-2,115 et seq.

Date of Adoption: August 9, 2021
Date of Revision: ~~December 11, 2023~~ July 14, 2025

Business Operations

Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016, and 3019, and by the State Agency.

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

a. When the annual total for food service program related items is less than $250,000 (~~small purchase~~ simplified acquisition threshold) per procurement event or in aggregate purchases, this organization will follow the informal ~~small purchase~~ simplified acquisition procedures.
b. When the annual total for food service program related items is greater than $250,000 (~~small purchase~~ simplified acquisition threshold) per year per procurement event or in aggregate purchases, this organization will follow the Formal Competitive Solicitation Procedures.

1. Micro-Purchase Procedures

   Micro-purchases may be used for single purchases under $10,000 made with a vendor. Prices will be reviewed for reasonableness. Purchases will be spread equitably among all qualified sources.

2. ~~Small Purchase~~ Simplified Acquisition Threshold Procedures

   For purchases made below the ~~small purchase~~ simplified acquisition threshold, ~~small purchase~~ simplified acquisition procedures will be utilized to purchase necessary goods and services. When ~~small purchase~~ simplified acquisition procedures are used, this organization will take the following steps:

   a. Contact a reasonable number of qualified vendors;
   b. Write specifications for goods and services;
   c. Document each vendor's quoted price (ex. log sheet);
   d. Select the company that provides the lowest, most responsive, and responsible bid;
   e. Document supplier who was awarded the quote; and,
   f. Manage orders by confirming product and prices match quotes.

3. Formal Competitive Solicitation Procedures

For purchases made in excess of the ~~small purchase~~ simplified acquisition threshold, a formal competitive solicitation will be conducted. When formal competitive solicitation procedures are used, this organization will take the following steps:

a. Prepare an Invitation for Bid ("IFB") or Request for Proposal ("RFP") document specifically addressing the items to be procured:
   i. Include detailed specifications; and,
   ii. Ensure price will be most heavily weighted.
b. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening;
c. Announcements will include the date, time, and location in which bids will be opened;
d. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document:
   i. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP; and,
   ii. Responsible bidders will be those who are capable of performing successfully under the terms and conditions of the contract.
e. Award the contract:
   i. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP;
   ii. At least two weeks before program operations begin; and,
   iii. If a protest is received, it must be handled in accordance with 7 CFR 210.21.
f. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year.

(Note: If the ~~small purchase~~ simplified acquisition threshold established in the sponsor's procurement policy statement is less than $250,000, the smaller bid threshold will govern.)

Procurement Summary

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016, and 3019.

1. Competition
   We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted.

2. Comparability
   We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles.

3. Documentation

We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures.

4. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers, or any person(s) acting in any capacity concerning the food service procurement program.

5. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file.

6. General Requirements:
    a. Small, minority, veteran-owned, and women's businesses enterprises and labor surplus firms are used when possible.
    b. Ensure compliance with the Buy American Provision when purchasing food.
    c. A cost or price analysis in connection with every procurement action in excess of the ~~small purchase~~ simplified acquisition threshold including contract modifications.
    d. Documented procurement procedures and activities will be maintained.

Duties of Food Service:

1. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting, and budgeting.
2. Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
3. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.
4. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
5. Place and confirm orders with vendors or make plans to purchase the required items.
6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
7. To work with vendors on a fair and equal basis.
8. To conduct an in-house procurement review once per year.

Legal Reference: 2 CFR 200.318 through 2 CFP 200.321
2 CFR 200.323
7 CFR 210.21

Date of Adoption: August 9, 2021
Date of Revision: ~~May 8, 2023~~ July 14, 2025

Business Operations

Internal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally, if the District receives federal awards, grants, or other funds, the District will:

1. Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and align these internal controls consistent with the "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
2. Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
3. Evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of federal award;
4. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and,
5. Take reasonable cybersecurity and other measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as "sensitive" or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Management Requirements

The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

1. Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
2. Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two years;
3. Implement a control system to ensure safeguards for preventing property loss, damage, or theft;
4. Continue to develop and implement adequate maintenance procedures for the equipment; and,
5. Continue to develop and implement sales and disposition procedures for the equipment;

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value of $10,000 or less (per unit) may be retained, sold, or otherwise disposed of in accordance with the Board's Sale and Disposal of School Property policy.

All equipment, whether acquired in whole or in part under a federal award, with a current fair market value in excess of $10,000 (per unit), may only be sold or otherwise disposed of in accordance with the provisions of 2 C.F.R. § 200.313(e)(2)-(3).

Procurement

The District will use its own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the requirement standards imposed by law, including:

1. A procedure for micro-purchases (under $10,000);
2. A procedure for ~~small purchases~~ simplified acquisition thresholds (between $10,000 to $250,000);
3. A procedure for sealed bids (over $250,000);
4. A procedure for competitive proposals (with an explanation for why sealed bids were not accepted if over $250,000); and,
5. A procedure for noncompetitive bids.

Contract Terms

All contracts funded (in whole or in part) by federal funds and/or federal awards must contain the following terms or, via this policy, the following terms are required and incorporated into any such contracts:

1. An assurance that minority business enterprises and labor surplus area firms are used, when possible;
2. An Anti-Lobbying clause for all contracts, including an Anti-Lobbying Certification for contracts exceeding $100,000;
3. A Suspension and Debarment clause;
4. A provision for termination for cause and for convenience, including the manner by which it will be affected and the basis for settlement;
5. A clause that addresses administrative, contractual, or legal remedies in instance where contractors violate or breach contract terms, and a provision for sanctions and penalties;
6. For contracts in excess of $150,000, a clause addressing the Clean Air Act and the Federal Water Pollution Control Act;
7. A provision maintaining contract oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders;
8. A provision addressing the District's conflict of interest policies; and,
9. A requirement that the contractor maintains records related to the contracted work.

Federal Interest Reporting

The District will follow the required federal interest reporting and recording requirements, if applicable, for any real property or improvement interest financed, in whole or in part, with federal funds.

Record Retention

Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient, or as otherwise specified by the federal award or federal law.

For all other records, the District will retain such records for the length of time as required by law.

Suspension and Debarment

The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will either:

1. Verify that a vendor has not been debarred, suspended, or otherwise excluded via SAM.gov; and,
2. Collect a verification from that vendor; or,
3. Add a clause to the contract with the vendor.

The District will maintain a copy of said verification or documentation.

Financial Management

The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award. The financial management system will provide for the following:

1. Identifying all of the federal awards received and expended and the federal programs under which they were received;
2. Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
3. Maintaining records and documentation that sufficiently identify the amount, source, and expenditure of funds for federally-funded activities;
4. Ensuring effective controls over accountability and safeguards for all funds, property, and other assets;
5. Comparing actual expenditures with budget amounts for each federal award;
6. Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and,
7. Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Program Income
The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct, and otherwise handle income from federal programs.

Cost Sharing or Matching
For all federal awards, any shared costs or matching funds, and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the District's cost-sharing or matching, when such contributions meet all of the following criteria:

1. Are verifiable from the District's records;
2. Are not included as contributions for any other federal award;
3. Are necessary and reasonable for accomplishment of project or program objectives;
4. Are allowable under the applicable cost principles requirements;
5. Are not paid by the federal government under another federal award, except where the federal statute authorizing a program specifically provides that federal funds made available for such program can be applied to matching or cost sharing requirements of other federal programs;
6. Are provided for in the approved budget when required by the federal awarding agency; and,
7. Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Compensation
Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

1. Is reasonable for the services rendered; and,
2. Conforms to the established written expectations of the District, as applied consistently to both federal and non-federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

1. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. Be incorporated into the official records of the District;
3. Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
4. Encompass both federally assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District’s written procedures;
5. Comply with the established accounting policies and practices of the District; and,
6. Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one federal

award; a federal award and non-federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Any leave and/or fringe benefits charged to a federal award must satisfy all criteria set forth in 2 C.F.R. § 200.4321(b) and/or (c).

Budget estimates will generally not be used to support charges to federal awards but may be used for interim accounting purposes.

Federal Funds for Construction Projects

If the District is granted the authority to use federal funds for a construction project, the District will follow the Davis-Bacon and Related Acts, including the payment of "prevailing wages" to those who work on the job site, as well as the contractor bonding requirements.

Capitalization and Depreciation

The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

1. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
2. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of $10,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
3. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.
4. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.
5. When approved as a direct cost by the federal awarding agency or pass-through entity under sections A through C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the federal awarding agency.
6. If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.
7. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Maintaining Records

Financial records, supporting documents, statistical records, and all other district records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

Conflict of Interest

No District employee, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by or with federal funds. A "conflict of interest" includes, but is not limited to, a financial or other interest in or a tangible personal benefit from federal funds that would directly or indirectly benefit either:

1. The employee, agent, or Board member;
2. Any member of their immediate family, or their partner or spouse; or,
3. An organization that employs or is about to employ those individuals.

District employee, agents, and Board members may only accept gratuities, favors, or anything of monetary value from federally-funded contractors in accordance with the District's Conflict of Interest Policy. Any District employee, agent, or Board member who knowingly violates these terms may be subject to discipline, up to and including termination of employment and/or referral for possible criminal prosecution.

Unexpected or Extraordinary Circumstances

For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. § 200, et seq.

Date of Adoption: August 9, 2021
Date of Revision: ~~June 13, 2022~~ July 14, 2025
~~Date of Review: May 12, 2025~~

Business Operations

Safe Driving Record Standard for Drivers

Standard for Pupil Transportation Vehicle Drivers
Each person who is required to have a permit to operate a pupil transportation vehicle for this school district shall meet all requirements to hold and continue to hold a pupil transportation operator's permit, including the successful completion of a physical assessment and a Medical Examiner's Certificate.

One of the requirements for obtaining such a permit is that the person have a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test within the immediate prior seven years;
3. Reckless driving or willful reckless within the immediate prior ~~seven~~ five years; or,
4. Accumulation of six or more points under the motor vehicle operators' license point system within the immediate prior four years. In the event the person has accumulated three, four, or five points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or the Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Small Vehicles for Activity Trips
Each person who drives a small vehicle (car or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test within the immediate prior seven years;
3. Reckless driving or willful reckless within the immediate prior ~~seven~~ five years; or,
4. Accumulation of six or more points under the motor vehicle operators' license point system, within the immediate prior four years. In the event the person has accumulated three, four, or five points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or the Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Drivers who exclusively drive small vehicles for activity trips are not required to obtain a Medical Examiner's Certificate.

Standard for Drivers of Other School Vehicles

Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test within the immediate prior two years; or
3. Reckless driving or willful reckless within the immediate prior two years; or,
4. Accumulation of six or more points under the motor vehicle operators' license point system within the immediate prior four years. In the event the person has accumulated three, four, or five points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or the Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or the Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Legal Reference: Neb. Rev. Stat. § 60-4,182
Neb. Rev. Stat. § 79-318
Neb. Rev. Stat. § 79-602
Neb. Rev. Stat. §§ 79-607 and 79-608
Title 92, Nebraska Administrative Code, Chapters 91 & 92

Date of Adoption: August 9, 2021
Date of Revision: ~~May 8, 2023~~ July 14, 2025

Personnel

Anti-Discrimination, Anti-Harassment, and Anti-Retaliation

Elimination of Discrimination

Scottsbluff Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

Scottsbluff Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Dr. Wendy Kemling, Executive Director of Student Services
2617 College Park, Scottsbluff, NE 69361
(308) 635-6200
wkemling@sbps.net

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact:

U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550 (voice)
Fax: (816) 268-0559
Telecommunications Device for the Deaf: (800) 877-8339
OCR.KansasCity@ed.gov

Prohibited Harassment, Discrimination, and Retaliation of Employees, Students, and Others

Purpose

Scottsbluff Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by district employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

1. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment; or,
2. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.~~, may include, but is not limited to:~~

~~1. Name-calling;~~
~~2. Teasing or taunting;~~
~~3. Insults, slurs, or derogatory names or remarks;~~
~~4. Demeaning jokes;~~
~~5. Inappropriate gestures;~~
~~6. Graffiti or inappropriate written or electronic material;~~
~~7. Visual displays, such as cartoons, posters, or electronic images;~~
~~8. Threats or intimidating or hostile conduct;~~
~~9. Physical acts of aggression, assault, or violence; or,~~
~~10. Criminal offenses.~~

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

1. Unwelcome sexual advances or propositions;
2. Requests or pressure for sexual favors;
3. Comments about an individual’s body, sexual activity, or sexual attractiveness;
4. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body;
5. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person’s will or where a person is incapable of giving consent due to the victim’s age, intellectual disability, or use of drugs or alcohol;
6. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc.; or,

7. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All district employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

Anti-Retaliation

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

Grievance (or Complaint) Procedures

Employees or students should initially report all instances of discrimination, harassment, or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment, or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each district building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

Level 1 - Investigation and Findings

Once the District receives a grievance, complaint, or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and district employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within 10 working days after receiving a complaint or report, unless extenuating circumstances exist as determined by the investigator. Extenuating circumstances may include the unavailability of witnesses or the investigator due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will ~~not exceed 10 additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline~~ be determined by the investigator and in compliance with any legal requirements. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

1. Providing the parties with the opportunity to present witnesses and provide evidence;
2. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct;
3. For allegations involving harassment, some of the factors the District will consider include:
    a. The nature of the conduct and whether the conduct was unwelcome;
    b. The surrounding circumstances, expectations, and relationships;
    c. The degree to which the conduct affected one or more students' education;
    d. The type, frequency, and duration of the conduct;

e. The identity of and relationship between the alleged harasser and the suspect or suspects of the harassment;
f. The number of individuals involved;
g. The age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment;
h. The location of the incidents and the context in which they occurred;
i. The totality of the circumstances; and,
j. Other relevant evidence.

4. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?).

~~The designated compliance coordinator (or designated investigator) will complete an investigative report. , which will include: If a finding is made that discrimination, harassment, or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment, or other inappropriate conduct.~~

~~a. A summary of the facts;~~
~~b. Findings regarding whether discrimination, harassment, or other inappropriate conduct occurred; and,~~

~~If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report.~~ The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations~~, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.~~

The District will inform each party when the investigation is complete and will communicate any remedies or disciplinary sanctions that are directly applicable to that individual. The District will not disclose information about disciplinary actions or remedies imposed on another student or employee, except as required by law or when such information directly impacts the receiving party.

~~The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one working day after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.~~

Level 2 - Appeal to the Superintendent

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within 10 working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.

~~Level 3 – Appeal to the Board. If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board or a Committee of the Board of Education at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer, and the party. The Board or Committee of the Board of Education may, in its discretion, will issue a written determination about the appeal. within 30 days after the party addresses the Board. The Board of a Committee of the Board may, in the alternative, vote on the appeal and send the party the outcome of the vote. The party who filed the appeal will be sent the Board's determination at the time it is issued and a copy will be sent to the designated compliance coordinator. The Board's or Committee's determination, and any actions taken, will be final on behalf of the District.~~

Confidentiality

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

Training

The District will ensure that relevant district employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate district officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

Designated Compliance Coordinators

Designated compliance coordinators will be responsible for:

1. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations;
2. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment, and anti-retaliation laws and regulations, including the training areas listed above;
3. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate);
4. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other district employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur;
5. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education;
6. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements;
7. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process;
8. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation;
9. Determining whether district employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations;
10. Recommending changes to this policy and grievance procedure; and,
11. Performing other duties as assigned.

Preventive Measures

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination in electronic and printed formats, including prominently displaying the notice on the District's website ~~and posting the notice at each building in the District.~~ The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website~~, at each building in the District~~, reprinting it in district publications, such as Parent-Student Handbooks, and sending it electronically to members of the school community.

The District will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference:
20 U.S.C. § 1681
29 U.S.C. § 621 et seq.
29 U.S.C. § 794
38 U.S.C. § 4301 et seq.
42 U.S.C. § 12101 et seq.
42 U.S.C. § 2000d et seq.
42 U.S.C. § 2000e et seq.
Neb. Rev. Stat. § 48-1101 et seq.
Neb. Rev. Stat. § 79-2,115 et seq.

Date of Adoption: August 9, 2021
Date of Revision: ~~March 13, 2023~~ July 14, 2025

Personnel

Drug and Substance Use and Abuse

It is the policy of the Scottsbluff Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol, and illegal substances. The District will implement regulations and practices which will ensure compliance with laws relating to drugs and alcohol, including the Drug-Free Workplace Act, the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Section 1 - Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The District recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using, or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district-sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.

The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or the Superintendent's designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.

Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.

Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Section 2 - Alcohol and Drug Testing

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, the Moving Ahead for Progress in the 21st Century (MAP-21) Act, and all regulations and rules promulgated pursuant to such Acts. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Section 3 – Controlled Substances and Alcohol Use and Testing: Federal Regulations, Scottsbluff Public Schools' Compliance Policies and Procedures, and Educational Materials

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, Scottsbluff Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

1. The persons designated by Scottsbluff Public Schools to answer employee questions about these materials are the Superintendent and the Superintendent's designee.\
2. The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

3. The term "safety-sensitive functions" means:
    a. All time waiting to be dispatched, unless the driver has been relieved from duty;
    b. All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
    c. All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
    d. All time, other than driving time, in or upon any commercial motor vehicle;
    e. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
    f. All time spent performing the driver requirements of 49 CFR §§392.40 and

392.41 relating to accidents; and,

g. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

4. Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:
    a. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
    b. Alcohol Possession. No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
    c. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
    d. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
    e. Use Following an Accident. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
    f. Refusal to Submit to a Required Alcohol or Controlled Substances Test. No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
    g. Controlled Substances Use. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
    h. Controlled Substances Test. No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

5. The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:
    a. Pre-Employment Testing. Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.
    b. Post-Accident Testing. As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
        i. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or,
        ii. Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.

c. Alcohol Tests. Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.
d. Controlled Substance Tests. Shall be administered within 32 hours following the accident.

A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

6. Random Testing
   a. Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.
   b. The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
   c. The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.
   d. Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

7. Reasonable Suspicion Testing
   a. A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).
   b. Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:
      i. An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or,
      ii. Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

8. Return-to-Duty Testing
    a. Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.
    b. Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

9. Follow-up Testing
    a. Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.
    b. Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

10. The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include the procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

11. An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.
    a. A "refusal to submit" to an alcohol or controlled substance test means that a driver:
        i. Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing;
        ii. Fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing; or,
        iii. Engages in conduct that clearly obstructs the testing process.

        A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

b. The consequences for refusing to submit to an alcohol or controlled substances test are as follows: A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.
c. The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include: The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

   Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

   In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed:
   1. Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed; and,
   2. Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

   The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

12. The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include: Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

13. Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected: Information will be made available by the counselor to employees ~~upon request~~.

14. The requirement that the following personal information collected and maintained under this part shall be reported to the Clearinghouse:
    a. A verified, positive, adulterated, or substituted drug test result;
    b. An alcohol confirmation test with a concentration of 0.04 or higher;
    c. A refusal to submit to any test required by law;
    d. An employer's report of actual knowledge of:
        i. On-duty alcohol use;

ii. Pre-duty alcohol use;
iii. Alcohol use following an accident; and,
iv. Controlled substance use.

e. A substance abuse professional report of the successful completion of the return-to-duty process;
f. A negative return-to-duty test; and,
g. An employer's report of completion of follow-up testing.

Legal Reference: 41 U.S.C. §§ 701 et seq.
49 U.S.C. §§ 5331
49 U.S.C. § 31306
49 C.F.R. Part 382

Date of Adoption: August 9, 2021
Date of Revision: ~~May 12, 2025~~ July 14, 2025

Students

Admission Requirements

Minimum Age

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that:

1. The child attended kindergarten in another jurisdiction in the current school year;
2. The family anticipates a relocation to another jurisdiction that would allow admission within the current year; or,
3. The child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons.

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's:

1. Mental ability;
2. Emotional/social development;
3. Pre-academic skills; and,
4. Fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

1. Will turn 5 years of age between August 1 and October 15;
2. Are deemed by the parent or guardian as being intellectually advanced and likely to benefit from advanced grade placement; and,
3. Are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
    a. Mental ability defined as scoring 110 Standard Score or above on a standardized assessment of cognitive ability such as the Young Children's Achievement Test (YCAT); and,
    b. A test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2).

Early kindergarten admission assessments will be scheduled and administered by district personnel at no cost to the parent or guardian.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based by the Executive Director of Student Services, with recommendations from the student assessor(s). Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. The parent or guardian will be notified in writing of the results of the early kindergarten entrance assessment and the determination of the Executive Director of Student Services in a timely fashion. The parent or guardian may appeal this decision to the Superintendent, whose decision will be final.

Families who seek early admission of their child into kindergarten must obtain an Early Entrance to Kindergarten Packet from the District administration. The assessment request must be made no later than March 1.

The parent or guardian must fill out the early entrance application forms, which include a parent/guardian questionnaire, parent/guardian interview, child observation at assessor's discretion and obtain and attach a reference letter from the child's daycare, preschool or other regularly attended child care environment. The person providing this reference should know the child well enough that they can speak with some expertise about the child's attributes and abilities. The reference letter should indicate whether this person recommends the child be schooled with children who will be a year older than the child and, if so, the evidence this person has concerning the child's mental ability, fine and gross motor ability, visual and auditory discrimination, emotional/social development, and communication skills.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status of the child or the child's parent or guardian. Institutional factors, such as capacity, may also be considered.

Admission to First Grade

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21

A student shall not be enrolled in Scottsbluff Public Schools if the child is age 21 before the school year commences or after the end of the school year in which the student reaches the age of 21. The school year for this purpose begins when students report to receive instruction in the first semester each year and ends at the last day of instruction for the student's educational program.

Birth Certificate, Physical, Visual Evaluation and Immunization

The parent or guardian shall furnish:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation.);
2. Evidence of a physical examination by a physician, physician assistant, or nurse practitioner within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or guardian submits a written statement objecting to a physical examination;
3. Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity;
4. Evidence of immunizations required by law: diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), Haemophilus Influenzae type b (Hib), invasive pneumococcal disease and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or guardian submits a written statement that establishes than an exception to the immunization requirements are met; and,
5. Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or the Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or the Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements may not be permitted to enroll or to enter school, or may be provisionally enrolled for a period of 60 days.

The parent or guardian of a student who is provisionally enrolled due to immunization non-compliance must provide proof the student has begun the immunizations required under Neb. Rev. Stat 79-217 and is receiving the necessary immunizations as rapidly as medically feasible. Continuation of necessary immunizations as rapidly as medically feasible must be documented

by a written statement from the student's immunization provider which shows the scheduled dates to complete the required immunization series. A provisionally enrolled student must complete the required immunizations within nine months. Failure to comply with the immunization requirement beyond 60 days will result in the unenrollment of the student and the student shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the Board of this school district, in its sole and absolute discretion, upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the Board may require attendance in an alternative school, class, or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the terms "expulsion" or "expelled" include any removal from any school for a period in excess of 20 school days.

Military Families

If a parent or guardian presents military orders that show that the military family will be stationed in the State of Nebraska during the current or following school year, and the parent resides in or is stationed on federally owned property within the boundaries of the District, the District can enroll the student preliminarily, including any such student that has an Individualized Education Plan, a 504 plan, or otherwise receives special education services. ~~without charge upon arrival in Nebraska.~~

Legal Reference: Neb. Rev. Stat. §§ 43-2001 to 43-2012
Neb. Rev. Stat. §§ 79-214 to 79-215
Neb. Rev. Stat. §§ 79-217 to 79-223
Neb. Rev. Stat. §§ 79-254 to 297
Neb. Rev. Stat. §§ 79-266.01
Title 173, Neb. Admin. Code, Chapters 3 & 4

Date of Adoption: August 9, 2021
Date of Revision: ~~May 12, 2025~~ July 14, 2025

Students

Full-time and Part-time Enrollment

Full-time Enrollment

Students must be enrolled in Scottsbluff Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. Enrolled students attending another state accredited institution such as a vocational technical school or a college or university for school credit;
2. Enrolled students taking the limited number of credits needed to graduate in the school year upon the approval of the principal;
3. Enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. Enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. Students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and,
6. Nonpublic school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Nonpublic School Students

The School Board shall allow the part-time enrollment of students who are residents of the District, and who are also enrolled in a private, denominational, parochial or home school which elects pursuant to Neb. Rev. Stat. § 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "nonpublic school students." Out of district, nonpublic students may enroll part-time as a "contract in" student. Students opting to "contract in" will be required to pay a tuition rate to be determined by the Board of Education in order to attend part-time. The contract is between the student's resident district and Scottsbluff Public Schools. It is the family's responsibility to make arrangements to complete the contract and pay tuition to the resident district.

The School Board establishes the following guiding principles for enrollment of nonpublic school students:

1. The primary school for a nonpublic school student is the student's private, denominational, parochial, or home school.
2. Enrollment of a nonpublic school student in Scottsbluff Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available

to the nonpublic school student. It is not to supplant programming of the student's primary school.

3. Nonpublic school students are not to be given priority over full-time students.
4. Nonpublic school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
5. Enrollment of nonpublic school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of nonpublic school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

1. Nonpublic School Student Enrollment Application Procedures
    a. Application. A parent or guardian must submit an Application of Nonpublic School Student for Part-Time Enrollment to the counseling office or building principal.
        i. Deadline for Applications. The application must be received by August 1st preceding the fall semester the student wishes to enroll or December 1st preceding the spring semester the student wishes to enroll.
            1. Change of Residence Exception. The application deadline for a student who becomes a resident of the District after the school year has commenced is 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
        ii. Action on Applications. The counseling office and/or building principal will review the application and will notify the parent of the approval or denial of the application within two weeks of receipt of the application or two weeks prior to the start of school or two weeks prior to the start of the next semester, whichever is later.
    b. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event a good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.

c. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

2. Nonpublic School Student Admission
    a. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student be a resident of the District or an approved option student, be of school attendance age, and not have graduated or have received a GED.
    b. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to birth certificates, immunizations, physical examinations, and visual evaluations.
3. Nonpublic School Student Enrollment Standards
    a. Minimum/Maximum Enrollment. Students must enroll in a minimum of two middle school courses or one five-credit hour high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
    b. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will not ordinarily be available for nonpublic school students.
    c. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may, on a discretionary basis, allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
    d. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
    e. Selection of Courses. Subject to all applicable provisions of this policy, nonpublic school students may select their courses.
4. Nonpublic School Student Policies
    a. General Standard. Nonpublic school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
    b. Building Assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student

may request assignment to an attendance center other than that of the student's residence under the in-district transfer procedures.

c. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable state or districtwide assessments, as full-time students.

d. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.

e. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.

f. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made at the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.

g. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law.

h. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example: GPA, class rank, and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.

i. Extracurricular Activities: Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. Non-resident students may only be admitted on a part-time basis or permitted to participate in a school-sponsored

extracurricular activity when required by law. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in ~~no more and no less than~~ five credit hours through the District in ~~any~~ the semester in which the student participates in an extracurricular activity. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference: Neb. Rev. Stat. § 79-2,136
Neb. Rev. Stat. § 79-526
LB 705, § 75
Title 92, Neb. Admin. Code, Chapter 10

Date of Adoption: August 9, 2021
Date of Revision: ~~July 8, 2024~~ July 14, 2025

Students

Promotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the principal, in consultation with the student's teacher and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or the Superintendent's designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. At such meeting, the Superintendent or the Superintendent's designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form, and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Legal Reference: Neb. Rev. Stat. § 79-526
Neb. Rev. Stat. § 79-2,161

Date of Adoption: August 9, 2021
Date of Review: ~~June 10, 2024~~ July 14, 2025

Students

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents or guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

   Parents or guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or guardian or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or guardian or eligible student believes are inaccurate or misleading at the time the record was created.

   Parents or guardians or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or guardian or eligible student, the District will notify the parent or guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or otherwise allowed by law. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request,

the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, S.W.
Washington, D.C. 20202-8520

Notice Concerning Directory Information

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and,
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released and can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's name, address, telephone ~~listing~~ number, and the name, address, telephone ~~listings~~ number ~~(if not unlisted),~~ e-mail address and ~~work or~~ other contact information of the student's parent or guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. ~~Student's date of birth and place of birth;~~
6. Student's extracurricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team; and,
9. Student's photograph; ~~and,~~
10. ~~School or school district the student attended before he or she enrolled in Scottsbluff Public Schools.~~

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-

being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent or guardian or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing. ~~The period of time within which a parent or guardian or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the District's office to indicate your refusal to have your child's information designated as directory information. The District may disclose information about former students without meeting the conditions in this section.~~

Notice Concerning Designation of Law Enforcement Unit
The District designates the Scottsbluff Police Department as the District's "law enforcement unit" for purposes of:

1. Enforcing any and all federal, state, or local law;
2. Maintaining the physical security and safety of the schools in the District; and,
3. Maintaining safe and drug-free schools.

Legal Reference: 20 U.S.C. 1232g
34 CFR 99.31

Date of Adoption: August 9, 2021
Date of Revision: ~~March 13, 2023~~ July 14, 2025

Students

Association Activities

The Scottsbluff Public School District is a member of the Nebraska School Activities Association, which is a voluntary organization of public and parochial schools of Nebraska organized for the purpose of promoting and regulating the competition between schools in what is generally known as extracurricular activities.

All students participating in extracurricular activities shall follow the rules provided by the Nebraska School Activities Association and rules of Scottsbluff Public Schools. The Superintendent or the Superintendent's designee shall, as required by law, designate each school-sponsored interscholastic athletic team or sport as either:

1. Boys;
2. Girls; or,
3. Coed.

Students who represent Scottsbluff Public Schools in any of its allied or extracurricular activities shall practice a high level of citizenship both in school and in community living.

Legal Reference: LB 89 (2025)

Date of Adoption: August 9, 2021
Date of Revision: ~~March 13, 2023~~ July 14, 2025

Students

Anti-Discrimination, Anti-Harassment, and Anti-Retaliation (Students & Employees)

Elimination of Discrimination

The Scottsbluff Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This School District intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Scottsbluff Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees, and Others:
Dr. Wendy Kemling, Executive Director of Student Services
~~1722 1st Avenue~~ 2617 College Park, Scottsbluff, NE 69361
(308) 635-6200
wkemling@sbps.net

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact:

U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550 (voice)
Fax: (816) 268-0559
Telecommunications Device for the Deaf: (800) 877-8339
OCR.KansasCity@ed.gov

Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others

Purpose

The Scottsbluff Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment, and retaliation of any kind by district employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and

protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

1. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment; or,
2. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.~~, may include, but is not limited to:~~

~~1. Name-calling;~~
~~2. Teasing or taunting;~~
~~3. Insults, slurs, or derogatory names or remarks;~~
~~4. Demeaning jokes;~~
~~5. Inappropriate gestures;~~
~~6. Graffiti or inappropriate written or electronic material;~~
~~7. Visual displays, such as cartoons, posters, or electronic images;~~
~~8. Threats or intimidating or hostile conduct;~~
~~9. Physical acts of aggression, assault, or violence; and/or,~~
~~10. Criminal offenses.~~

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

1. Unwelcome sexual advances or propositions;
2. Requests or pressure for sexual favors;
3. Comments about an individual’s body, sexual activity, or sexual attractiveness;
4. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body;
5. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person’s will or where a person is incapable of giving consent due to the victim’s age, intellectual disability, or use of drugs or alcohol;
6. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc.; and/or,
7. Gender-based harassment: acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows, or reasonably should know, about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All district employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

Anti-Retaliation:
The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

Grievance (or Complaint) Procedures:
Employees or students should initially report all instances of discrimination, harassment, or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment, or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is available in the office of each district building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

1. Level 1 - Investigation and Findings
   Once the District receives a grievance, complaint, or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

   The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and district employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

   The District will aim to complete its investigation within 10 working days after receiving a complaint or report, unless extenuating circumstances exist as determined by the investigator. Extenuating circumstances may include the unavailability of witnesses or the investigator due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will be determined by the investigator and in compliance with any legal requirement. ~~not exceed 10 additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.~~ Periodic status updates will be given to the parties, when appropriate.

   The District's investigation will include, but is not limited to:
   a. Providing the parties with the opportunity to present witnesses and provide evidence;
   b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct;
   c. For allegations involving harassment, some of the factors the District will consider include:
      i. The nature of the conduct and whether the conduct was unwelcome;
      ii. The surrounding circumstances, expectations, and relationships;
      iii. The degree to which the conduct affected one or more students' education;
      iv. The type, frequency, and duration of the conduct;

v. The identity of and relationship between the alleged harasser and the suspect or suspects of the harassment;
vi. The number of individuals involved;
vii. The age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment;
viii. The location of the incidents and the context in which they occurred;
ix. the totality of the circumstances; and/or,
x. Other relevant evidence.

d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?).

~~The designated compliance coordinator (or designated investigator) will complete an investigative report. , which will include: If a finding is made that discrimination, harassment, or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment, or other inappropriate conduct.~~

~~a. A summary of the facts;~~
~~b. Findings regarding whether discrimination, harassment, or other inappropriate conduct occurred; and,~~

~~If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report.~~ The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations~~, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.~~

The District will inform each party when the investigation is complete and will communicate any remedies or disciplinary sanctions that are directly applicable to that individual. The District will not disclose information about disciplinary actions or remedies imposed on another student or employee, except as required by law or when such information directly impacts the receiving party.
~~The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one working day after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.~~

2. Level 2 - Appeal to the Superintendent
If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within 10 working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination

at the time it is issued, and a copy will be sent to the designated compliance coordinator. (If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.)

3. ~~Level 3 - Appeal to the Board~~
   ~~If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer, and the party. The Board will issue a written determination about the appeal within 30 days after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.~~

Confidentiality

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

Training

The District will ensure that all district employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, First Student bus drivers, and school law enforcement officers are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate district officials or employees.

Designated Compliance Coordinators

Designated compliance coordinators will be responsible for:

1. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations;

2. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above;
3. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate);
4. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other district employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur;
5. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education;
6. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements;
7. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process;
8. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation;
9. Determining whether district employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations;
10. Recommending changes to this policy and grievance procedure; and,
11. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

Preventive Measures

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination in electronic and printed formats, including prominently displaying the notice on the District's website ~~and posting the notice at each building in the District~~. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, ~~at each building in the District~~, reprinting it in district publications, such as Parent-Student Handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal References: 20 U.S.C. § 1232g
34 C.F.R. Part 99

Date of Adoption: August 9, 2021
Date of Review: ~~March 13, 2023~~ July 14, 2025

2025 - 2026

BEAR CUB PRESCHOOL

PARENT-STUDENT HANDBOOK



BEAR CUB

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SECTION 1 – GENERAL DISTRICT INFORMATION

Foreword

This handbook is intended to be used by students, parents/guardians and staff as a guide to the rules, regulations, and general information about Scottsbluff Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents/guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Preschool Mission and Vision

Our mission at Bear Cub Preschool is Every Child, Every Day. Our vision is to socially and academically prepare students for kindergarten through planned learning, an engaged environment, and family partnerships.

SCOTTSBLUFF PUBLIC SCHOOLS
EVERY CHILD . EVERY DAY

25-26 PRE-K - 12 CALENDAR

AUGUST
T = 17 S = 12

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

SEPTEMBER
T = 21 S = 19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER
T = 23 S = 20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER
T = 17 S = 17

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

DECEMBER
T = 15 S = 13.5

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY
T = 20 S = 18

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY
T = 19 S = 18

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH
T = 22 S = 19

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL
T = 19 S = 19

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY
T = 16 S = 13.5

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

K-12 START & END TIMES

School	Start	End
BMS	7:45	3:00
SHS	7:45	3:25
Lake Minatare	8:05	3:20
Lincoln Heights	7:55	3:10
Longfellow	7:50	3:05
Westmoor	8:00	3:15
Roosevelt	8:05	3:20

PRE-K START & END TIMES

Full Day	8:00	3:00
AM Session	8:15	11:15
PM Session	12:15	3:15

TOTAL ATTENDANCE DAYS

STUDENT = 169 DAYS*
STAFF = 189 DAYS

QUARTER 1 = 43 DAYS
QUARTER 2 = 38.5 DAYS
QUARTER 3 = 45 DAYS
QUARTER 4 = 42.5 DAYS

1ST SEMESTER = 81.5 DAYS
2ND SEMESTER = 87.5 DAYS

**BASED ON GRADES 9-12*

Calendar dates and times are subject to change.

Snow Days: After three snow days, each additional snow day will add a workday for staff.

www.sbps.net

August
1-6: New Teacher Orientation
7-13: Staff Development
12-13: PK Home Visits
14: PK Staff Head Start Training
14: K-12 Students-1st Day of School
18-19: PK Students-1st Day of School

September
1: No School for Students/Staff
2: PD/Workday-No School for Students
19: PD Day-No School for Students
22: No School-PK-8 Students

October
16: End of 1st Quarter
16: No School-PK-5 Students
17: PD/Workday-No School for Students
22: PK-12 Parent-Teacher Conferences (4:00-8:00 PM)
23: PK-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
24: No School for Students/Staff

November
26-28: No School for Students/Staff

December
1: PD/Workday-No School for Students
19: End of Semester-11:30 AM Dismissal
19: No School for PK Students
22-31: No School for Students/Staff

January
1-2: No School for Students/Staff
5: PD/Workday-No School for Students
6: 1st Day of Second Semester
23: PD Day-No School for Students
23: PK Staff Head Start Partnership Training

February
13: No School for Students/Staff
16: ESU PD Day-No School for Students
17: No School-PK-8 Students

March
12: End of 3rd Quarter
13: PD/Workday-No School for Students
18: PK Home Visits - No School for PK (8:00 AM-3:30 PM)
18: K-12 Parent-Teacher Conferences (4:00-8:00 PM)
19: K-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
19: PK Home Visits-No School for PK (8:00 AM-8:00 PM)
20: No School for Students/Staff

April
2-6: No School for Students/Staff
7: No School-PK-5 Students
30: PK Parent/Teacher Conferences (4:00-8:00 PM)

May
1: PK Parent-Teacher Conferences (8:00 AM-3:30 PM) No School for PK
4: PD Day-No School for Students
17: Graduation
20: Last Day for PK Students
21: Last Day for K-12-11:30 AM Dismissal
22: Last Day for Staff

SECTION 2 – SCHOOL DAY INFORMATION & STUDENT CONDUCT

Parent-Teacher Conferences and Home Visits

Preschool Home Visits	Parent-Teacher Conferences
~~Fall Home Visits: August 13th & 14th~~ Fall Home Visits: August 12th & 13th ~~Spring Home Visits: March 19th & 20th~~ Spring Home Visits: March 18th & 19th	~~October 23rd (4:00-8:00) and October 24th (8:00-8:00)~~ October 22nd (4:00-8:00) & October 23rd (8:00-8:00) ~~May 1st (4:00-8:00) and 2nd (8:00-3:30)~~ April 30th (4:00-8:00) & May 1st (8:00-3:30)

Preschool Hours

~~Stadium Center~~		~~Roosevelt Center~~
~~AM~~	~~8:15 AM -11:15 AM~~	~~Full Day (2 Classrooms)~~
~~PM~~	~~12:15 PM-3:15 PM~~	~~Full Day (2 Classrooms)~~
~~FULL DAY~~	~~8:00 AM - 3:00 PM~~	

Half Day
AM Session: 8:15 AM -11:15 AM
PM Session: 12:15 PM-3:15 PM

Full Day
8:00 AM - 3:00 PM or 8:15 AM - 3:15 PM

What We Do In Preschool

- **Circle time** is a group gathering during which we share our ideas, plans, and observations. Circle activities are designed to stimulate youngsters' thinking, enrich their social skills, and expand their attention spans.
- **Gross-motor activities** give children the opportunity to use their muscles, as well as their imaginations, as they engage in fun, healthy exercises, such as running, jumping and climbing.
- **Fine-motor activities** help improve small-muscle development and eye-hand coordination. Some common items found in the fine-motor/manipulative area include puzzles, beads and laces, pegboards, crayons, and scissors.
- **Art activities** help youngsters creatively express their thoughts and feelings. They help reinforce fine-motor skills and concept development in areas such as colors, shapes, and size relationships.

- **Dramatic-play activities** help children express themselves, practice life skills, improve social skills, increase self-esteem, build vocabulary, and solve problems. We also learn sign language on a regular basis. Dramatic play is just plain fun!
- **Music activities** promote youngster's listening skills, creative expression, and social skills. In music, children explore sound, volume, tempo and rhythm.
- **Science activities** offer children many hands-on opportunities for observation, exploration, investigation, making predictions, and experimentation.
- **Sand and water activities** allow youngsters to experiment with textures and the properties of different substances. These activities also promote the development of other skills, such as math, science, and language.
- **Block play** gives children experience with many different concepts, such as shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect, and classification. Cooperative play skills, problem solving, and creativity are also promoted in block play.
- **Story time** is designed to help youngsters develop an appreciation and enjoyment of literature. Reading activities enhance children's vocabulary and comprehension skills, and also expand their knowledge.

Arrival and Dismissal Times

Scottsbluff Schools Security and Safety Committee requires that you please walk your child to the building to meet the teacher at drop off and pick-up. ~~the door for drop off~~. We will release students at the door to a designated person and document the person that the child left with daily. You must complete a Preschool Transportation form to help us guarantee the safety of your child.

Parking Lot

The guidelines for the parking lot are as follows:

- Please park in designated parking spaces only (for example, not behind parked vehicles).
- Only use handicapped parking spaces if you have a valid permit.

Late Pickup

Children need to be picked up at the time of dismissal. We understand the occasional emergency and appreciate a phone call letting us know, but if a child is regularly picked up late (more than 5 minutes) it will be reported to Health and Human Services as a case of neglect.

Closed Campus

Students leaving the building or school grounds need to be signed in and out by their own parents/guardians with the office personnel. Only people listed on the Transportation List for that child will be allowed to pick up a child.

Visitors

All visitors must report to the main entrance to sign in to receive a visitor's pass. All visitors will be required to show a valid, government issued ID. Parents/guardians are welcome at all times. Please sign in/out at the main entrance upon entering/exiting the school.

~~Field Trips~~

~~Throughout the school year we may be going on field trips. Bear Cub Preschool will follow district policies and procedures regarding field trips. Parents will be notified in advance of the field trip and permission slips must be secured prior to each field trip.~~

Party Invitations

Invitations to birthday parties, etc. may be distributed at school only if an entire class is to receive the invitation. The singular exception is if invitations are given to all the boys or all the girls in a classroom.

Reporting Absences

A written excuse or telephone call from the parent/guardian is required for any absence. Please take time to call the school each day that your child will be gone from school. These calls will be made to Jennifer Galindo at 308-635-6293; there is also a voicemail on that phone number. This is to ensure your child's safety.

Tardiness
Children are expected to arrive at school on time. Arriving late to school impacts a child's learning and disrupts the educational process.

Class Parties
If you would like to furnish treats for parties and special projects, please discuss with the classroom teacher first. We have some children with food allergies and want to keep everyone safe. We encourage you to sign up to help out where needed. Please communicate with your child's teacher if you would like to come and help.

Wellness (Board Policy 5417 - School Wellness Policy)
Scottsbluff Public Schools Wellness Policy establishes a mission of providing a curriculum, instruction, and experience in the environment of a health-promoting school community, to instill habits of lifelong learning and health. As part of the Wellness Policy, students should not bring soda pop to class. Additionally, parents/guardians are encouraged to send healthy foods to school for classroom celebrations.

During regular preschool operating hours, students will only be served water or low-fat white milk with their snack and occasionally 100% juice. They will have regular opportunities to drink water. We strive to offer a variety of healthy snack choices, and also fresh fruits and vegetables as much as possible. We make every effort to protect children with food allergies, so please talk with your child's teacher to plan appropriate accommodations as necessary. We encourage parents/guardians to provide healthy snacks when celebrating your child's birthday with the class and when bringing food items for holiday parties. There are many non-food ways to celebrate and honor birthdays and holidays. Students always enjoy a small project, a small trinket/party favor, or book being read to them.

SECTION 3 – TUITION INFORMATION

Payment Schedule
Payment for preschool tuition is due before the 20th of the month. Payments of cash, checks or credit cards are accepted at the Stadium Preschool Office or the Administration Office at ~~1722 1st Ave~~ 2617 College Park, Scottsbluff, NE 69361. Families may also pay online at https://www.sbps.net. A late fee of $10 plus 1.5% will be assessed to any past due account. Accounts past due will require a meeting with the principal. If the account becomes delinquent, Scottsbluff Public Schools may remove the student from the program.

Sliding Fee Scale 2025-26

	Half Day Fees	Full Day Fees
Full Pay	$190	$350
Reduced Pay	$90	$175
Lowest Pay	$35	$50
Scholarship pay	Determined by Administration	Determined by Administration

Voluntary Termination of Services
A two (2) week notice in writing, addressed to the program director, is required before withdrawing a child from the program. Failure to provide notice will result in ongoing billings to hold the seat for the student.

SECTION 4 – STUDENT SUCCESS

Checking Your Child's Backpack

Please check your child's backpack every night. They are very excited about their work at this age and will be excited to share it with you. This is the best way to communicate with you. Also, please make sure that they have a backpack daily to carry their work home.

Home/School Folder/~~REMIND~~ ParentSquare

Each child will have a special folder coming home every Wednesday. This may contain any important announcements regarding events, changes in schedule, and district notices. ALL information from school to home and back should be put in this folder. **~~REMIND~~ ParentSquare** is used for the monthly newsletter, important announcements, or changes in schedules.

Book Orders

A book order will be sent home at the teacher's discretion. If you would like to order books, please make a check payable to Scholastic. No cash please.

Recess Restrictions

If a student requires restricted recess due to health conditions for more than one (1) day, a healthcare provider note is required.

Receipt of Parent-Student Handbooks

Please sign and have your student "sign" the Parent-Student Permission Information Record Sheet (located on page 9 of this handbook) declaring that you have received both the Bear Cub Preschool Parent-Student Handbook and the District Parent-Student Handbook and understand the content they contain, including conduct and discipline rules.

SECTION 5 – TRANSPORTATION
(FOR QUALIFIED PRESCHOOL BUS STUDENTS ONLY)

Bus Transportation Protocol (Qualified Preschool Bus Students ONLY)

Student safety is our primary goal in providing safe and efficient transportation services. It is essential that an adult is always present during boarding and departures. A student will not be released from the bus without an adult being present.

1. If a child is not at the bus stop when the bus arrives to pick up, the driver will honk twice and wait two minutes. If the child is not coming out the door at that time, the bus will drive off. The child will need to be brought to school by parents/guardians.
    a. The bus cannot wait more than two minutes at any one route stop as it then lengthens the rest of the route which is unfair to others and potentially gets the children to school late.

2. If an adult is not at the house/designated location to receive the child at the end of the preschool day, the bus driver will honk twice and wait two minutes and then drive on. The driver will call dispatch and the parent/guardian contact number will be called. The driver will attempt to deliver the child during the route or at the end, whichever works best with the route schedule. The driver will honk twice again and wait two minutes.
    a. In the event the adult is still not present to receive the student, the driver will call dispatch and the preschool number will be called. If the preschool principal or secretary is available to receive the student, the driver will transport back to the preschool.
    b. The preschool will attempt to reach the parent/guardian. If unsuccessful the police will be called to help coordinate re-unification.
    c. If the principal or secretary is not available, the driver will transport the student directly to the police station where law-enforcement will coordinate re-unification.

3. All instances of the above issues will be documented and signed by the driver and the District transportation supervisor.
    a. Parents/guardians will receive a phone call from the transportation supervisor the first time pick up or delivery is delayed.

Transportation Contact Information

~~Bryan Flansburg,~~ Eric Thacker, First Student Director of Transportation…..……..635-6214
Dr. Bree Rock, SBPS Early Childhood Director……635-6293
Betsy Skelcher, SBPS Assistant Director of Student Services……..635-6200

Scottsbluff Public Schools
Parent-Student Permission Information Record Sheet

Please check all appropriate responses , sign the signature lines, and return to the school office. All forms are due back five (5) school days after you have received them. The parent(s)/guardian(s) and child's signatures and checked responses are the only signatures required for the below listed forms.

Printed Student's Name_____ **Grade Level** _____

SCHOOL AND DISTRICT STUDENT-PARENT HANDBOOKS RESPONSE SHEET

_____ Yes, I hereby acknowledge that thecurrent School and Districtwide Parent-Student Handbooks are available online on the District website at www.sbps.net . Hard copies of the handbooks are available only by request from the front office. I have reviewed the handbooks with my child(ren), including the behavior guidelines, student conduct, discipline rules, expulsion procedures, and information about Safe and Drug-Free Schools. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also acknowledges that it is understood that the District's policies of non-discrimination and equity policies and that specific complaint and grievance procedures that should be used to respond to harassment or discrimination exist in the Districtwide Handbook. Signing below acknowledges receipt of the student handbook in a satisfactory manner via the Internet.

TRIP PERMISSION

By keeping this permission on file in our school office, this prevents parents from signing and returning a form each time their student goes on a trip. You will be notified at least 48 hours in advance via ParentSquare if your student will be leaving our campus for a field trip. You **WILL NOT** have to give your permission if you give permission here. This permission form is good for this current school year only . You will only need to notify the teachers about individual field trips if you **DO NOT WANT YOUR STUDENT TO GO ON THAT PARTICULAR FIELD TRIP** . Please ask the teacher questions concerning the field trip before you say your child cannot participate in the field trip. Please consider allowing your child to be a part of each school activity so they will get more out of their school experiences. _____ Yes, I give my permission for my student to go on all field trips at any time during the current school year that the teacher(s) may deem necessary. All precautions will be taken to prevent any accident, and I do hereby release the Scottsbluff Public School District, its agents, or employees from any liability resulting from any accident involving my student while on a field trip. In case of emergency, I hereby authorize a representative of the Scottsbluff Public School District to seek medical attention for my student. _____ No, I do not give permission for my student to go on all field trips during the current school year.

PICTURE – NEWS RELEASE

_____

_____ Yes, I hereby give permission for my child to be photographed, filmed, or videotaped for use by Scottsbluff Public Schools.

_____ No, I do not give permission for my child to be photographed, filmed, or videotaped for publication.

HEALTH CONDITIONS

_____ I givepermission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel.

TITLE I REQUIREMENT(*Elementary Only*)

_____ Yes, I havereviewedthe Title I Parent Involvement Policy section of this handbook and the elementary school parent-student compact. I shall inform the school of any changes I would like to suggest be made to these documents.

TELEPHONE NUMBER(S): Provision of your telephone numbers(s) provides expressed consent to the School District to contact you with important information and urgent notifications.

RESPONSIBLE USE AGREEMENT FOR COMPUTERS AND NETWORKS

_____Yes, both the student and parent/guardian acknowledge they have read and agree to adhere to the outlined responsibilities in the Responsible Use Agreement and understand that failure to comply may result in disciplinary action as determined by the school's policies.

Student's Signature _____ **Date:** _____

Parent/Guardian Signature _____ **Date:** _____

2025 - 2026

BEAR CUB PRESCHOOL

PARENT-STUDENT HANDBOOK



BEAR CUB

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SECTION 1 – GENERAL DISTRICT INFORMATION

Foreword

This handbook is intended to be used by students, parents/guardians, and staff as a guide to the rules, regulations, and general information about Scottsbluff Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents/guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Preschool Mission and Vision

Our mission at Bear Cub Preschool is Every Child, Every Day. Our vision is to socially and academically prepare students for kindergarten through planned learning, an engaged environment, and family partnerships.

SCOTTSBLUFF PUBLIC SCHOOLS
EVERY CHILD . EVERY DAY

25-26 PRE-K - 12 CALENDAR

AUGUST
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OCTOBER
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NOVEMBER
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DECEMBER
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K-12 START & END TIMES

School	Start	End
BMS	7:45	3:00
SHS	7:45	3:25
Lake Minatare	8:05	3:20
Lincoln Heights	7:55	3:10
Longfellow	7:50	3:05
Westmoor	8:00	3:15
Roosevelt	8:05	3:20

PRE-K START & END TIMES

Full Day	8:00	3:00
AM Session	8:15	11:15
PM Session	12:15	3:15

TOTAL ATTENDANCE DAYS

STUDENT = 169 DAYS*
STAFF = 189 DAYS

QUARTER 1 = 43 DAYS
QUARTER 2 = 38.5 DAYS
QUARTER 3 = 45 DAYS
QUARTER 4 = 42.5 DAYS

1ST SEMESTER = 81.5 DAYS
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**BASED ON GRADES 9-12*

Calendar dates and times are subject to change.

Snow Days: After three snow days, each additional snow day will add a workday for staff.

www.sbps.net

August
1-6: New Teacher Orientation
7-13: Staff Development
12-13: PK Home Visits
14: PK Staff Head Start Training
14: K-12 Students-1st Day of School
18-19: PK Students-1st Day of School

September
1: No School for Students/Staff
2: PD/Workday-No School for Students
19: PD Day-No School for Students
22: No School-PK-8 Students

October
16: End of 1st Quarter
16: No School-PK-5 Students
17: PD/Workday-No School for Students
22: PK-12 Parent-Teacher Conferences (4:00-8:00 PM)
23: PK-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
24: No School for Students/Staff

November
26-28: No School for Students/Staff

December
1: PD/Workday-No School for Students
19: End of Semester-11:30 AM Dismissal
19: No School for PK Students
22-31: No School for Students/Staff

January
1-2: No School for Students/Staff
5: PD/Workday-No School for Students
6: 1st Day of Second Semester
23: PD Day-No School for Students
23: PK Staff Head Start Partnership Training

February
13: No School for Students/Staff
16: ESU PD Day-No School for Students
17: No School-PK-8 Students

March
12: End of 3rd Quarter
13: PD/Workday-No School for Students
18: PK Home Visits - No School for PK (8:00 AM-3:30 PM)
18: K-12 Parent-Teacher Conferences (4:00-8:00 PM)
19: K-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
19: PK Home Visits-No School for PK (8:00 AM-8:00 PM)
20: No School for Students/Staff

April
2-6: No School for Students/Staff
7: No School-PK-5 Students
30: PK Parent/Teacher Conferences (4:00-8:00 PM)

May
1: PK Parent-Teacher Conferences (8:00 AM-3:30 PM) No School for PK
4: PD Day-No School for Students
17: Graduation
20: Last Day for PK Students
21: Last Day for K-12-11:30 AM Dismissal
22: Last Day for Staff

SECTION 2 – SCHOOL DAY INFORMATION & STUDENT CONDUCT

Parent-Teacher Conferences and Home Visits

Preschool Home Visits	Parent-Teacher Conferences
Fall Home Visits: August 12th & 13th Spring Home Visits: March 18th & 19th	October 22nd (4:00-8:00) & October 23rd (8:00-8:00) April 30th (4:00-8:00) & May 1st (8:00-3:30)

Preschool Hours

Half Day
AM Session: 8:15 AM -11:15 AM
PM Session: 12:15 PM-3:15 PM

Full Day
8:00 AM - 3:00 PM or 8:15 AM - 3:15 PM

What We Do In Preschool

- **Circle time** is a group gathering during which we share our ideas, plans, and observations. Circle activities are designed to stimulate youngsters' thinking, enrich their social skills, and expand their attention spans.
- **Gross-motor activities** give children the opportunity to use their muscles, as well as their imaginations, as they engage in fun, healthy exercises, such as running, jumping and climbing.
- **Fine-motor activities** help improve small-muscle development and eye-hand coordination. Some common items found in the fine-motor/manipulative area include puzzles, beads and laces, pegboards, crayons, and scissors.
- **Art activities** help youngsters creatively express their thoughts and feelings. They help reinforce fine-motor skills and concept development in areas such as colors, shapes, and size relationships.
- **Dramatic-play activities** help children express themselves, practice life skills, improve social skills, increase self-esteem, build vocabulary, and solve problems. We also learn sign language on a regular basis. Dramatic play is just plain fun!
- **Music activities** promote youngster's listening skills, creative expression, and social skills. In music, children explore sound, volume, tempo and rhythm.
- **Science activities** offer children many hands-on opportunities for observation, exploration, investigation, making predictions, and experimentation.
- **Sand and water activities** allow youngsters to experiment with textures and the properties of different substances. These activities also promote the development of other skills, such as math, science, and language.
- **Block play** gives children experience with many different concepts, such as shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect, and classification. Cooperative play skills, problem solving, and creativity are also promoted in block play.

- **Story time** is designed to help youngsters develop an appreciation and enjoyment of literature. Reading activities enhance children's vocabulary and comprehension skills, and also expand their knowledge.

Arrival and Dismissal Times

Scottsbluff Schools Security and Safety Committee requires that you please walk your child to the building to meet the teacher at drop off and pick-up. We will release students at the door to a designated person and document the person that the child left with daily. You must complete a Preschool Transportation form to help us guarantee the safety of your child.

Parking Lot

The guidelines for the parking lot are as follows:

- Please park in designated parking spaces only (for example, not behind parked vehicles).
- Only use handicapped parking spaces if you have a valid permit.

Late Pickup

Children need to be picked up at the time of dismissal. We understand the occasional emergency and appreciate a phone call letting us know, but if a child is regularly picked up late (more than 5 minutes) it will be reported to Health and Human Services as a case of neglect.

Closed Campus

Students leaving the building or school grounds need to be signed in and out by their own parents/guardians with the office personnel. Only people listed on the Transportation List for that child will be allowed to pick up a child.

Visitors

All visitors must report to the main entrance to sign in to receive a visitor's pass. All visitors will be required to show a valid, government issued ID. Parents/guardians are welcome at all times. Please sign in/out at the main entrance upon entering/exiting the school.

Party Invitations

Invitations to birthday parties, etc. may be distributed at school only if an entire class is to receive the invitation. The singular exception is if invitations are given to all the boys or all the girls in a classroom.

Reporting Absences

A written excuse or telephone call from the parent/guardian is required for any absence. Please take time to call the school each day that your child will be gone from school. These calls will be made to Jennifer Galindo at 308-635-6293; there is also a voicemail on that phone number. This is to ensure your child's safety.

Tardiness

Children are expected to arrive at school on time. Arriving late to school impacts a child's learning and disrupts the educational process.

Class Parties

If you would like to furnish treats for parties and special projects, please discuss with the classroom teacher first. We have some children with food allergies and want to keep everyone safe. We encourage you to sign up to help out where needed. Please communicate with your child's teacher if you would like to come and help.

Wellness (Board Policy 5417 - School Wellness Policy)

Scottsbluff Public Schools Wellness Policy establishes a mission of providing a curriculum, instruction and experience in the environment of a health-promoting school community, to instill habits of lifelong learning and health. As part of the Wellness Policy, students should not bring soda pop to class. Additionally, parents/guardians are encouraged to send healthy foods to school for classroom celebrations.

During regular preschool operating hours, students will only be served water or low-fat white milk with their snack and occasionally 100% juice. They will have regular opportunities to drink water. We strive to offer a variety of

healthy snack choices, and also fresh fruits and vegetables as much as possible. We make every effort to protect children with food allergies, so please talk with your child's teacher to plan appropriate accommodations as necessary. We encourage parents/guardians to provide healthy snacks when celebrating your child's birthday with the class and when bringing food items for holiday parties. There are many non-food ways to celebrate and honor birthdays and holidays. Students always enjoy a small project, a small trinket/party favor, or book being read to them.

SECTION 3 – TUITION INFORMATION

Payment Schedule

Payment for preschool tuition is due before the 20th of the month. Payments of cash, checks or credit cards are accepted at the Stadium Preschool Office or the Administration Office at 2617 College Park, Scottsbluff, NE 69361. Families may also pay online at https://www.sbps.net. A late fee of $10 plus 1.5% will be assessed to any past due account. Accounts past due will require a meeting with the principal. If the account becomes delinquent, Scottsbluff Public Schools may remove the student from the program.

Sliding Fee Scale 2025-26

	Half Day Fees	Full Day Fees
Full Pay	$190	$350
Reduced Pay	$90	$175
Lowest Pay	$35	$50
Scholarship pay	Determined by Administration	Determined by Administration

Voluntary Termination of Services

A two (2) week notice in writing, addressed to the program director, is required before withdrawing a child from the program. Failure to provide notice will result in ongoing billings to hold the seat for the student.

SECTION 4 – STUDENT SUCCESS

Checking Your Child's Backpack

Please check your child's backpack every night. They are very excited about their work at this age and will be excited to share it with you. This is the best way to communicate with you. Also, please make sure that they have a backpack daily to carry their work home.

Home/School Folder/ParentSquare

Each child will have a special folder coming home every Wednesday. This may contain any important announcements regarding events, changes in schedule, and district notices. ALL information from school to home and back should be put in this folder. ParentSquare is used for the monthly newsletter, important announcements, or changes in schedules.

Book Orders

A book order will be sent home at the teacher's discretion. If you would like to order books, please make a check payable to Scholastic. No cash please.

Recess Restrictions

If a student requires restricted recess due to health conditions for more than one (1) day, a healthcare provider note is required.

Receipt of Parent-Student Handbooks

Please sign and have your student "sign" the Parent-Student Permission Information Record Sheet (located on page 8 of this handbook) declaring that you have received both the Bear Cub Preschool Parent-Student Handbook and the District Parent-Student Handbook and understand the content they contain, including conduct and discipline rules.

SECTION 5 – TRANSPORTATION

(FOR QUALIFIED PRESCHOOL BUS STUDENTS ONLY)

Bus Transportation Protocol (Qualified Preschool Bus Students ONLY)

Student safety is our primary goal in providing safe and efficient transportation services. It is essential that an adult is always present during boarding and departures. A student will not be released from the bus without an adult being present.

1. If a child is not at the bus stop when the bus arrives to pick up, the driver will honk twice and wait two minutes. If the child is not coming out the door at that time, the bus will drive off. The child will need to be brought to school by parents/guardians.
    a. The bus cannot wait more than two minutes at any one route stop as it then lengthens the rest of the route which is unfair to others and potentially gets the children to school late.

2. If an adult is not at the house/designated location to receive the child at the end of the preschool day, the bus driver will honk twice and wait two minutes and then drive on. The driver will call dispatch and the parent/guardian contact number will be called. The driver will attempt to deliver the child during the route or at the end, whichever works best with the route schedule. The driver will honk twice again and wait two minutes.
    a. In the event the adult is still not present to receive the student, the driver will call dispatch and the preschool number will be called. If the preschool principal or secretary is available to receive the student, the driver will transport back to the preschool.
    b. The preschool will attempt to reach the parent/guardian. If unsuccessful the police will be called to help coordinate re-unification.
    c. If the principal or secretary is not available, the driver will transport the student directly to the police station where law-enforcement will coordinate re-unification.

3. All instances of the above issues will be documented and signed by the driver and the District transportation supervisor.
    a. Parents/guardians will receive a phone call from the transportation supervisor the first time pick up or delivery is delayed.

Transportation Contact Information

Eric Thacker, First Student Director of Transportation……..……..635-6214
Dr. Bree Rock, SBPS Early Childhood Director……635-6293
Betsy Skelcher, SBPS Assistant Director of Student Services……..635-6200

Scottsbluff Public Schools
Parent-Student Permission Information Record Sheet

Please check all appropriate responses , sign the signature lines, and return to the school office. All forms are due back five (5) school days after you have received them. The parent(s)/guardian(s) and child's signatures and checked responses are the only signatures required for the below listed forms.

Printed Student's Name_____ **Grade Level** _____

SCHOOL AND DISTRICT STUDENT-PARENT HANDBOOKS RESPONSE SHEET

_____ Yes, I hereby acknowledge that thecurrent School and Districtwide Parent-Student Handbooks are available online on the District website at www.sbps.net . Hard copies of the handbooks are available only by request from the front office. I have reviewed the handbooks with my child(ren), including the behavior guidelines, student conduct, discipline rules, expulsion procedures, and information about Safe and Drug-Free Schools. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also acknowledges that it is understood that the District's policies of non-discrimination and equity policies and that specific complaint and grievance procedures that should be used to respond to harassment or discrimination exist in the Districtwide Handbook. Signing below acknowledges receipt of the student handbook in a satisfactory manner via the Internet.

TRIP PERMISSION

By keeping this permission on file in our school office, this prevents parents from signing and returning a form each time their student goes on a trip. You will be notified at least 48 hours in advance via ParentSquare if your student will be leaving our campus for a field trip. You **WILL NOT** have to give your permission if you give permission here. This permission form is good for this current school year only . You will only need to notify the teachers about individual field trips if you **DO NOT WANT YOUR STUDENT TO GO ON THAT PARTICULAR FIELD TRIP** . Please ask the teacher questions concerning the field trip before you say your child cannot participate in the field trip. Please consider allowing your child to be a part of each school activity so they will get more out of their school experiences. _____ Yes, I give my permission for my student to go on all field trips at any time during the current school year that the teacher(s) may deem necessary. All precautions will be taken to prevent any accident, and I do hereby release the Scottsbluff Public School District, its agents, or employees from any liability resulting from any accident involving my student while on a field trip. In case of emergency, I hereby authorize a representative of the Scottsbluff Public School District to seek medical attention for my student. _____ No, I do not give permission for my student to go on all field trips during the current school year.

PICTURE – NEWS RELEASE

_____

_____ Yes, I hereby give permission for my child to be photographed, filmed, or videotaped for use by Scottsbluff Public Schools.

_____ No, I do not give permission for my child to be photographed, filmed, or videotaped for publication.

HEALTH CONDITIONS

_____ I givepermission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel.

TITLE I REQUIREMENT(*Elementary Only*)

_____ Yes, I havereviewedthe Title I Parent Involvement Policy section of this handbook and the elementary school parent-student compact. I shall inform the school of any changes I would like to suggest be made to these documents.

TELEPHONE NUMBER(S): Provision of your telephone numbers(s) provides expressed consent to the School District to contact you with important information and urgent notifications.

RESPONSIBLE USE AGREEMENT FOR COMPUTERS AND NETWORKS

_____Yes, both the student and parent/guardian acknowledge they have read and agree to adhere to the outlined responsibilities in the Responsible Use Agreement and understand that failure to comply may result in disciplinary action as determined by the school's policies.

Student's Signature _____ **Date:** _____

Parent/Guardian Signature _____ **Date:** _____

Bear Cub Handbook Changes

Page #	3	Updated Calendar to 2025-2026 District Calendar
Page #	4	Updated Home Visit Dates & Parent-Teacher Conference Dates
Page #	4	Updated Preschool Hours table
Page #	5	Added "Visitors" section
Page #	5	Removed Field Trip language to default to District handbook
Page #	5	Added "at drop off and pick-up" for clarification
Page #	6	Updated District Office address
Page #	7	Updated First Student contact person
Page #	7	Changed "Remind" to "ParentSquare"
Page #	7	Updated First Student Director of Transportation to Eric Thacker
Page #		
Page #		
Page #		

Other	Updated Handbook Cover
Other	Updated Parent-Student Handbook Form
Other	In numerous places, the term "student handbook" was updated to "Parent-Student Handbook."
Other	In numerous places, the terms "parents" or "parents or guardians" was updated to "parents/guardians" to maintain consistency with updated Board Policy language.
Other	
Other	

Elementary Handbook Changes		
Page #	3	Updated Principal & Assistant Principal from Bert Wright to Bethany Jolliffe & from Bethany Jolliffe to Kristen Juelfs
Page #	4	Updated calendar to 2025-2026 District Calendar
Page #	5	Included language "unless your student is having the school breakfast in the cafeteria"
Page #	6	Removed the language "and licenses."
Page #	6	Updated the Cell Phone/Listening Devices policy
Page #	7 & 8	Updated Attendance Guidelines
Page #	9	Updated Parent-Teacher Conference Information for 2025-2026
Page #	10	Added Elementary Behavior Matrix
Page #	10	Removed "P.E. clothing" and added "clothing appropriate for physical activity." Updated language regarding student fees for elementary students for clarity.
Page #	11 & 12	Updated Dress Code/Student Appearance guidelines
Page #		

Other	Updated Handbook Cover
Other	Adjusted page numbers
Other	Updated Parent-Student Handbook Form
Other	In numerous places, the term "student handbook" was updated to "Parent-Student Handbook."
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2025 - 2026

ELEMENTARY

PARENT-STUDENT HANDBOOK



ROOSEVELT ELEMENTARY

WESTMOOR ELEMENTARY

LAKE MINATARE ELEMENTARY

LINCOLN HEIGHTS ELEMENTARY

LONGFELLOW ELEMENTARY

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SECTION 1 – GENERAL ELEMENTARY LEVEL INFORMATION

ELEMENTARY SCHOOL CONTACT INFORMATION

Location	Address	Administration & Office Staff	Office Phone	Website
Lake Minatare Elementary	280548 CR K	Ashlen Schaneman, Principal Cheryl Rose, Secretary	783-1134	Lake Minatare Elementary
Lincoln Heights Elementary	2214 Ave C	Jeremy Behnke, Principal Krystal Rodriguez, Assistant Principal Lana Greene, Secretary	635-6252	Lincoln Heights Elementary
Longfellow Elementary	2003 5th Ave	Lukas Benzel, Principal Ashlen Schaneman, Assistant Principal Casie Delgado, Secretary	635-6262	Longfellow Elementary
Roosevelt Elementary	1306 9th Ave	Frances Burkhalter, Principal Jessica Stec, Assistant Principal Laura Vallejo, Secretary Carla Huerta-Garcia, Home Liaison	635-6259	Roosevelt Elementary
Westmoor Elementary	1722 Avenue K	~~Bert Wright~~ Bethany Jolliffe, Principal ~~Bethany Jolliffe~~ Kristen Juelfs, Assistant Principal Jolene Wills, Secretary	635-6255	Westmoor Elementary

POSITIVE BEHAVIOR EXPECTATIONS

(In the classroom, cafeteria, hallway, restroom, on the playground and bus)

Be Safe
Be Respectful
Be Responsible
Be Kind
Be a Learner

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EVERY CHILD, EVERY DAY

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22: No School-PK-8 Students

October
16: End of 1st Quarter
16: No School-PK-5 Students
17: PD/Workday-No School for Students
22: PK-12 Parent-Teacher Conferences (4:00-8:00 PM)
23: PK-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
24: No School for Students/Staff

November
26-28: No School for Students/Staff

December
1: PD/Workday-No School for Students
19: End of Semester-11:30 AM Dismissal
19: No School for PK Students
22-31: No School for Students/Staff

January
1-2: No School for Students/Staff
5: PD/Workday-No School for Students
6: 1st Day of Second Semester
23: PD Day-No School for Students
23: PK Staff Head Start Partnership Training

February
13: No School for Students/Staff
16: ESU PD Day-No School for Students
17: No School-PK-8 Students

March
12: End of 3rd Quarter
13: PD/Workday-No School for Students
18: PK Home Visits - No School for PK (8:00 AM-3:30 PM)
18: K-12 Parent-Teacher Conferences (4:00-8:00 PM)
19: K-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
19: PK Home Visits-No School for PK (8:00 AM-8:00 PM)
20: No School for Students/Staff

April
2-6: No School for Students/Staff
7: No School-PK-5 Students
30: PK Parent/Teacher Conferences (4:00-8:00 PM)

May
1: PK Parent-Teacher Conferences (8:00 AM-3:30 PM) No School for PK
4: PD Day-No School for Students
17: Graduation
20: Last Day for PK Students
21: Last Day for K-12-11:30 AM Dismissal
22: Last Day for Staff

SECTION 2 – MISSION, GOALS, & FEDERAL POLICIES

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

SECTION 3 – SCHOOL DAY INFORMATION

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

	Start Time	End Time
Lake Minatare	8:05 AM	3:20 PM
Lincoln Heights	7:55 AM	3:10 PM
Longfellow	7:50 AM	3:05 PM
Roosevelt	8:05 AM	3:20 PM
Westmoor	8:00 AM	3:15 PM

SECTION 4 – USE OF SCHOOL BUILDINGS & GROUNDS

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

Arrival/Dismissal Times

Students should arrive at school no earlier than 10 minutes before the start of school (unless your student is having the school breakfast in the cafeteria) and leave school grounds no later than 10 minutes after school dismissal. Playground supervisors are on duty during these times.

Visitation

Visitation to classrooms by parents/guardians will be welcomed after the first two weeks of school and before the last two weeks of school. A note to the teacher or a call to the office informing us of the pending visit would be appreciated. These visits will be limited to 30 minutes.

When another family member (e.g., grandparent in town for the holidays) wishes to visit, a note from the parent/guardian must be received in the office 48 hours prior to the visit. School-aged children are not allowed to visit our classes in session. All visitors are asked to report to the office upon entrance to the building to sign in and to receive a visitor's badge.

The school requests that any items needing to be delivered to students are dropped off at the main office rather than delivered directly to the student in his or her classroom. When situations warrant, we will also include the option of calling a student down from class to receive the item, though we'd obviously prefer not to interrupt class to do so.

Volunteers

Scottsbluff Public Schools welcomes and values its volunteers. Volunteers play an important role in supporting our school communities. If you are interested in volunteering, we can find a role that fits your time and talents. Interested individuals should contact any of our schools directly and pick up a Volunteer Agreement form from their main office.

Meals and Cafeteria Information

School breakfasts, lunches, and a la carte items (if offered) are available for purchase. For the convenience of our students, funds may be deposited into the student's Infinite Campus accounts. To charge a meal or an a la carte item, the student must have adequate funds in their account. If a student does not have adequate funds in the account or money for that day, an alternate meal will be provided. Funds may be added to student accounts by cash, check, or electronically. For electronic deposits, use this website: https://www.sbps.net/departments_and_services/services/nutrition_services

Students qualifying for free meals may also maintain an account for a la carte items.

The 2025-26 Elementary School lunch prices are as follows:

	Breakfast	Lunch	Milk
Elementary Student	$2.10	$3.10	$.60
Adult	$3.95	$4.25	$.60

Party Invitations and Celebrations

Invitations to birthday parties, etc. may be distributed at school only if an entire classroom is to receive the invitation. The singular exception is if invitations are given to all the boys or all the girls in a classroom. Any individual student celebration that results in the loss of instructional time is discouraged.

School Phones

School phones are to be used for school business only. Arrangements for after-school transportation, school activities, and neighborhood visits are to be made prior to the school day. Please refrain from contacting the school to make these arrangements during the school day. Students will not be called from classes for telephone calls unless it is an emergency.

Personal Property at School

Cell Phones/Listening Devices. ~~Use of cell phones/devices is not permitted during the school day.~~ All students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function. All exceptions listed within Board Policy 6113 must be approved in advance by an appropriate school staff member. The school is not responsible for lost or stolen cell phones/devices, nor will we spend time investigating these issues. Students bring these items to school at their own risk. In addition, if a student has ~~a cell phone~~ electronic communication device and a staff member witnesses the student using ~~the phone~~ it during school hours without an approved exception, the ~~cell phone~~ device will be confiscated and put in the office for the student to pick up after school. If ~~a cell phone~~ the device is used a second time, then the student's parent/guardian will be asked to come to school and pick up the ~~cell phone~~ device from the office. All ~~cell phones~~ electronic communication devices, unless otherwise authorized, should be either silenced or powered down during the school day and stored in the student's backpack until the end of the school day.

Bicycles and Scooters. Bicycles and scooters must be parked in the racks provided. All bicycles and scooters should be equipped with locks ~~and licenses~~. The school is not responsible for damage or theft of parts while bicycles and scooters are on school property.

SECTION 5 – ATTENDANCE

SCOTTSBLUFF PUBLIC SCHOOLS ATTENDANCE GUIDELINES

School Excused Absences

Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed: "impossible or impracticable barriers outside the control of the parent, guardian, or child prevent a student from attending school. The parent or guardian must provide the school with documnentation to demonstrate the absence was beyond the control of the parent, guardian, or child. This could include, but is not limited to, documented illness (including physical or mental illness), court or death of a family member.

CODE	DESCRIPTION
MD Medical Excused	• Medical absence is excused by a health provider and is **documented with a note from the provider.**
MDN Medical Health Office Staff	• Medical absence is **excused by school health staff.**
CT Court	• Legal matters which cannot be arranged at a time other than during school hours. **A dated court document must be provided to be excused.**
BER Bereavement	• The student is attending a funeral. • Death or serious illness of the student's family member. • Up to five days per year may be BER. Additional days with administrator approval.

** Criteria for School Excused Absences and Not School Excused Absences can be found in Nebraska Revised Statute 79-201.

Not School Excused Absences

Absences that are Not School Excused may result in a report to the county attorney and may be classified as follows: "Parent or guardian-acknowleged absences are those in which the parent or guardian communicated with the school in the prescribed manner that the child is absent and is the parent or guardian's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments (without documentation).

CODE	DESCRIPTION
NC No Contact	• Failure to call in the student's absence within 48 hours.
IL Illness	• Personal Illness - The parent/guardian notifies the school within 48 hours that the student is ill **(without documentation)**.
PQ Parent Request	• The parent requests that the student be absent from school. This includes, but is not limited to, vacations and medical appointments **(without documentation)**.
EL Early Leave	• Elementary Only - Early departures may accumulate to the equivalence of absences and be subject to Nebraska State Statute. • When an elementary student checks out of school early and misses more than 1/2 of the instructional time in the afternoon session (1 1/2 hours), they will be deemed absent for that session.
UAPT Unexcused Appointment Less Than 90 Minutes	• **Elementary Only** - Any unexcused appointment less than 90 minutes, including a dental or medical appointment without a provider note, will be considered UAPT. Unexcused appointments may accumulate to the equivalence of absences and be subject to the Nebraska State Statute. • Any unexcused appointment over 90 minutes is counted as a half-day PQ absence.
TD Tardy	• Tardies may accumulate to the equivalence of absences and be subject to Nebraska Statute. • **Elementary** - Students are marked tardy if they arrive after the first 15 minutes of school start time. • **BMS & SHS** - A student is tardy if they arrive late to a class within the first 15 minutes of class. A student arriving after the first 15 minutes will be marked as an unexcused absence.
TDA Tardy Absent	• **Elementary Only** - If the student arrives after 90 minutes of the start time, they are marked TDA.

SCOTTSBLUFF PUBLIC SCHOOLS ATTENDANCE GUIDELINES

Administrative Absences

Students will be assigned an excused administrative absence from school by the principal or the principal's designee for the following reasons:

CODE	DESCRIPTION
AD Administrative	• Determined by the building principal.
AT Athletic Event	• Students must be attending a school-sponsored athletic activity.
AV Admin College Visits	• **High School Only** - First two college visits.
AC Activity Other Than Athletic	• Students must be attending a school-sponsored activity.
WE Weather Related	• This code is only used **with Superintendent notification.**

Discipline-Related Absences

Discipline-related absences will not result in a report to the county attorney. Students will be assigned an excused adminstrative absence from school by the principal or the principal's designee for the following reasons:

CODE	DESCRIPTION
OS Out-of-School Suspension	• Students who are suspended and do not attend an alternate setting to receive instruction will be coded as OS.
OSPR Out-of-School Suspension with Offsite Services	• Students who are suspended and attend an alternate setting to receive instruction will be coded OSPR.
IS In-School Suspension	• Students who are placed in in-school suspension will be coded IS.
XP Expulsion	• Students who are expelled and do not attend an alternate setting to receive instruction will be coded at XP.
XPR Expulsion with Off-Site Services	• Students who are expelled and attend an alternate setting to receive instruction will be coded as XPR.
EX Emergency Exclusion	• Determined by the Superintendent or designee if a student poses a health, safety, or other risk.

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

Reporting Absences

A written excuse or telephone call from the parent/guardian is required for any absence. Please take the time to call the school between 7:45 a.m. – 9:00 a.m. each day that your child will be gone from school. This is to ensure your child's safety. See the District Attendance policy listed below.

Tardies

Children are expected to arrive at school on time. Arriving late to school impacts a child's learning and disrupts the educational process. Should a pattern of tardiness develop, the child's parent/guardian shall be required to meet with the principal to alleviate the problem. Tardies may accumulate to the equivalence of absences and be subject to Nebraska Statutes.

SECTION 6 – SCHOLASTIC ACHIEVEMENT

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

Standards for Grading Codes

The effort evaluation, which is based on the individual's earnest attempt in the classroom, is placed under the work habits category rather than repeating with each subject. Achievement, based on the individual's progress, is indicated by codes listed. Resource grades that are scaled or adjusted will be indicated on card and inside the cumulative folder by teacher notation.

Types of Codes Used on Standards-Based Report Cards

Performance Level	1	2	3	Exemplary (E)
Descriptor	The student has demonstrated a minimal understanding of subject matter and does not meet grade level expectations at this time.	The student has demonstrated a partial understanding of subject matter and is approaching grade level expectations at this time.	The student has demonstrated a solid understanding of subject matter and is meeting grade level expectations at this time.	The student has demonstrated a thorough understanding of challenging subject matter and is exceeding grade level expectations at this time.

Parent-Teacher Conferences - Grades K-5 - 2024-2025

October ~~23~~ 22, ~~2024~~ 2025 - 4:00-8:00 PM	March ~~19~~ 18, ~~2025~~ 2026 - 4:00-8:00 PM
October ~~24~~ 23, ~~2024~~ 2025 - 8:00-8:00 PM	March ~~20~~ 19, ~~2025~~ 2026 - 8:00-8:00 PM

SECTION 7 – SUPPORT SERVICES

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

Elementary Counseling

The principal goal of the elementary counseling program is to develop a service, which enhances the potential of children, whose abilities to achieve academically, personally, and socially are hampered by individual or interpersonal problems.

Restorative Practices

Restorative Practices reflect the philosophy that when a misbehavior occurs within a school, it affects those harmed, those causing the harm, and possibly others within the school community. The goal of Restorative Practices is to address conflict using open and respectful dialogue that focuses on the harm caused, strategies to repair this harm and the relationships of those involved, and strategies to stop the disruptive behavior. The goal of restorative practices is to foster new understanding through dialogue that results in a mutually-agreed resolution to the issue.

PE or Recess Restrictions

If a student requires restricted PE or recess due to health conditions for more than one day, then a healthcare provider note is required. If a student has a note limiting or restricting PE, this will include recess. If a student has a note limiting or restricting recess, this will include PE.

Elementary Student Fees

General school supplies and clothing appropriate for physical activity (i.e. recess, physical education) ~~P.E. clothing~~ are the responsibility of the student to provide. ~~Those fees charged in other classes, including Band and Orchestra, may be waived for qualifying families with the understanding that the items will remain the property of the school~~. Refer to Board Policy 5416 - "Student Fees" for additional information on applicable elementary student fees.

SECTION 8 – DRUGS, ALCOHOL, & TOBACCO

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

SECTION 9 – STUDENT CONDUCT, RULES, & REGULATIONS

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

Disciplinary action for inappropriate behavior will be taken on a case-by-case basis and in accordance with the Elementary Behavior Matrix.

Elementary Behavior Matrix

Grades K - 2

School-Wide Behavioral Offenses	Formal Warning and Parent Contact	Detention/ Restorative Practices					Structured Days				In-School Suspension or Ready/Reset Room					Out-of-School Suspension Days					Expulsion
Number of Days		1	2	3	4	5+	3	5	7	10	1	2	3	4	5+	1	2	3	4	5+	
3+ Low-Level Referral (LLR)																					
Arson																					
Assault/Battery																					
Bullying/Harassment/Taunting																					
Cell Phone/Smart Watch	Follow Guidelines in the Elementary Handbook																				
Distribution of Drugs/Alcohol/Tobacco																					
Drugs/Tobacco/Alcohol/Vape																					
Eloping From School Property																					
Fighting (Mutual)																					
Fire Alarm Pull																					
Foul Language																					
Gross Teacher Disrespect																					
Insubordination/Willful Disobedience																					
Physical Altercation, Minor																					
Playground Safety Rules Violation																					
Racial Slurs/Comments																					
Running From Room																					
School Threat																					
Serious Disruptive Behavior																					
Sexual Harassment/Assault (physical)																					
Spitting																					
Stealing																					
Technology Violation																					
Threat/Intimidation																					
Threatening Behavior																					
Vandalism																					
Weapons (Actual)																					
Weapons (Imitation)																					
Unspecified Inappropriate Behavior																					

Dress Code/Student Appearance

Students are expected to dress in a way that is appropriate for the school setting. ~~Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school.~~ Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Specific expectations should be re-evaluated each year.

Examples of inappropriate dress may include but are not limited to:

- ~~Pajama apparel~~
- ~~Inappropriate tops or clothing~~
- ~~Shorts or pants worn below the waistline (with or without a belt)~~
- ~~Excessive holes and rips in pants and shorts~~
- ~~Inappropriate accessories (i.e. chains, gloves, sunglasses, etc.)~~
- ~~Spiked apparel~~
- Clothing that shows an inappropriate amount of bare skin or underwear, or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap, or any material that is sheer or lightweight enough to be seen through, or otherwise of an inappropriate size and fit so as to be revealing or drag on the ground
- Items or accessories that could reasonably cause a distraction (gloves, capes, costumes, sunglasses, etc.)
- Clothing or jewelry that advertises or promotes alcohol, tobacco, or illegal drugs
- Blankets
- Trench coats~~ worn during school hours and/or at activities~~
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel, etc.) or that would encourage “horse-play” or that would damage property (e.g., cleats)
- Headwear, including hats, caps, bandannas, and scarves
- Clothing or jewelry that exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning
- ~~Hoods, caps, or hats worn to cover the head in the building during school hours~~
- ~~Inappropriate slogans or lettering~~
- ~~Gang-related apparel (includes hair nets and bandanas)~~ Clothing or jewelry that is gang-related
- Book covers, notebooks, folders, etc., that have inappropriate signs, pictures, or language
- ~~Tobacco/alcohol/drug-related apparel~~
- ~~Vulgar or offensive content (guns, violence, sexual content, etc.)~~
- ~~Prescription sunglasses that are not transition prescription glasses~~

~~Students are required to adhere to the following guidelines:~~

- ~~The hem of the top must touch the hem of the pants in a standing position.~~
- ~~All shirts/tops must have two inch or wider straps on both shoulders~~
- ~~All clothing must cover undergarments~~
- ~~Tops or bottoms must provide adequate coverage of the body~~
- ~~Shirts and dresses must have fabric in the front, back, and on the sides. Fabric must cover all private parts and must not be see-through.~~

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia at any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments, or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student’s gender, race, color, religion, disability, or national origin. No school staff shall permanently or temporarily alter or cut a student’s hair.

The final decision regarding attire and grooming will be made by the principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the principal's office.

Students who are in violation of the school dress code will be educated on the reason the clothing is not allowed in the school setting, and:

- When personal clothing is available, be given the opportunity to change into educationally appropriate attire;
- Be given the opportunity to change into school issued clothing;
- When the first two are not viable options, the student's parent/guardian will be contacted to bring appropriate clothing for the student to wear;
- Students will not be allowed to return to classes until they are in compliance with the school dress code; and,
- Repeated violations could result in school consequences.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in Policy 5101.

Coaches, sponsors, or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups, or students who are representing the school as part of an extracurricular activity program.

SECTION 10 – PARENT/GUARDIAN & STUDENT RIGHTS

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

Scottsbluff Public Schools
Parent-Student Permission Information Record Sheet

Please check all appropriate responses , sign the signature lines, and return to the school office. All forms are due back five (5) school days after you have received them. The parent(s)/guardian(s) and child's signatures and checked responses are the only signatures required for the below listed forms.

Printed Student's Name_____ **Grade Level** _____

SCHOOL AND DISTRICT STUDENT-PARENT HANDBOOKS RESPONSE SHEET

_____ Yes, I hereby acknowledge that thecurrent School and Districtwide Parent-Student Handbooks are available online on the District website at www.sbps.net . Hard copies of the handbooks are available only by request from the front office. I have reviewed the handbooks with my child(ren), including the behavior guidelines, student conduct, discipline rules, expulsion procedures, and information about Safe and Drug-Free Schools. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also acknowledges that it is understood that the District's policies of non-discrimination and equity policies and that specific complaint and grievance procedures that should be used to respond to harassment or discrimination exist in the Districtwide Handbook. Signing below acknowledges receipt of the student handbook in a satisfactory manner via the Internet.

TRIP PERMISSION

By keeping this permission on file in our school office, this prevents parents from signing and returning a form each time their student goes on a trip. You will be notified at least 48 hours in advance via ParentSquare if your student will be leaving our campus for a field trip. You **WILL NOT** have to give your permission if you give permission here. This permission form is good for this current school year only . You will only need to notify the teachers about individual field trips if you **DO NOT WANT YOUR STUDENT TO GO ON THAT PARTICULAR FIELD TRIP** . Please ask the teacher questions concerning the field trip before you say your child cannot participate in the field trip. Please consider allowing your child to be a part of each school activity so they will get more out of their school experiences. _____ Yes, I give my permission for my student to go on all field trips at any time during the current school year that the teacher(s) may deem necessary. All precautions will be taken to prevent any accident, and I do hereby release the Scottsbluff Public School District, its agents, or employees from any liability resulting from any accident involving my student while on a field trip. In case of emergency, I hereby authorize a representative of the Scottsbluff Public School District to seek medical attention for my student. _____ No, I do not give permission for my student to go on all field trips during the current school year.

PICTURE – NEWS RELEASE

_____

_____ Yes, I hereby give permission for my child to be photographed, filmed, or videotaped for use by Scottsbluff Public Schools.

_____ No, I do not give permission for my child to be photographed, filmed, or videotaped for publication.

HEALTH CONDITIONS

_____ I givepermission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel.

TITLE I REQUIREMENT(*Elementary Only*)

_____ Yes, I havereviewedthe Title I Parent Involvement Policy section of this handbook and the elementary school parent-student compact. I shall inform the school of any changes I would like to suggest be made to these documents.

TELEPHONE NUMBER(S): Provision of your telephone numbers(s) provides expressed consent to the School District to contact you with important information and urgent notifications.

RESPONSIBLE USE AGREEMENT FOR COMPUTERS AND NETWORKS

_____Yes, both the student and parent/guardian acknowledge they have read and agree to adhere to the outlined responsibilities in the Responsible Use Agreement and understand that failure to comply may result in disciplinary action as determined by the school's policies.

Student's Signature _____ **Date:** _____

Parent/Guardian Signature _____ **Date:** _____

APPLICATION FOR FEE WAIVER AND SHARING INFORMATION CONSENT SCOTTSBLUFF PUBLIC SCHOOLS

Fee Waiver Request

The Nebraska Public Elementary and Secondary Student Fee Authorization Act allows fee waivers for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The fee waivers give qualifying students the right to not have to pay certain student fees and to be provided with specialized materials or equipment to participate in certain activities. Specifically, the fee waiver applies to:

a. Participation in extracurricular activities; and,
b. Use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

Board Policy 5416 – Student Fees Policy states, "Students or their parents or guardians must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials."

To request a fee waiver, or to decline a fee waiver, complete the following:

❑ No, I **DO NOT** want information from my Application for Free or Reduced Meals shared for purposes of the fee waiver program.

❑ Yes, I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Student Name: _____ Student Number: _____

Activity or Course: _____
Describe fee waiver or materials or equipment requested, including amount if known:
_____
_____
_____

Activity or Course: _____
Describe fee waiver or materials or equipment requested, including amount if known:
_____
_____
_____

Activity or Course: _____
Describe fee waiver or materials or equipment requested, including amount if known:
_____
_____
_____

Parent/Guardian Signature: _____ Date: _____
Principal/Designee Signature: _____ Date: _____

5416 Form – Student Fees Policy

Sharing Information Consent

To save you time and effort, the information you give on your Application for Free or Reduced Meals may be shared with other programs for which your children may qualify.

For the fee waiver program, we must have your permission to share your Application for Free or Reduced Meals information in order to confirm your eligibility for a fee waiver. However, in no event will the manner in which you complete the consent form change whether your child gets free or reduced-price meals.

❑ No, I **DO NOT** want information from my Application for Free or Reduced Meals shared for purposes of the fee waiver program.

❑ Yes, I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Student's Name: _____ School: _____

Student Identification Number: _____

Parent/Guardian Name: _____

Address: _____

Parent/Guardian Signature: _____ Date: _____

Once this fee waiver application form is turned into the school completed correctly, the school will verify the student's free and reduced lunch status. The school will also review the items on the application to ensure consistency with the School Board's policy. The fee waived items for your student are covered by the District as long as your student is actively participating in fundraising (if applicable), and contributing to their activity.

2025 - 2026

ELEMENTARY

PARENT-STUDENT HANDBOOK



ROOSEVELT ELEMENTARY

WESTMOOR ELEMENTARY

LAKE MINATARE ELEMENTARY

LINCOLN HEIGHTS ELEMENTARY

LONGFELLOW ELEMENTARY

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SECTION 1 – GENERAL ELEMENTARY LEVEL INFORMATION

ELEMENTARY SCHOOL CONTACT INFORMATION

Location	Address	Administration & Office Staff	Office Phone	Website
Lake Minatare Elementary	280548 CR K	Ashlen Schaneman, Principal Cheryl Rose, Secretary	783-1134	Lake Minatare Elementary
Lincoln Heights Elementary	2214 Ave C	Jeremy Behnke, Principal Krystal Rodriguez, Assistant Principal Lana Greene, Secretary	635-6252	Lincoln Heights Elementary
Longfellow Elementary	2003 5th Ave	Lukas Benzel, Principal Ashlen Schaneman, Assistant Principal Casie Delgado, Secretary	635-6262	Longfellow Elementary
Roosevelt Elementary	1306 9th Ave	Frances Burkhalter, Principal Jessica Stec, Assistant Principal Laura Vallejo, Secretary Carla Huerta-Garcia, Home Liaison	635-6259	Roosevelt Elementary
Westmoor Elementary	1722 Avenue K	Bethany Jolliffe, Principal Kristen Juelfs, Assistant Principal Jolene Wills, Secretary	635-6255	Westmoor Elementary

POSITIVE BEHAVIOR EXPECTATIONS

(In the classroom, cafeteria, hallway, restroom, on the playground and bus)

Be Safe
Be Respectful
Be Responsible
Be Kind
Be a Learner

SCOTTSBLUFF PUBLIC SCHOOLS
EVERY CHILD . EVERY DAY

25-26 PRE-K - 12 CALENDAR

AUGUST
T = 17 S = 12

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

SEPTEMBER
T = 21 S = 19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER
T = 23 S = 20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER
T = 17 S = 17

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

DECEMBER
T = 15 S = 13.5

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY
T = 20 S = 18

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY
T = 19 S = 18

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH
T = 22 S = 19

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL
T = 19 S = 19

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY
T = 16 S = 13.5

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

K-12 START & END TIMES

School	Start	End
BMS	7:45	3:00
SHS	7:45	3:25
Lake Minatare	8:05	3:20
Lincoln Heights	7:55	3:10
Longfellow	7:50	3:05
Westmoor	8:00	3:15
Roosevelt	8:05	3:20

PRE-K START & END TIMES

Full Day	8:00	3:00
AM Session	8:15	11:15
PM Session	12:15	3:15

TOTAL ATTENDANCE DAYS

STUDENT = 169 DAYS*
STAFF = 189 DAYS

QUARTER 1 = 43 DAYS
QUARTER 2 = 38.5 DAYS
QUARTER 3 = 45 DAYS
QUARTER 4 = 42.5 DAYS

1ST SEMESTER = 81.5 DAYS
2ND SEMESTER = 87.5 DAYS

**BASED ON GRADES 9-12*

Calendar dates and times are subject to change.

Snow Days: After three snow days, each additional snow day will add a workday for staff.

www.sbps.net

August
1-6: New Teacher Orientation
7-13: Staff Development
12-13: PK Home Visits
14: PK Staff Head Start Training
14: K-12 Students-1st Day of School
18-19: PK Students-1st Day of School

September
1: No School for Students/Staff
2: PD/Workday-No School for Students
19: PD Day-No School for Students
22: No School-PK-8 Students

October
16: End of 1st Quarter
16: No School-PK-5 Students
17: PD/Workday-No School for Students
22: PK-12 Parent-Teacher Conferences (4:00-8:00 PM)
23: PK-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
24: No School for Students/Staff

November
26-28: No School for Students/Staff

December
1: PD/Workday-No School for Students
19: End of Semester-11:30 AM Dismissal
19: No School for PK Students
22-31: No School for Students/Staff

January
1-2: No School for Students/Staff
5: PD/Workday-No School for Students
6: 1st Day of Second Semester
23: PD Day-No School for Students
23: PK Staff Head Start Partnership Training

February
13: No School for Students/Staff
16: ESU PD Day-No School for Students
17: No School-PK-8 Students

March
12: End of 3rd Quarter
13: PD/Workday-No School for Students
18: PK Home Visits - No School for PK (8:00 AM-3:30 PM)
18: K-12 Parent-Teacher Conferences (4:00-8:00 PM)
19: K-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
19: PK Home Visits-No School for PK (8:00 AM-8:00 PM)
20: No School for Students/Staff

April
2-6: No School for Students/Staff
7: No School-PK-5 Students
30: PK Parent/Teacher Conferences (4:00-8:00 PM)

May
1: PK Parent-Teacher Conferences (8:00 AM-3:30 PM) No School for PK
4: PD Day-No School for Students
17: Graduation
20: Last Day for PK Students
21: Last Day for K-12-11:30 AM Dismissal
22: Last Day for Staff

SECTION 2 – MISSION, GOALS, & FEDERAL POLICIES

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

SECTION 3 – SCHOOL DAY INFORMATION

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

	Start Time	End Time
Lake Minatare	8:05 AM	3:20 PM
Lincoln Heights	7:55 AM	3:10 PM
Longfellow	7:50 AM	3:05 PM
Roosevelt	8:05 AM	3:20 PM
Westmoor	8:00 AM	3:15 PM

SECTION 4 – USE OF SCHOOL BUILDINGS & GROUNDS

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

Arrival/Dismissal Times

Students should arrive at school no earlier than 10 minutes before the start of school (unless your student is having the school breakfast in the cafeteria) and leave school grounds no later than 10 minutes after school dismissal. Playground supervisors are on duty during these times.

Visitation

Visitation to classrooms by parents/guardians will be welcomed after the first two weeks of school and before the last two weeks of school. A note to the teacher or a call to the office informing us of the pending visit would be appreciated. These visits will be limited to 30 minutes.

When another family member (e.g., grandparent in town for the holidays) wishes to visit, a note from the parent/guardian must be received in the office 48 hours prior to the visit. School-aged children are not allowed to visit our classes in session. All visitors are asked to report to the office upon entrance to the building to sign in and to receive a visitor's badge.

The school requests that any items needing to be delivered to students are dropped off at the main office rather than delivered directly to the student in his or her classroom. When situations warrant, we will also include the option of calling a student down from class to receive the item, though we'd obviously prefer not to interrupt class to do so.

Volunteers

Scottsbluff Public Schools welcomes and values its volunteers. Volunteers play an important role in supporting our school communities. If you are interested in volunteering, we can find a role that fits your time and talents. Interested individuals should contact any of our schools directly and pick up a Volunteer Agreement form from their main office.

Meals and Cafeteria Information

School breakfasts, lunches, and a la carte items (if offered) are available for purchase. For the convenience of our students, funds may be deposited into the student's Infinite Campus accounts. To charge a meal or an a la carte item, the student must have adequate funds in their account. If a student does not have adequate funds in the account or money for that day, an alternate meal will be provided. Funds may be added to student accounts by cash, check, or electronically. For electronic deposits, use this website: https://www.sbps.net/departments_and_services/services/nutrition_services

Students qualifying for free meals may also maintain an account for a la carte items.

The 2025-26 Elementary School lunch prices are as follows:

	Breakfast	Lunch	Milk
Elementary Student	$2.10	$3.10	$.60
Adult	$3.95	$4.25	$.60

Party Invitations and Celebrations

Invitations to birthday parties, etc. may be distributed at school only if an entire classroom is to receive the invitation. The singular exception is if invitations are given to all the boys or all the girls in a classroom. Any individual student celebration that results in the loss of instructional time is discouraged.

School Phones

School phones are to be used for school business only. Arrangements for after-school transportation, school activities, and neighborhood visits are to be made prior to the school day. Please refrain from contacting the school to make these arrangements during the school day. Students will not be called from classes for telephone calls unless it is an emergency.

Personal Property at School

Cell Phones/Listening Devices. All students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function. All exceptions listed within Board Policy 6113 must be approved in advance by an appropriate school staff member. The school is not responsible for lost or stolen cell phones/devices, nor will we spend time investigating these issues. Students bring these items to school at their own risk. In addition, if a student has an electronic communication device and a staff member witnesses the student using it during school hours without an approved exception, the device will be confiscated and put in the office for the student to pick up after school. If the device is used a second time, then the student's parent/guardian will be asked to come to school and pick up the device from the office. All electronic communication devices, unless otherwise authorized, should be either silenced or powered down during the school day and stored in the student's backpack until the end of the school day.

Bicycles and Scooters. Bicycles and scooters must be parked in the racks provided. All bicycles and scooters should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles and scooters are on school property.

SECTION 5 – ATTENDANCE

SCOTTSBLUFF PUBLIC SCHOOLS ATTENDANCE GUIDELINES

School Excused Absences

Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed: "impossible or impracticable barriers outside the control of the parent, guardian, or child prevent a student from attending school. The parent or guardian must provide the school with documnentation to demonstrate the absence was beyond the control of the parent, guardian, or child. This could include, but is not limited to, documented illness (including physical or mental illness), court or death of a family member.

CODE	DESCRIPTION
MD Medical Excused	• Medical absence is excused by a health provider and is **documented with a note from the provider.**
MDN Medical Health Office Staff	• Medical absence is **excused by school health staff.**
CT Court	• Legal matters which cannot be arranged at a time other than during school hours. **A dated court document must be provided to be excused.**
BER Bereavement	• The student is attending a funeral. • Death or serious illness of the student's family member. • Up to five days per year may be BER. Additional days with administrator approval.

** Criteria for School Excused Absences and Not School Excused Absences can be found in Nebraska Revised Statute 79-201.

Not School Excused Absences

Absences that are Not School Excused may result in a report to the county attorney and may be classified as follows: "Parent or guardian-acknowleged absences are those in which the parent or guardian communicated with the school in the prescribed manner that the child is absent and is the parent or guardian's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments (without documentation).

CODE	DESCRIPTION
NC No Contact	• Failure to call in the student's absence within 48 hours.
IL Illness	• Personal Illness - The parent/guardian notifies the school within 48 hours that the student is ill **(without documentation)**.
PQ Parent Request	• The parent requests that the student be absent from school. This includes, but is not limited to, vacations and medical appointments **(without documentation)**.
EL Early Leave	• Elementary Only - Early departures may accumulate to the equivalence of absences and be subject to Nebraska State Statute. • When an elementary student checks out of school early and misses more than 1/2 of the instructional time in the afternoon session (1 1/2 hours), they will be deemed absent for that session.
UAPT Unexcused Appointment Less Than 90 Minutes	• **Elementary Only** - Any unexcused appointment less than 90 minutes, including a dental or medical appointment without a provider note, will be considered UAPT. Unexcused appointments may accumulate to the equivalence of absences and be subject to the Nebraska State Statute. • Any unexcused appointment over 90 minutes is counted as a half-day PQ absence.
TD Tardy	• Tardies may accumulate to the equivalence of absences and be subject to Nebraska Statute. • **Elementary** - Students are marked tardy if they arrive after the first 15 minutes of school start time. • **BMS & SHS** - A student is tardy if they arrive late to a class within the first 15 minutes of class. A student arriving after the first 15 minutes will be marked as an unexcused absence.
TDA Tardy Absent	• **Elementary Only** - If the student arrives after 90 minutes of the start time, they are marked TDA.

SCOTTSBLUFF PUBLIC SCHOOLS ATTENDANCE GUIDELINES

Administrative Absences

Students will be assigned an excused administrative absence from school by the principal or the principal's designee for the following reasons:

CODE	DESCRIPTION
AD Administrative	• Determined by the building principal.
AT Athletic Event	• Students must be attending a school-sponsored athletic activity.
AV Admin College Visits	• **High School Only** - First two college visits.
AC Activity Other Than Athletic	• Students must be attending a school-sponsored activity.
WE Weather Related	• This code is only used **with Superintendent notification.**

Discipline-Related Absences

Discipline-related absences will not result in a report to the county attorney. Students will be assigned an excused adminstrative absence from school by the principal or the principal's designee for the following reasons:

CODE	DESCRIPTION
OS Out-of-School Suspension	• Students who are suspended and do not attend an alternate setting to receive instruction will be coded as OS.
OSPR Out-of-School Suspension with Offsite Services	• Students who are suspended and attend an alternate setting to receive instruction will be coded OSPR.
IS In-School Suspension	• Students who are placed in in-school suspension will be coded IS.
XP Expulsion	• Students who are expelled and do not attend an alternate setting to receive instruction will be coded at XP.
XPR Expulsion with Off-Site Services	• Students who are expelled and attend an alternate setting to receive instruction will be coded as XPR.
EX Emergency Exclusion	• Determined by the Superintendent or designee if a student poses a health, safety, or other risk.

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

Reporting Absences

A written excuse or telephone call from the parent/guardian is required for any absence. Please take the time to call the school between 7:45 a.m. – 9:00 a.m. each day that your child will be gone from school. This is to ensure your child's safety. See the District Attendance policy listed below.

Tardies

Children are expected to arrive at school on time. Arriving late to school impacts a child's learning and disrupts the educational process. Should a pattern of tardiness develop, the child's parent/guardian shall be required to meet with the principal to alleviate the problem. Tardies may accumulate to the equivalence of absences and be subject to Nebraska Statutes.

SECTION 6 – SCHOLASTIC ACHIEVEMENT

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

Standards for Grading Codes

The effort evaluation, which is based on the individual's earnest attempt in the classroom, is placed under the work habits category rather than repeating with each subject. Achievement, based on the individual's progress, is indicated by codes listed. Resource grades that are scaled or adjusted will be indicated on card and inside the cumulative folder by teacher notation.

Types of Codes Used on Standards-Based Report Cards

Performance Level	1	2	3	Exemplary (E)
Descriptor	The student has demonstrated a minimal understanding of subject matter and does not meet grade level expectations at this time.	The student has demonstrated a partial understanding of subject matter and is approaching grade level expectations at this time.	The student has demonstrated a solid understanding of subject matter and is meeting grade level expectations at this time.	The student has demonstrated a thorough understanding of challenging subject matter and is exceeding grade level expectations at this time.

Parent-Teacher Conferences - Grades K-5 - 2024-2025

October 22, 2025 - 4:00-8:00 PM October 23, 2025 - 8:00-8:00 PM	March 18, 2026 - 4:00-8:00 PM March 19, 2026 - 8:00-8:00 PM

SECTION 7 – SUPPORT SERVICES

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

Elementary Counseling

The principal goal of the elementary counseling program is to develop a service, which enhances the potential of children, whose abilities to achieve academically, personally, and socially are hampered by individual or interpersonal problems.

Restorative Practices

Restorative Practices reflect the philosophy that when a misbehavior occurs within a school, it affects those harmed, those causing the harm, and possibly others within the school community. The goal of Restorative Practices is to address conflict using open and respectful dialogue that focuses on the harm caused, strategies to repair this harm and the relationships of those involved, and strategies to stop the disruptive behavior. The goal of restorative practices is to foster new understanding through dialogue that results in a mutually-agreed resolution to the issue.

PE or Recess Restrictions

If a student requires restricted PE or recess due to health conditions for more than one day, then a healthcare provider note is required. If a student has a note limiting or restricting PE, this will include recess. If a student has a note limiting or restricting recess, this will include PE.

Elementary Student Fees

General school supplies and clothing appropriate for physical activity (i.e. recess, physical education) are the responsibility of the student to provide. Refer to Board Policy 5416 - "Student Fees" for additional information on applicable elementary student fees.

SECTION 8 – DRUGS, ALCOHOL, & TOBACCO

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

SECTION 9 – STUDENT CONDUCT, RULES, & REGULATIONS

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

Disciplinary action for inappropriate behavior will be taken on a case-by-case basis and in accordance with the Elementary Behavior Matrix.

Elementary Behavior Matrix

Grades K - 2

School-Wide Behavioral Offenses	Formal Warning and Parent Contact	Detention/ Restorative Practices					Structured Days				In-School Suspension or Ready/Reset Room					Out-of-School Suspension Days					Expulsion
Number of Days		1	2	3	4	5+	3	5	7	10	1	2	3	4	5+	1	2	3	4	5+	
3+ Low-Level Referral (LLR)																					
Arson																					
Assault/Battery																					
Bullying/Harassment/Taunting																					
Cell Phone/Smart Watch	Follow Guidelines in the Elementary Handbook																				
Distribution of Drugs/Alcohol/Tobacco																					
Drugs/Tobacco/Alcohol/Vape																					
Eloping From School Property																					
Fighting (Mutual)																					
Fire Alarm Pull																					
Foul Language																					
Gross Teacher Disrespect																					
Insubordination/Willful Disobedience																					
Physical Altercation, Minor																					
Playground Safety Rules Violation																					
Racial Slurs/Comments																					
Running From Room																					
School Threat																					
Serious Disruptive Behavior																					
Sexual Harassment/Assault (physical)																					
Spitting																					
Stealing																					
Technology Violation																					
Threat/Intimidation																					
Threatening Behavior																					
Vandalism																					
Weapons (Actual)																					
Weapons (Imitation)																					
Unspecified Inappropriate Behavior																					

Dress Code/Student Appearance

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Specific expectations should be re-evaluated each year.

Examples of inappropriate dress may include but are not limited to:

- Clothing that shows an inappropriate amount of bare skin or underwear, or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap, or any material that is sheer or lightweight enough to be seen through, or otherwise of an inappropriate size and fit so as to be revealing or drag on the ground
- Items or accessories that could reasonably cause a distraction (gloves, capes, costumes, sunglasses, etc.)
- Clothing or jewelry that advertises or promotes alcohol, tobacco, or illegal drugs
- Blankets
- Trench coats
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel, etc.) or that would encourage “horse-play” or that would damage property (e.g., cleats)
- Headwear, including hats, caps, bandannas, and scarves
- Clothing or jewelry that exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning
- Clothing or jewelry that is gang-related
- Book covers, notebooks, folders, etc., that have inappropriate signs, pictures, or language

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia at any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments, or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student’s gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student’s hair.

The final decision regarding attire and grooming will be made by the principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the principal’s office.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in Policy 5101.

Students who are in violation of the school dress code will be educated on the reason the clothing is not allowed in the school setting, and:

- When personal clothing is available, be given the opportunity to change into educationally appropriate attire;
- Be given the opportunity to change into school issued clothing;
- When the first two are not viable options, the student’s parent/guardian will be contacted to bring appropriate clothing for the student to wear.
- Students will not be allowed to return to classes until they are in compliance with the school dress code; and,
- Repeated violations could result in school consequences.

Coaches, sponsors, or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups, or students who are representing the school as part of an extracurricular activity program.

SECTION 10 – PARENT/GUARDIAN & STUDENT RIGHTS

For further information, see the SBPS District Parent-Student Handbook on the District Webpage.

Scottsbluff Public Schools
Parent-Student Permission Information Record Sheet

Please check all appropriate responses , sign the signature lines, and return to the school office. All forms are due back five (5) school days after you have received them. The parent(s)/guardian(s) and child's signatures and checked responses are the only signatures required for the below listed forms.

Printed Student's Name_____ **Grade Level** _____

SCHOOL AND DISTRICT STUDENT-PARENT HANDBOOKS RESPONSE SHEET

_____ Yes, I hereby acknowledge that thecurrent School and Districtwide Parent-Student Handbooks are available online on the District website at www.sbps.net . Hard copies of the handbooks are available only by request from the front office. I have reviewed the handbooks with my child(ren), including the behavior guidelines, student conduct, discipline rules, expulsion procedures, and information about Safe and Drug-Free Schools. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also acknowledges that it is understood that the District's policies of non-discrimination and equity policies and that specific complaint and grievance procedures that should be used to respond to harassment or discrimination exist in the Districtwide Handbook. Signing below acknowledges receipt of the student handbook in a satisfactory manner via the Internet.

TRIP PERMISSION

By keeping this permission on file in our school office, this prevents parents from signing and returning a form each time their student goes on a trip. You will be notified at least 48 hours in advance via ParentSquare if your student will be leaving our campus for a field trip. You **WILL NOT** have to give your permission if you give permission here. This permission form is good for this current school year only . You will only need to notify the teachers about individual field trips if you **DO NOT WANT YOUR STUDENT TO GO ON THAT PARTICULAR FIELD TRIP** . Please ask the teacher questions concerning the field trip before you say your child cannot participate in the field trip. Please consider allowing your child to be a part of each school activity so they will get more out of their school experiences. _____ Yes, I give my permission for my student to go on all field trips at any time during the current school year that the teacher(s) may deem necessary. All precautions will be taken to prevent any accident, and I do hereby release the Scottsbluff Public School District, its agents, or employees from any liability resulting from any accident involving my student while on a field trip. In case of emergency, I hereby authorize a representative of the Scottsbluff Public School District to seek medical attention for my student. _____ No, I do not give permission for my student to go on all field trips during the current school year.

PICTURE – NEWS RELEASE

_____ Yes, I hereby give permission for my child to be photographed, filmed, or videotaped for use by Scottsbluff Public Schools.

_____ No, I do not give permission for my child to be photographed, filmed, or videotaped for publication.

HEALTH CONDITIONS

_____ I givepermission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel.

TITLE I REQUIREMENT(*Elementary Only*)

_____ Yes, I havereviewedthe Title I Parent Involvement Policy section of this handbook and the elementary school parent-student compact. I shall inform the school of any changes I would like to suggest be made to these documents.

TELEPHONE NUMBER(S): Provision of your telephone numbers(s) provides expressed consent to the School District to contact you with important information and urgent notifications.

RESPONSIBLE USE AGREEMENT FOR COMPUTERS AND NETWORKS

_____Yes, both the student and parent/guardian acknowledge they have read and agree to adhere to the outlined responsibilities in the Responsible Use Agreement and understand that failure to comply may result in disciplinary action as determined by the school's policies.

Student's Signature _____ **Date:** _____

Parent/Guardian Signature _____ **Date:** _____

APPLICATION FOR FEE WAIVER AND SHARING INFORMATION CONSENT SCOTTSBLUFF PUBLIC SCHOOLS

Fee Waiver Request

The Nebraska Public Elementary and Secondary Student Fee Authorization Act allows fee waivers for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The fee waivers give qualifying students the right to not have to pay certain student fees and to be provided with specialized materials or equipment to participate in certain activities. Specifically, the fee waiver applies to:

a. Participation in extracurricular activities; and,
b. Use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

Board Policy 5416 – Student Fees Policy states, "Students or their parents or guardians must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials."

To request a fee waiver, or to decline a fee waiver, complete the following:

❑ No, I **DO NOT** want information from my Application for Free or Reduced Meals shared for purposes of the fee waiver program.

❑ Yes, I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Student Name: _____ Student Number: _____

Activity or Course: _____
Describe fee waiver or materials or equipment requested, including amount if known:
_____
_____
_____

Activity or Course: _____
Describe fee waiver or materials or equipment requested, including amount if known:
_____
_____
_____

Activity or Course: _____
Describe fee waiver or materials or equipment requested, including amount if known:
_____
_____
_____

Parent/Guardian Signature: _____ Date: _____
Principal/Designee Signature: _____ Date: _____

5416 Form – Student Fees Policy

Sharing Information Consent

To save you time and effort, the information you give on your Application for Free or Reduced Meals may be shared with other programs for which your children may qualify.

For the fee waiver program, we must have your permission to share your Application for Free or Reduced Meals information in order to confirm your eligibility for a fee waiver. However, in no event will the manner in which you complete the consent form change whether your child gets free or reduced-price meals.

❑ No, I **DO NOT** want information from my Application for Free or Reduced Meals shared for purposes of the fee waiver program.

❑ Yes, I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Student's Name: _____ School: _____

Student Identification Number: _____

Parent/Guardian Name: _____

Address: _____

Parent/Guardian Signature: _____ Date: _____

Once this fee waiver application form is turned into the school completed correctly, the school will verify the student's free and reduced lunch status. The school will also review the items on the application to ensure consistency with the School Board's policy. The fee waived items for your student are covered by the District as long as your student is actively participating in fundraising (if applicable), and contributing to their activity.

2025 - 2026

BLUFFS MIDDLE SCHOOL

PARENT-STUDENT HANDBOOK







BLUFFS MIDDLE SCHOOL

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Intent of Handbook

This handbook is intended to be used by students, parents/guardians, and staff as a guide to the rules, regulations, and general information about Scottsbluff Public Schools. Each student is responsible for becoming familiar with the handbook and knowing its information. Parents/guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all-encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

The policies of the Board of Education may cover areas not addressed in this handbook. Every parent/guardian and student should familiarize themselves with Board Policies online at: www.sbps.net.

Mission Statement of the Scottsbluff Public Schools

Every Child, Every Day

Vision Statement of Bluffs Middle School

The vision of Bluffs Middle School is a staff/community partnership that provides purposeful learning inspiring students to be productive citizens who achieve their potential.

Mutual Respect

The Scottsbluff Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

SECTION 1 – GENERAL INFORMATION

SCOTTSBLUFF PUBLIC SCHOOLS
EVERY CHILD . EVERY DAY

25-26

PRE-K - 12 CALENDAR

AUGUST
T = 17 S = 12

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

SEPTEMBER
T = 21 S = 19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER
T = 23 S = 20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER
T = 17 S = 17

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

DECEMBER
T = 15 S = 13.5

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY
T = 20 S = 18

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY
T = 19 S = 18

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH
T = 22 S = 19

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL
T = 19 S = 19

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY
T = 16 S = 13.5

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

K-12 START & END TIMES

School	Start	End
BMS	7:45	3:00
SHS	7:45	3:25
Lake Minatare	8:05	3:20
Lincoln Heights	7:55	3:10
Longfellow	7:50	3:05
Westmoor	8:00	3:15
Roosevelt	8:05	3:20

PRE-K START & END TIMES

Full Day	8:00	3:00
AM Session	8:15	11:15
PM Session	12:15	3:15

TOTAL ATTENDANCE DAYS

STUDENT = 169 DAYS*
STAFF = 189 DAYS

QUARTER 1 = 43 DAYS
QUARTER 2 = 38.5 DAYS
QUARTER 3 = 45 DAYS
QUARTER 4 = 42.5 DAYS

1ST SEMESTER = 81.5 DAYS
2ND SEMESTER = 87.5 DAYS

**BASED ON GRADES 9-12*

Calendar dates and times are subject to change.

Snow Days: After three snow days, each additional snow day will add a workday for staff.

www.sbps.net

August
1-6: New Teacher Orientation
7-13: Staff Development
12-13: PK Home Visits
14: PK Staff Head Start Training
14: K-12 Students-1st Day of School
18-19: PK Students-1st Day of School

September
1: No School for Students/Staff
2: PD/Workday-No School for Students
19: PD Day-No School for Students
22: No School-PK-8 Students

October
16: End of 1st Quarter
16: No School-PK-5 Students
17: PD/Workday-No School for Students
22: PK-12 Parent-Teacher Conferences (4:00-8:00 PM)
23: PK-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
24: No School for Students/Staff

November
26-28: No School for Students/Staff

December
1: PD/Workday-No School for Students
19: End of Semester-11:30 AM Dismissal
19: No School for PK Students
22-31: No School for Students/Staff

January
1-2: No School for Students/Staff
5: PD/Workday-No School for Students
6: 1st Day of Second Semester
23: PD Day-No School for Students
23: PK Staff Head Start Partnership Training

February
13: No School for Students/Staff
16: ESU PD Day-No School for Students
17: No School-PK-8 Students

March
12: End of 3rd Quarter
13: PD/Workday-No School for Students
18: PK Home Visits - No School for PK (8:00 AM-3:30 PM)
18: K-12 Parent-Teacher Conferences (4:00-8:00 PM)
19: K-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
19: PK Home Visits-No School for PK (8:00 AM-8:00 PM)
20: No School for Students/Staff

April
2-6: No School for Students/Staff
7: No School-PK-5 Students
30: PK Parent/Teacher Conferences (4:00-8:00 PM)

May
1: PK Parent-Teacher Conferences (8:00 AM-3:30 PM) No School for PK
4: PD Day-No School for Students
17: Graduation
20: Last Day for PK Students
21: Last Day for K-12-11:30 AM Dismissal
22: Last Day for Staff

BMS DAILY SCHEDULE
2025-2026

Breakfast	**7:15 AM**
Hallways	**7:38 AM**
Classes Begin	**7:45 AM**
Dismissal	**3:00 PM**
Students off Grounds	**3:15 PM**

Period	Time	Lunch
1	7:45-8:34	
2	8:38-9:24	
3	9:28-10:14	
4	10:18-11:04	
5	11:08-11:54	
5A	11:08-11:31	8th Lunch/HR
5B	11:31-11:54	8th Lunch/HR
6	11:58-12:44	
6A	11:58-12:21	7th Lunch/HR
6B	12:21-12:44	7th Lunch/HR
7	12:48-1:34	
7A	12:48-1:11	6th Lunch/HR
7B	1:11-1:34	6th Lunch/HR
8	1:38-2:24	
WIN	2:28-3:00	

SECTION 2 - COMMUNICATION

Questions about BMS	Contact
Locker Assignments	Team Leader
Locker Problems	Principals/Custodians
Lost and Found	Main Office
Schedules	Counselors
Student Activities	Core Teachers
Classroom/Teacher	Counselors
Fines/Fees	Main Office
Friends/Other students	Counselors
Absences	Attendance Clerk
Lunch Tickets	Main Office
Extracurricular Activities	Asst. Principal

Main Office - 635-6270 **Counselors - 635-6283** **Attendance - 635-6274**

Parents & Guardians: If You Have A Concern, Question, or Complaint

Complaint Procedures

The proper procedure for a parent/guardian or student to make complaints or raise concerns is, to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are other procedures identified in the Parent-Student Handbook to address specific complaints or concerns, such as discrimination or harassment, bullying, and disciplinary actions. Those procedures should be used where applicable.

1. Complaint Procedure

Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
Step 2. Address the concern with the Principal if the matter is not resolved at Step 1.
Step 3. Address the concern with the Superintendent if the matter is not resolved at Step 2.
Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

BLUFFS MIDDLE SCHOOL CONTACT INFORMATION

Department	Staff	Email	Phone
Administration	Jana Mason, Principal James Miller, Assistant Principal Brittni Chancellor, Assistant Principal	jmason@sbps.net jamiller@sbps.net bchancellor@sbps.net	308-635-6270
Counseling	Dave Castle, 6th Grade Counselor Letizia Kosman, 7th Grade Counselor Shana Dick, 8th Grade Counselor Irma Torres, LMHP Carrie Snyder, LMHP Ashley De Los Santos, Social Worker	lkosman@sbps.net sdick@sbps.net dcastle@sbps.net itorres@sbps.net csnyder@sbps.net adelossantos@sbps.net	308-635-6283
Activities	Mike Burda, Assistant AD	miburda@sbps.net	308-635-6270
Media Center	Erin Shaddick, Media Specialist Jessica Collins, Media Center Assistant	eshaddick@sbps.net	308-635-6286
Special Education	Danica Vincent, Special Education Coordinator	dvincent@sbps.net	308-633-6216

Health Office	**Shelbi Cotton, Health Services Coordinator** **MiCe Lee, Health Office Assistant**	**scotton@sbps.net** **mlee@sbps.net**	**308-635-6280**

School Newsletter
Bluffs Middle School newsletters are published and distributed monthly via ParentSquare and are available on the Bluffs Middle School webpage. Newsletters contain information in regard to upcoming events/activities, recognitions, and important reminders for parents/guardians and students.

Teacher Websites
All teachers have a teacher website with information pertaining to each individual class taught by the instructor. Teacher websites contain the classroom syllabus, teacher schedules, contact information, access to Google Classrooms, along with other pertinent parent/guardian and student information.

Infinite Campus Portal
The Infinite Campus Parent Portal may be used by parents/guardians and students to access grade reports, missing assignments, lunch balances and payments, student fines and fees, etc. All parents/guardians and students are strongly encouraged to utilize the application to monitor student progress.

ParentSquare
ParentSquare messaging is utilized by teachers, the school, and the District, as the primary method of communication for notifications.

SECTION 3 - EMERGENCY INFORMATION

Administrative Actions in Emergency (Board Policy 2410)

In any crisis or emergency circumstances, the immediate concern is securing the safety and welfare of students and staff. A second priority, if appropriate, will be the securing and salvaging of property. The Superintendent will be in charge of administering and monitoring any emergency event, except that if the situation is confined to a particular building, the principal will be in charge with the Superintendent advising on necessary decisions. Once the nature of the emergency is determined and the immediate concerns for students and staff are addressed, the Superintendent will:

1. Alert Board members;
2. Decide whether or not to convene or postpone school, with attendant adjustments in transportation and activity schedules;
3. Determine the need to involve other agencies and/or officials (e.g., police, fire and emergency personnel, counseling services, and insurance representatives). All administrators will maintain an accessible emergency phone list; and,
4. Notify students, staff, and patrons via appropriate media.

Inclement Weather. In the event of bad weather, or other circumstances in which the safety of students would be endangered by attending school, the Superintendent will make the decision to cancel or delay the start of school and whether or not staff are to report for duty. When school is canceled, ordinarily, all after-school activities will be canceled. Any decision to the contrary must have the Superintendent's permission and include provision for communicating with all affected parties in a timely manner. Weather information will be sought from current weather station reports and consultation with the transportation director and other area superintendents. The decision to cancel school will be made as early as possible. A system will be developed to alert the staff, and the Superintendent or the Superintendent's designee shall inform appropriate local media and request that they make the appropriate announcement to the public. The Board of Education will determine in the spring whether time missed for inclement weather or other emergency school closings should be made up.

Fire, Tornado, and Gas Leaks. Principals shall design and keep current drill and evacuation plans, to include emergency shelter.

SECTION 4 - USE OF GROUNDS AND BUILDINGS

Entering and Leaving the Building

Building Hours. Unless special activities (such as tutoring, club meetings, extracurricular activities), or student breakfast make it necessary, students should not be in the building before 7:38 AM or after 3:15 PM. Students entering the building

prior to 7:38 AM for a reason other than those listed above, must have a note from a teacher or building administrator to enter the building. If not involved in special activities, students must clear the building by 3:15 PM. Practices, rehearsals, or meetings in BMS, without a sponsor being present, are not permitted.

Beginning of School. Students should not be on school grounds prior to 7:25 AM. Students who eat breakfast at school will be allowed in the building at 7:15 AM.

Student Pick Up and Drop Off. Parents/guardians should make arrangements to pick up and drop off students in the following locations:

- 8th Grade—West Parking Lot
- 7th Grade—Main Entrance and Along 23rd Street
- 6th Grade—Along 2nd Avenue

Entering School. Students are required to wait in their assigned areas upon arrival at the middle school. Students will enter specific doors by grade level in the mornings after the bell rings. This should prevent accidents from overcrowding.

- 6th Grade students will wait on the east side of the annex near the library's reading patio.
- 7th Grade students will wait near the main entrance on the south side of the main building.
- 8th Grade students will wait near the activity entrance on the west side of the building.

Dropping Off and Picking Up Students During the School Day. Students are to remain on campus unless excused in accordance with school policies. Parents/guardians should pick students up at the main entrance on the south side of the building. Upon returning to school during the day, students are to report to the secretaries at the main entrance on the south side building.

End of School. Our regular school day ends at 3:00 PM. Make-up work, special help, after school detention, club meetings, and other school activities begin immediately after 3:00 PM. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building and school grounds by 3:15 PM. The school is not responsible for supervision of students once the students are to have left school grounds.

Visitors. All visitors must report to the main entrance to sign in to receive a visitor's badge. All visitors will be required to show a valid, government issued ID. Parents/guardians are welcome at all times. Please sign in/out at the main entrance upon entering/exiting the school. Any items needing to be delivered to students need to be dropped off at the main office. Office staff will then deliver the item or call the student down to the office. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Parent/Guardian School Visits. In accordance with building and District safety procedures, unless otherwise prohibited or restricted by law or court order, parents/guardians may visit schools with the approval of the building administration. The principal authorizing visits shall consider the following:

- Potential for disruption to the educational environment;
- Distraction to students and staff;
- Confidentiality for students and staff; and
- The Standard Response Protocols for student and staff safety.

Guidelines for Parent/Guardian Visits.

- Requests to visit the classroom must be made to the principal at least 24 hours in advance.
- Visits to classrooms during the first two and last two weeks of school are not permitted to ensure a smooth transition.
- All visitors shall report to the main office and/or security desk to be screened and provided a visitor badge. All visitors must wear the badge at all times while in the building.
- You may be escorted by school security staff or an administrator to and from the classroom you are visiting.
- Some schools may choose to have an administrator accompany the parent/guardian for all class visits to ensure no distractions or disruptions.
- Parents/guardians should avoid interrupting the classroom by attempting to communicate with the teacher or other students. A parent/teacher conference should be scheduled if necessary.
- Classroom visits should not be overbearing and are limited to the following:
    - Elementary visits will be limited to no more than 30 minutes.
    - Middle school and high school visits will be limited to two class periods per quarter or a total of eight class periods in one school year.
- Other children should not be brought whenever a parent/guardian visits a classroom to protect the learning environment and avoid potential disruptions.
- Cell phones should not be used while visiting a class and should be turned off or on silent. Photos, recordings,

or videos may only be taken during the visit if approved in advance by the building administration.
- Any disruptions created during visits may result in this privilege being reconsidered and modified.

Closed Campus. All students are required to remain on campus during the school day, except Bluffs Middle School allows students to leave campus during lunch with written or verbal parent/guardian permission. The parent/guardian must come to the office window to pick up their students and sign them out.

Cafeteria

School breakfasts, lunches and a la carte items (if offered) are available for purchase. For the convenience of our students, funds may be deposited into the students' Infinite Campus accounts. More information regarding online meal payments is available online at: https://www.sbps.net/cms/One.aspx?portalId=392832&pageId=506002. Meal prices for students are $2.40 for breakfast and $3.40 for lunch. To fill out a Free & Reduced Lunch form, go to the Infinite Campus portal and select “Application Forms” or on the Scottsbluff Public Schools website. To charge a meal or an a la carte item, the student must have adequate funds in their account. If a student does not have adequate funds in the account or money for that day, an alternate meal will be provided. Students qualifying for free meals may also maintain an account for a la carte items.

Cafeteria Expectations. Loss of cafeteria privileges may be invoked if appropriate conduct is not maintained. Lunch supervisors and cafeteria personnel have **full authority** to handle all regulations relating to student control and discipline. Directions are to be followed.

1. **Be Safe—Not likely to cause any physical injury or harm.**
    - Follow Cafeteria Safety Guidelines.
        - Remain in the cafeteria area until dismissed or with permission and a pass.
        - Keep food on tables.
        - Food is for eating and absolutely nothing else.

2. **Be Responsible—To behave in a sensible way so other people will trust you.**
    - Follow Appropriate Procedures.
        - Wait calmly and quietly in line.
        - Cutting in line is not allowed.
        - Move to the table once you get your food.
        - All food/drink must be kept in the cafeteria.
        - Clean up your area.

3. **Be Respectful—To honor the rights or wishes of others.**
    - Use Appropriate Behavior.
    - Eat your own lunch.
    - Stay in your seat.
    - Use proper table manners.
    - Follow instructions of adults.
    - Use appropriate volume and language

Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.
2. Students, who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
3. Where the minor does not make restitution, the parents/guardians shall be held liable. Willful damage or destruction of school property will result in school discipline and/or referral to law enforcement agencies.
4. Chromebook Usage/Agreement- School issued Chromebooks are for educational purposes only. Chromebooks must remain in the school issued case throughout the school year to prevent damage. Intentionally damaging Chromebooks by inserting foreign objects (like paper clips, pins, or pencils) into ports is strongly prohibited and dangerous. This can cause short circuits, electrical fires, battery punctures, and serious injury. It can also lead to school disciplinary action, financial responsibility for device replacement, and even legal consequences.

Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are expected to keep all valuables in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be

assessed a fine for damage to lockers.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Student Phone Usage

Students may use the phone in the office to arrange transportation with their parents/guardians or for emergencies. The student must first get a pass from their teacher before coming to the office to use the phone. Abuse of this privilege could lead to a suspension of the phone privilege until there is a conference between the parents/guardians and an administrator.

Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value, or personal electronic devices. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Lost and Found

Students who find lost articles are asked to take them to the main office, where the articles can be claimed by the owner. If articles are lost at school, students should report that loss to office personnel.

Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Superintendent, principal, or Activities Director's office, depending on the nature of the activity or event.

SCOTTSBLUFF PUBLIC SCHOOLS
ATTENDANCE GUIDELINES

School Excused Absences

Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed: "impossible or impracticable barriers outside the control of the parent, guardian, or child prevent a student from attending school. The parent or guardian must provide the school with documnentation to demonstrate the absence was beyond the control of the parent, guardian, or child. This could include, but is not limited to, documented illness (including physical or mental illness), court or death of a family member.

CODE	DESCRIPTION
MD Medical Excused	• Medical absence is excused by a health provider and is **documented with a note from the provider.**
MDN Medical Health Office Staff	• Medical absence is **excused by school health staff.**
CT Court	• Legal matters which cannot be arranged at a time other than during school hours. **A dated court document must be provided to be excused.**
BER Bereavement	• The student is attending a funeral. • Death or serious illness of the student's family member. • Up to five days per year may be BER. Additional days with administrator approval.

** Criteria for School Excused Absences and Not School Excused Absences can be found in Nebraska Revised Statute 79-201.

Not School Excused Absences

Absences that are Not School Excused may result in a report to the county attorney and may be classified as follows: "Parent or guardian-acknowleged absences are those in which the parent or guardian communicated with the school in the prescribed manner that the child is absent and is the parent or guardian's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments (without documentation).

CODE	DESCRIPTION
NC No Contact	• Failure to call in the student's absence within 48 hours.
IL Illness	• Personal Illness - The parent/guardian notifies the school within 48 hours that the student is ill **(without documentation)**.
PQ Parent Request	• The parent requests that the student be absent from school. This includes, but is not limited to, vacations and medical appointments **(without documentation)**.
EL Early Leave	• Elementary Only - Early departures may accumulate to the equivalence of absences and be subject to Nebraska State Statute. • When an elementary student checks out of school early and misses more than 1/2 of the instructional time in the afternoon session (1 1/2 hours), they will be deemed absent for that session.
UAPT Unexcused Appointment Less Than 90 Minutes	• **Elementary Only** - Any unexcused appointment less than 90 minutes, including a dental or medical appointment without a provider note, will be considered UAPT. Unexcused appointments may accumulate to the equivalence of absences and be subject to the Nebraska State Statute. • Any unexcused appointment over 90 minutes is counted as a half-day PQ absence.
TD Tardy	• Tardies may accumulate to the equivalence of absences and be subject to Nebraska Statute. • **Elementary** - Students are marked tardy if they arrive after the first 15 minutes of school start time. • **BMS & SHS** - A student is tardy if they arrive late to a class within the first 15 minutes of class. A student arriving after the first 15 minutes will be marked as an unexcused absence.
TDA Tardy Absent	• **Elementary Only** - If the student arrives after 90 minutes of the start time, they are marked TDA.

SCOTTSBLUFF PUBLIC SCHOOLS ATTENDANCE GUIDELINES

Administrative Absences

Students will be assigned an excused administrative absence from school by the principal or the principal's designee for the following reasons:

CODE	DESCRIPTION
AD Administrative	• Determined by the building principal.
AT Athletic Event	• Students must be attending a school-sponsored athletic activity.
AV Admin College Visits	• **High School Only** - First two college visits.
AC Activity Other Than Athletic	• Students must be attending a school-sponsored activity.
WE Weather Related	• This code is only used **with Superintendent notification.**

Discipline-Related Absences

Discipline-related absences will not result in a report to the county attorney. Students will be assigned an excused adminstrative absence from school by the principal or the principal's designee for the following reasons:

CODE	DESCRIPTION
OS Out-of-School Suspension	• Students who are suspended and do not attend an alternate setting to receive instruction will be coded as OS.
OSPR Out-of-School Suspension with Offsite Services	• Students who are suspended and attend an alternate setting to receive instruction will be coded OSPR.
IS In-School Suspension	• Students who are placed in in-school suspension will be coded IS.
XP Expulsion	• Students who are expelled and do not attend an alternate setting to receive instruction will be coded at XP.
XPR Expulsion with Off-Site Services	• Students who are expelled and attend an alternate setting to receive instruction will be coded as XPR.
EX Emergency Exclusion	• Determined by the Superintendent or designee if a student poses a health, safety, or other risk.

Date Revised: March 12, 2025

Attendance Policy

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and individual study in order to reach the goal of maximum educational benefit for each student. While it is true that written work can be completed despite a student's absence from class, class instruction and presentation, discussions, audio-visual presentations, and student-teacher interaction can never be made up for by an individual student who has missed them. This is the essence of schooling. A student's contribution to and achievement in class are directly related to attendance. It is critical for both students and parents/guardians to understand that students miss an essential portion of their education when they are absent from class. Parents/guardians and students alike are encouraged to ensure an absence from school is a necessary absence.

BMS Daily Attendance Policy

Students who are absent will receive an automated daily phone call when the student is absent one or more periods during the day. Failure to attend school on a consistent basis will result in the actions aligned to Board Policy and Nebraska State Statute. Absences will be determined by a daily absence count and/or an hourly equivalent of a school day. Attendance is accrued throughout the entirety of the school year. The bulleted list below serves as general guidelines addressing chronic absenteeism. The school is aware that each student's situation is different, and each student will be treated on a case-by-case basis. A Not School Excused absence includes, but is not limited to, vacations, undocumented illness, undocumented medical appointments, or other absences in which the parent/guardian has not communicated a reason for the student's absence.

- 5 days of Not School Excused Absences - Parent/guardian will receive a phone call from school personnel providing notification of absences.
- 10 days of Not School Excused Absences - Parent/guardian will receive a letter from the school which will include a letter from the County Attorney's Office. A meeting will take place with school personnel to create an attendance plan requiring signatures from the school personnel, parent/guardian, and student.
- 15 days of Not School Excused Absences - Parent/guardian will receive a letter from the school and the student may be referred to diversion.
- 20 days of Not School Excused Absences - Parent/guardian will receive a letter from the school and may be referred to the County Attorney's Office for truancy. The referral to the county attorney will include all documented supports and resources that have been implemented leading to the excessive absenteeism. An alternative education plan may be created and the student may no longer be eligible to participate in school-related functions until the following semester.

Blue Slips. When you have an appointment during school time, you are required to obtain a "blue slip" from the office. This will be issued before school if your parent/guardian calls or writes a note. You are then required to sign out at the office window before departing as well as have the signature of the teacher for the first period to be missed. The slip should be returned to the office or any of your teachers. No parental contact with the school will result in your absence being Not School Excused. A Not School Excused absence will be treated the same as a truancy.

Pre-Arranged Absences. Absences requested by parents/guardians require that all school work missed due to the absence be completed as arranged with the classroom teacher. A form for pre-arranged absences is available from the office. Work missed when absent for school activities must also be completed as arranged with the teacher.

Tardy Policy

Students are expected to be at school and in their classrooms on time. Punctuality is a life skill and we all need to do our part in teaching our students this important skill. The following steps will be taken in all classes if a student is tardy to any period. For the purposes of school discipline, a student's tardy count will start over at the beginning of each quarter. For the purposes of attendance records, tardies may accumulate to the equivalence of absences and be subject to Nebraska Statute. The accumulation of tardies will be counted individually for each class the student attends.

1st Tardy:	10 Minute detention to be served with the teacher.
2nd Tardy:	10 Minute detention to be served with the teacher.
3rd Tardy:	10 Minute detention to be served with the teacher and the teacher will make a documented phone call to the parent/guardian.
4th + Tardy	Office Referral

Teacher Expectations and Guidelines.

- Teachers will keep track of tardies on Infinite Campus.
- Teachers will document their parent/guardian contacts.

- Students who fail to serve detention may receive a Low-Level Referral for Non-Compliance.
- The teacher and student will work out the arrangements for the student to serve their detention.

First Period Tardies. For the purposes of school discipline, BMS will accept two parent/guardian excuses per year for a tardy to first period. Not School Excused tardies to first period include, but are not limited to reasons, such as waiting for a train, car trouble, over-sleeping, dropping off siblings, missing the bus, etc. School Excused tardies include reasons such as medical appointments which should be accompanied by a physician's note. For the purposes of attendance records, tardies may accumulate to the equivalence of absences and be subject to Nebraska Statute.

Tardy vs. Absent. A student late to class within the first 15 minutes of class will be counted tardy. A student missing more than 15 minutes of class will be counted absent.

SECTION 6 – SCHOLASTIC ACHIEVEMENT

Marking System and Report Cards

Report cards are issued at the end of each nine weeks. Classes meeting for a quarter, semester, or full year have a permanent grade recorded at the end of the semester. The whole range of letter grades includes:

A – Superior	A = 90 – 100%
B – Above Average	B = 80 – 89%
C – Average	C = 70 – 79%
D – Below Average	D = 60 – 69%
F – Failing	F = 59% and Below
I – Incomplete	

Academic core classes and exploratory courses are graded using A, B, C, D, and F. In all core classes (Language Arts, Math, Science, and Social Studies) student grades are weighted so that 70% of a student's grade is based on student performance on assessments and 30% of a student's grade is based on student performance on daily work assignments. Students who do not submit assessments or fail to complete an assessment satisfactorily will be expected to complete the assessment before or after school, or during WIN.

Academic Integrity

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

Academic misconduct is defined as any type of cheating that occurs in relation to a formal academic exercise. This is subject but not limited to plagiarism, fabrication, deception, cheating, bribery, sabotage, and/or impersonation. Students found in violation of the Academic Integrity policy will face academic consequences as defined below, as well as, school discipline sanctions as outlined in the BMS Discipline Matrix.

Assistance for Homework. It is recommended that students seeking assistance with homework speak and work directly with their teachers as they will be able to recommend strategies to improve success on homework. Students should speak directly with teachers regarding tutoring hours or to arrange additional assistance outside of class time.

Parents/guardians are encouraged to:

- Communicate regularly with teachers to monitor and encourage student progress.
- Update phone numbers and email addresses with the BMS Office as needed.
- Stay well informed via Infinite Campus Parent/Student Portal on the Scottsbluff Public Schools Website (http://www.sbps.net) and teachers' websites.

Infinite Campus Parent/Student Portal

The Infinite Campus Parent/Student Portal is an online grade program that allows parents/guardians to keep track of grades, attendance, and discipline referrals. Through the portal, you may access pertinent information about your child's

attendance, grades, homework assignments, and discipline. For more information on the Infinite Campus Parent/Student Portal, please contact the BMS Office at 635-6270.

Making Up Work Due to Absence

It is the responsibility of the student to make up any work that has been missed because of absence. In the event of an extended illness or injury, parents/guardians may request homework assignments from the school office (635-6283, 635-6270, 635-6274), beginning on the second consecutive day of the absence. Please call for homework by 9:00 AM and assignments will be available between 3:00-4:00 PM.

Making up work is the responsibility of the student. A student, immediately upon return from any absence, should check with each of his/her teachers about missing assignments, tests, quizzes, etc. Students with prearranged absences must meet with their teachers to obtain homework and assignments and are encouraged to complete assignments, quizzes, or tests prior to the absence. Students have one school day for every day missed from class (excused absences) to make up assignments or tests in that class.

Grade Level Daily Work Assignment and Assessment Guidelines

- Students will be allowed to submit daily assignments 1 week after the due date.
  - The highest grade a student can receive on a late daily work assignment is a 70%.
- Students will be allowed to retake assessments.
  - An instructional session with the classroom teacher will be required before a retake is given.
  - Retakes can earn back credit up to, but no higher than a 90%.

Class Credit Policy

Students at Bluffs Middle School take seven classes each day and receive a grade for each class. Each student, therefore, receives 14 grades in a school year. Students who have earned less than 12 passing grades may be retained the following year at that current grade level and/or subject to summer school retention. Each student's situation will be evaluated by teachers, counselors, and administrators on an individual basis.

Alternative Education

Bluffs Middle School has developed a comprehensive Pyramid of Interventions to meet the needs of all students. BMS is dedicated to providing differentiated instruction to all students to help them meet their goals. In some cases, Alternative Education is necessary to provide students with educational opportunities. Student discipline for Alternative Education settings may vary from the BMS Parent-Student Handbook based on the situation, individual safety, and environmental safety. Consequences will be determined on an individualized basis.

Mandatory Tutoring

Students failing one or more courses or missing multiple assignments may be assigned to:

- Guided Studies
- Mandatory tutoring after school
- WIN-S (What I Need-Support)
- Intervention Course

Special Courses Offered for Recommended BMS Students

WIN (What I Need) time provides a built-in time allotment during the school day where students can receive the extra help that they need for intervention or participate in enrichment and clubs without missing time from another class or having to sacrifice time after school.

- **WIN-E (What I Need-Enrichment)** will include engaging learning activities that build on student interests.
- **WIN-S (What I Need-Support)** will provide students who are failing one or more courses the opportunity for extra time and support they need to be successful. If students need additional time to complete assignments after the 32-minute WIN-S period, they will continue in after-school tutoring.
- **WIN-I (What I Need-Instruction)** will include targeted instruction they need while still having the opportunity to participate in yearlong exploratories.

Math and ELA Intervention Courses. Students who have been identified as below grade level in math and/or ELA will be given the opportunity to take a math and/or ELA intervention course. These courses will take the place of an exploratory or occur during WIN-S.

Accelerated Courses. These courses will be offered in math for students in grades 6, 7, and 8. Enrollment in these courses is based on teacher recommendation, student grades, and performance on assessments.

BMS Advanced Math Course Guidelines

6th Grade Advanced Math

Students enrolled in SBPS are screened for placement in the spring of their 5th-grade year using the NWEA MAP assessment (90th Percentile) and have a recommendation from their teacher. If a teacher recommends a student scoring in the 80th-89th Percentile on the NWEA MAP assessment (Spring of 5th Grade or Fall of 6th Grade), a secondary assessment will be administered in order to determine if a change in placement is appropriate. The student must score 90% or above on the secondary assessment.

7th Grade Advanced Math

Students enrolled in SBPS are screened for placement in the spring of their 6th-grade year using the NWEA MAP assessment (90th Percentile) and have a recommendation from their teacher. If a teacher recommends a student scoring in the 80th-89th Percentile on the NWEA MAP assessment (Spring of 6th Grade or Fall of 7th Grade), a secondary assessment will be administered in order to determine if a change in placement is appropriate. The student must score 90% or above on the secondary assessment.

Early Acceleration to Algebra 1

Students enrolled in SBPS are screened for a level change to Algebra 1 in the spring of their 6th-grade year or fall of 7th grade using the NWEA MAP assessment. They must score in the 99th percentile and have a teacher recommendation. These students must be socially and emotionally mature enough to be in a classroom setting with older students.

Early Acceleration to Algebra 1 with Additional Exam

With teacher recommendation, a student scoring in the 97th-98th Percentile on the NWEA MAP assessment may be screened with a secondary assessment. The student must score 90% or above on the assessment. These students must be socially and emotionally mature enough to be in a classroom setting with older students.

8th Grade Algebra 1

Students enrolled in SBPS are screened for placement in the spring of their 7th-grade year using the NWEA MAP assessment (90th Percentile) and have a recommendation from their teacher. If a teacher recommends a student scoring in the 80th-89th Percentile on the NWEA MAP assessment (Spring of 7th Grade or Fall of 8th Grade), a secondary assessment will be administered in order to determine if a change in placement is appropriate. The student must score 90% or above on the secondary assessment.

NOTICE. BMS advanced math courses will be assigned through the MTSS process to support the needs of the students.

BMS Math Tracks

Track	6th Grade	7th Grade	8th Grade	9th Grade
Traditional Track	6th Math	7th Math	8th Math	Algebra 1
Advanced Track	Advanced 6th	Advanced 7th	Algebra 1	Geometry (may take Algebra 2 simultaneously)
Early Acceleration to Algebra 1	Advanced 6th	Algebra 1 (with 8th Grade)	Geometry (at SHS)	Algebra 2

National Junior Honor Society (NJHS)

Membership to the National Junior Honor Society is for 8th graders at Bluffs Middle School who meet the qualifications of

having a cumulative GPA of at least 3.75. Student eligibility which includes the required GPA and the NJHS qualities of scholarship, service, leadership, character, and citizenship are reviewed by a Faculty Council in the Fall and induction takes place at the end of January or early February of that academic year. Students who meet the qualifications will be notified of their eligibility. Members are required to pay dues of $20. Qualifying families may waive or reduce the cost of their student's NJHS dues.

Honors Opportunities

All BMS students have the opportunity to pursue Honors Opportunities in Science and Social Studies. Honors Opportunities are assignment and project options that challenge students to demonstrate a deeper level of understanding of content, concepts, skill and application. Offered in the regular classroom, any student can participate in Honors Opportunities, by self-selecting a topic of interest to research (with teacher approval). The research and completion of the Honors Opportunities is student-driven with the teacher serving as the facilitator.

Features of the Honors Opportunities Program at Bluffs Middle School include:

- Alternative learning choices for students who have an interest and desire to embark on more challenging and advanced learning opportunities;
- More challenging opportunities – not simply more assignments; and,
- Available to interested students in Science and Social Studies.

Notation on the report card of any student who completes the honors requirement for the semester(s).

High Ability Learner (HAL) Program

The High Ability Learners Program is designed for students with special needs in regard to the depth and pace of the curriculum. Any HAL activities that the students participate in are considered part of their curriculum and should not result in "extra- work" for the students. Teachers will plan alternative activities for HAL students in a manner that enriches and supplants core content without creating additional work over and above that planned for their peers.

Parent-Teacher Conferences

Parent-teacher conferences will be held this year on:

- October 23rd from 4:00 PM-8:00 PM and October 24th from 8:00 AM-8:00 PM
- March 19th from 4:00 PM-8:00 PM and March 20th from 8:00 AM-8:00 PM

SECTION 7 - GUIDANCE AND HEALTH SERVICES

Guidance and Counseling

The purpose of the guidance program is to help you gain the most you possibly can from your middle school experience. Students wishing to visit a counselor should contact the guidance secretary to arrange an appointment. You also need to get a pass and clear it with your teacher. Students for the 2025-2026 school year are assigned to counselors as follows:

6th Grade	**Mr. David Castle**
7th Grade	**Mrs. Letizia Kosman**
8th Grade	**Mrs. Shana Dick**

Physical Education Limitations

If a student is not to participate for more than one day in physical education due to a health condition, please provide the school with a note from your healthcare provider. Students with physical limitations such as asthma, diabetes, seizures, or other illness/health concerns need their record updated annually. CONTACT THE SCHOOL HEALTH STAFF IMMEDIATELY AT 635-6280. Earrings, body rings, and jewelry are not allowed in physical education class due to the possibility of injury to the wearer or other students. Students will be asked to remove any jewelry or not be allowed to participate in the class activity. Any new body piercing usually generates a six-week period where the jewelry may not be removed. The student will be allowed to make up the class activities. A failing grade might be the result if these activities are not made up. We recommend that any piercing be done in the summer or over Christmas vacation.

Medication

It is recognized that for effective treatment of chronic and/or acute illnesses, medication might need to be administered during school hours. A student who is required to take medication during the regular school day must comply with medication administration policy. The policy has been developed for the safety of the student receiving the medication and for the safety of all students.

Medication will be administered by the school nurse, a registered Medication Aide, or other school staff member meeting

the minimum competency standards for the Medication Aide Act. To avoid disruption of education, the most beneficial time to administer medication at school is during lunch. The prescription label should indicate this. The student has a responsibility to remember to report to the office at medication administration time. Some medications may not need to be given during school hours.

In order for school personnel to administer prescription medication to a student, it is necessary to have a health care provider's authorization and written order and a parent/guardian's authorization. Medication must be brought to school in the original labeled prescription bottle by parent/guardian with proper label including child's name, health care provider's name, drug name, and instructions for use (time, dosage, duration). The authorization must be renewed on an annual basis and/or if the prescription changes. Loose capsules, tablets, unidentified or non-labeled medication will not be accepted for administration. Prescription medication will not be administered without the above authorization and information**.**

SBPS will not be held liable in cases of choking, allergic reaction, side effects, and/or any health risks related to medication. If medication is not brought to school by an adult, SBPS will not be responsible for lost or stolen medication. Medications must be picked up by an adult on the last day of school or they will be disposed of.

A record of the medication administration is kept on each student receiving medication. Medication will be kept in a secured area. Students may carry and self–administer inhalers, epi-pens, insulin, and other medication if appropriate paperwork has been completed. If your child has prescription medication in the office, it will be sent with school staff on field trips.

Health Offices are stocked with first aide medication (such as saline eye drops, insect sting swabs, topical cooling gel, etc.) At BMS, cough drops are given as needed and students may carry/self-administer. If your student can not have such products, then contact school health staff. Tylenol or Ibuprofen can be given if a parent/guardian completes a medication administration form and the parent/guardian supplies the medication. Only small bottles of 25 pills or less will be accepted. Over-the-counter medication will be given at the discretion of the health staff and only as directed by the manufacturer. The parent/guardian will not be notified when over-the-counter medication is given.

Procedures for Students who Become Ill or Injured at School

Scottsbluff Public Schools District employs both registered nurses (RN) and Health Office assistants. An ill or injured student may not leave school until permission of parent/guardian or emergency contact has been received. Each school has a First Responder team and staff who are CPR/First Aid/AED certified and Attack on Asthma trained. Basic First Aid will be administered to a student, if more extensive care is needed, then the parent/guardian or emergency contact will be notified. If it is perceived that a student is in an emergency medical situation, an ambulance will be called to the scene and parent/guardian or emergency contact will be notified. If a student is transported to the hospital, then a health care provider note releasing them to return to school is required. The student may not return to school on the same day.

Physical Examination

Physical examination by a physician, physician assistant, or advanced practice registered nurse within the six months prior to the entrance of a child into beginner grade or Kindergarten and 7th grade, or in the case of a transfer from out of state to any grade, is required. The parent/guardian has the right to submit a written statement refusing such examination.

Sports Physicals

Each student participating in interscholastic athletics is required to have a complete physical examination, to be given on or after May 1st of each year**.**

Concussions

A concussion is a type of brain injury that changes the way the brain normally works. If your student has a concussion, his or her brain needs time to heal. After a concussion, physical and cognitive activities should be carefully managed and monitored with limited and gradual return to learn and play. If your student is diagnosed with a concussion, then please contact the school nurse, counselor, principal, or coach. The Concussion Management Team will meet with you and your student to develop a Return to Learn and Play Plan. This meeting needs to be done ***BEFORE*** your student can return to school. Refer to concussion protocol for further details.

Administrative Procedures and Guidelines

Forms and health services guidelines may be found on the School District website under Health Services.

SECTION 8 – CODE OF CONDUCT AND BEHAVIOR EXPECTATIONS

Code of Conduct and Behavior Expectations

Bluffs Middle School staff has developed a Positive Behavior Support (PBS) program which sets guidelines for appropriate behavior in all areas of the school. The goal of this program is to teach students responsible social behavior.

In the middle school program, there will be many strategies used to teach children to be safe, to be responsible, and to be respectful. Students will learn social skills, responsibility, and procedures necessary to be successful in school and in society. Another component in a school-wide discipline program includes rewards. Reinforcing good choices may include but are not limited to participation in school-wide activities, verbal praise, school-wide recognition, PBS reward points, and positive letters and phone calls to parents/guardians by staff members.

Consequences for negative behavior will be based on the BMS Discipline Matrix. Consequences will be handled with confidentiality and will be commensurate with the act. Consequences may result in a Low Level Referral which may be managed by a Bluffs Middle School staff member or an Office Referral which may be processed by building administration.

Parents/guardians should be aware that there are school resources available to help students develop their responsibilities. These resources include the building administration, classroom educators, school counselor, school resource officer, and paraprofessionals. Bluffs Middle School staff wants to work closely with students and parents/guardians to help each child become a responsible citizen. Parent/guardian comments and concerns regarding this program are welcomed. It is important to recognize the needs of each child in the educational process.

NOTICE. Discipline procedures will be handled case by case. Consequences may vary from student to student and situation to situation. When students are assigned to the office, actions taken are solely at the discretion of the administrator. Students who have been suspended or expelled from school may NOT be on any school grounds or at school activities without permission from an administrator.

Positive Behavior Support Expectations

PBS expectations are applied to all areas of the school including but not limited to restrooms, offices, classrooms, library, after school clubs, gymnasium, cafeteria, and all school activities.

- Be Safe—Not likely to cause any physical injury or harm.
- Be Responsible—To behave in a sensible way so other people will trust you.
- Be Respectful—To honor the rights or wishes of others.

Bluffs Middle School will provide Positive Behavior Supports (PBS) celebration programs and re-teaching sessions. Students who are absent from the re-teaching sessions are expected to make up the session or have detention.

Restorative Practices

As a response to negative behavior BMS staff will strive to implement restorative practices that aim to repair relationships and strengthen our school community. Our philosophy is that restorative practices do not take the place of applied consequences; they are supplemental and integral to a student returning to the learning environment, restoring trust with a teacher/student, and/or making a situation right-restitution. The following principles reflect the values and concepts for implementing restorative practices.

- Acknowledges that relationships are central to building community and overall school success.
- Builds systems that address misbehavior and harm in a way that strengthens relationships.
- Focuses on the harm done rather than only on rule-breaking.
- Gives voice to the person harmed.
- Engages in collaborative problem-solving.
- Empowers change and growth.
- Enhances Responsibility

Fidgets and Personal Items

Due to their disruption of the learning environment, fidgets, and other unapproved personal items are not to be brought to school unless there is an accommodation for such stated in an IEP or 504.

Gum

Bluffs Middle School prohibits gum at school. This policy is in place to ensure an environment where all can take pride in the upkeep and cleanliness of our school campus. Students are not allowed to chew gum on campus. This includes before, during, and after school.

Water Bottles

Water bottles are permitted in classrooms. They must only contain water and must have a lid that closes. No straws or cups are allowed.

Food and Drink Guidelines

Students are not allowed to bring in commercial food or have food delivered to school. Parents/guardians bringing in commercial food can eat with their own students (no other students) in the office. Students may not bring outside food to share with other students.

Students have the option to purchase breakfast and lunch items during the designated meal times; those items must be consumed in the cafeteria. No food or drink will be allowed outside of the cafeteria or in classrooms. Students found to have food and drink items outside of the cafeteria will be asked to throw them away.

Scented Sprays

Scented sprays should not be brought to school. Spray products such as colognes, perfumes, or body sprays can cause a disruption to the learning environment and serious health and safety issues.

Cell Phones, Personal Listening Devices, and other Electronic Media Devices

Due to their serious disruption of the learning environment, threat to test security and personal privacy, and general inappropriate use by students, the following items are not to be used inside of the school building during the hours of 7:38 AM - 3:00 PM or while involved in a school sponsored activity, unless otherwise authorized. All exceptions listed within Board Policy 6113 must be approved in advance by an appropriate school staff member.

- Cell phones, smart watches, personal listening devices; hereafter referred to as “electronic communication devices” or “devices”:
    - Students are permitted to possess personal cell phones or electronic communication devices; however, these devices are to remain turned off and in the students locker during the school day (7:38 AM - 3:00 PM)
    - The use of cell phones, electronic communication devices, or any device capable of capturing images or videos is strictly prohibited in classrooms, locker rooms, or restroom areas while at school.
    - If a student uses a cell phone or electronic communication device without prior authorization during the school day, the device will be confiscated and the student will receive an office referral. The parent/guardian may pick up the confiscated cell phone/device from the office.
- Cell phones/electronic communication devices used on school property outside of school hours or while attending a school sponsored function, home or away, will be at the discretion of the supervising sponsor of the event, club, or organization.

Staff guidelines for the confiscation of a cell phone/other electronic communication devices.

- Cell phone/device is heard or seen unless otherwise authorized
- Cell phone/device creates a disruption of any kind
- Student is using the cell phone/device for any reason (talking, texting, reading, checking messages, viewing, playing, listening, checking time, etc.) unless otherwise authorized

Student response to confiscation.

- Without the loss of instructional time or focus, the cell phone/device will be quietly handed over to a school employee making the request. Failure to submit will be considered insubordination and consequences will follow the Parent-Student Handbook guidelines.
- Any appeal is addressed to a principal during non-instructional time.

Parental notification & consequences.

- Notification that the cell phone/device was being used in violation of this policy will be made by an administrator to the student’s parent/guardian. Consequences will follow the BMS Discipline Matrix in the Bluffs Middle School Parent-Student Handbook. Cell phone/device will be returned to the parent/guardian at the end of the day.
- Any offense that occurs during an assessment will result in confiscation of cell phone/device and score of 0 will be recorded.

If a student allows another student to use their cell phone/device unless otherwise authorized during school hours both individuals may be subject to the consequences outlined in this policy.

The school is not responsible for lost, stolen, or damaged cell phones/devices, nor will we spend time investigating these issues. It will be the responsibility of the student or parent/guardian to turn the matter over to the local police department and any investigation by the police will be done outside the school day to avoid the interruption of instructional time. Students bring these items to school at their own risk. It is, however, recommended that students leave cell phones/devices in their lockers.

Inappropriate cell phone/device use during non-school hours or off school grounds but related to school activity or having a nexus to the learning environment, may result in consequences up to recommendation for expulsion. Inappropriate cell phone use during school hours may result in consequences up to recommendation for expulsion. Examples are but not limited to; possession of and/or photos taken of exposed individuals, threats against another person and those uses considered illegal by law.

Student cell phones and electronic communication devices, including, but not limited to, text messages and digital photos, may be searched by the District, under limited circumstances. Specifically, school officials may not search students' cell phones/devices, including the accessing and reading of their text messages and digital photos, unless those officials:

1. Have a reasonable suspicion, based on objective and articulable facts, that the search will provide evidence that the particular student was violating either the law or a school rule; and,
2. The scope of the search is reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the infraction.

Misuse of School Issued Chromebook

Students who do not follow guidelines for the appropriate use of school issued Chromebooks will face school consequences as follows:

- 1st offense: Parent/Guardian Contact; formal warning.
- 2nd offense: Loss of Chromebook privileges for 5 school days and a formal office referral.
- 3rd offense: Loss of Chromebook privileges the length to be determined by BMS administration; formal office referral.

BMS administration reserves the right to take away Chromebook privileges at any point. Additionally, infractions may be referred to the BMS discipline matrix.

Weapons

Scottsbluff Public Schools will not tolerate the possession of dangerous weapons by students on school district property or at school district-sponsored events. Possession includes having a weapon in a desk, backpack, locker, vehicle, or on a student's person. If a student carries, displays, or draws any dangerous weapon, look-alike weapon, any toy that looks like a weapon, or anything that could cause bodily harm, they may face consequences up to and including expulsion.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

Students refusing a search, when justified by reasonable suspicion, will receive consequences consistent with students who are found in possession of items or substances prohibited within the school.

Transmitting or Distributing Inappropriate Material

Students who create or distribute information via cell phone, e-mail, or through a web site that results in or is likely to result in the disruption of the educational process, advocates a violation of the Bluffs Middle School Code of Conduct (i.e. recording a fight), or is sexually explicit (commonly called sexting) may face additional disciplinary actions such as in-school suspension and/or out of school suspension as deemed appropriate by administration.

Dress Code Expectations (Board Policy 5101)

Student Appearance. Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Specific expectations should be re-evaluated each year and be consistent with Parent-Student Handbooks.

Examples of inappropriate dress may include, but are not limited to, the following.

- Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an inappropriate size and fit so as to be revealing or drag on the ground.
- Items or accessories that could reasonably cause a distraction (gloves, capes, costumes, sunglasses, etc.)
- Clothing or jewelry that advertises or promotes alcohol, tobacco, or illegal drugs.
- Blankets
- Trench coats
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel, etc.) or that would encourage "horse-play" or that would damage property (e.g., cleats).
- Headwear, including hats, caps, bandannas, and scarves.
- Clothing or jewelry that exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning.
- Clothing or jewelry that is gang related
- Book covers, notebooks, folders, etc., that have inappropriate signs, pictures, or language.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia at any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments, or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

The final decision regarding attire and grooming will be made by the principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the principal's office.

Students who are in violation of the school dress code will be educated on the reason the clothing is not allowed in the school setting, and:

1. When personal clothing is available, be given the opportunity to change into educationally appropriate attire.
2. Be given the opportunity to change into school issued clothing.
3. When the first two are not viable options, the student's parent/guardian will be contacted to bring appropriate clothing for the student to wear.
4. Students will not be allowed to return to classes until they are in compliance with the school dress code.
5. Repeated violations could result in school consequences.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in Board Policy 5101.

Coaches, sponsors, or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups, or students who are representing the school as part of an extracurricular activity program.

The following items are not to be taken to or worn in classrooms:

- Gym bags, coats, jackets, instruments, hats, and lunch boxes

Gang Activity or Association

For the purpose of these policies, a gang is a group of three or more people who:

- Interact together to the exclusion of others;
- Claims a territory or area;
- Have a name;
- Have rivals/enemies; and,

- Exhibit antisocial behavior-often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff members, or other employees;
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or,
- Imply gang membership or affiliation by written communication, marks, drawing, paint, design, or emblem upon any school or personal property or on one's person.

Students who violate this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

Public Displays of Affection

The school recognizes that feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on campus or at school related events. Repeated or especially inappropriate behavior in this regard may result in disciplinary consequences

Conduct in the Building

If a student must be in the halls during class periods, please show courtesy to teachers and students in class by keeping as quiet as possible. There is to be no running, shouting, scuffling, pushing, or throwing objects in halls or classrooms. Improper language is not acceptable at any time.

Behavior Expectations at School Sponsored Activities

Expectations at Scottsbluff Public School sponsored activities are a direct reflection of school expectations. Any deviation from these expectations during any activity may result in a prohibition of attending future activities (middle school or high school). Students are not allowed back into an event once they leave the facility.

Student Expectations at Home Football Games

Bluffs Middle School students' conduct at home football games reflect not only on you, but on your school, our school district, and community. Please show pride in our school, our school district, and community by showing your best behavior and sportsmanship. Students who choose to attend the home football games are choosing to attend in order to support and cheer on the high school football team. Students will be asked to leave if they are constantly out of their seat and/or not abiding by any of the below mentioned expectations. This may also result in an Office Referral and subsequent loss of future SBPS activity attendance.

- Students who receive an office referral the week of a home football game will not be able to attend the game and sit in the BMS student section. They can attend and sit with parents/guardians in general admission.
- BMS students will sit only in the designated area of the SOUTH section of the EAST grandstand.
- Students will enter and exit the home football game through the EAST gates.
- You may sit in one of the other sections of the WEST grandstand only if you are accompanied by and sit with a parent/guardian.
- Students will be required to sit for the entire game. You may get out of your seat and leave the stands only at HALFTIME of the football game to use the restroom and purchase something from the concession stand.
- Students will use the restrooms and concession stands on the EAST side of the stadium. You will remain on the EAST side of the stadium for the entire game.
- If you leave the game you will not be allowed to return.
- At NO TIME are students to be on the playing field.
- Students will not sit on or lean over the restraining walls at the back or sides of the stadium.
- Please keep the aisles clear at all times.
- Please stand, remove your hat, and be respectful during the playing of the Star Spangled Banner.
- If a student is asked to leave the game they will not be permitted to sit in the BMS student section for any other home football games for the rest of that season.

BMS 8th Grade Dance

The BMS 8th Grade Dance is a school-sponsored dance activity subject to all provisions of the Student Activity Code and is a privilege available to students meeting all requirements for participation.

Criteria to Attend BMS 8th Grade Dance.

- Only current 8th Grade Bluffs Middle School students may attend. Former students, alumni, relatives, and friends may not attend.
- Students attending must be in good academic standing and not failing more than one class.
- Students attending may not have more than five behavior referrals for the school year.
- Students who are expelled from school are not allowed to attend.
- Students attending must not have had ISS or OSS during the 4th quarter.

Student Conduct at the BMS 8th Grade Dance. In addition to all rules of student conduct in the Parent-Student Handbook, students attending dances shall adhere to the following rules of conduct:

- Student conduct and behavior must be appropriate for the school environment.
- Students must arrive at the dance no later than 15 minutes after the designated start time.
- Students must stay at the dance until the official end time unless they are picked up at the door by his/her parent/guardian.
- Students must follow the dress code.
- Students must attend a full day of school on the day of the dance.
- Students who have inappropriate behavior will be removed from the dance, and parents/guardians will be notified to pick their student up early.

In School Suspension

ISS will be utilized as necessary as it aligns to the Bluffs Middle School Progressive Discipline chart. While in ISS, school work will be coordinated with the classroom teacher and the ISS supervisor. Students are expected to turn in cell phones, and remain engaged in their coursework throughout the time they are assigned ISS.

Out-of-School Suspension

Any student who is suspended from school shall be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations.

Out-of-School Suspension - 1- 9 Days

Students who have been suspended from school for one to nine school days will be provided, and are expected to complete, daily assignments in Google Classroom. Students and parents/guardians may contact their student's teachers for questions regarding assignments in Google Classroom via ParentSquare or email.

Out-of-School Suspension - 10-19 Days or Expulsion

Students who have been suspended from school for 10-19 school days or have been expelled will be provided, and are expected to complete, daily assignments in Google Classroom. Students and parents may contact their student's teachers for questions regarding assignments in Google Classroom via ParentSquare or email. Long-term suspended (10 or more days) or expelled students may be eligible to participate in alternative education programming.

Additional Resources During Suspension

Nebraska SMART Tutoring**.** Nebraska SMART is a free virtual tutoring program for students in grades K-12. Teacher education candidates from Chadron State, Peru State, and Wayne State Colleges remotely tutor students. Parents/guardians who wish to gain access to tutoring must register their child(ren) by visiting www.nscs.edu/NebraskaSMART. Tutoring hours are 3:30-6:30 PM, Monday through Friday.

Guidelines for Suspended or Expelled Students

Students may not participate in activities during the term of suspension, including, but not limited to, concerts, school functions, and practices. All students suspended for disciplinary reasons will be expected to make up all assignments in their classes. They will have the potential to receive full credit for all makeup work turned in. Homework must be turned in to the teacher the day a student is scheduled to return for regular classes. Students who are suspended will be provided an education in accordance with state statute. Students suspended or expelled may not be on any Scottsbluff Public School District properties without prior arrangements with an administrator of that building.

Scottsbluff High School Campus

Scottsbluff High School building and campus are off limits for middle school students during the school day and after school. Business that is to be conducted at Scottsbluff High School must take place after school through the High School office or with prior administrative approval.

BMS Discipline Matrix

The BMS Discipline Matrix on the following page has suggested consequences, but the final decision regarding

consequences is at the discretion of the building administration. With any school behavior offense covered by the law, law enforcement can be contacted for possible prosecution. Additional discipline may occur due to membership in extra-curricular activities. Discipline procedures apply to school buses, activities, field trips, and any occurrence on property owned by the School District. Per Scottsbluff Public Schools Board Policy 5101 and Nebraska State Statute, the Bluffs Middle School Code of Conduct and Behavior Expectations also apply while on school owned, operated, or chartered transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and educational processes of the District.

NOTICE. Discipline procedures will be handled case by case. Consequences may vary from student to student and situation to situation. When students are assigned to the office, actions taken are solely at the discretion of the administrator.

*Restorative Supports may be assigned for infractions of behavior expectations.

Structured Day. Structured days will also be incorporated as a consequence for classroom/school negative behavior. Structured days may include but are not limited to altered school start/end times, loss of passing time privileges, loss of lunchroom privileges, mandatory completion of restorative practices paperwork/activities.

BMS Discipline Matrix

School-Wide Infractions	Formal Warning/ Parent contact	Detention					In-School Suspension					Out-Of-School Suspension						Hearing for Expulsion
Number of Days		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	9+1 ISS	
Arson (Setting a fire)																		1
Attendance Policy Violation	Time for Time																	
Battery (Physical Attack/Harm)																→	→	→
Burglary/Breaking-Entering																→	→	→
Academic Dishonesty	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
Cell Phone Violation	→	→	→	→	→	→	→	→	→	→	→							
Derogatory Language: Casual	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
Derogatory Language: Aggressive							→	→	→	→	→	→	→	→	→	→	→	→
Derogatory Language: Threatening												→	→	→	→	→	→	→
Distribution of Drugs/Alcohol																		1
Extortion									1		2					3		
Fighting (mutual)																→	→	→
Firearm Violation																		1
Forgery	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
3+ Low-Level Referral	1																	
4+ Low-Level Referral	→	→	→	→	→	→												
Gross Teacher Disrespect/Profanity to staff									→	→	→	→	→	→	→	→	→	→
Insubordination/Willful Disobedience	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
Other Object Used as a Weapon													→	→	→	→	→	→
Carrying, Possession, or Display of Deadly Weapons or Dangerous Objects																→	→	→
Possession of Alcohol, Drugs, or Drug Paraphernalia																	1	2
School Threat (Threat of Destruction or Harm)														→	→	→	→	→
Serious Disruptive Behavior	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
Sexual Assault																→	→	→
Sexual Harassment									→	→	→	→	→	→	→	→	→	→
Teasing/Harassment, Bullying	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
Tobacco/E-Cigarette Violation									→	→	→	→	→	→	→	→	→	→
Theft							→	→	→	→	→	→	→	→	→	→	→	→
Threat/Intimidation(Causing fear or Harm)	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
Trespassing	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
Under the Influence of Drugs/Alcohol																	1	2
Vandalism (Damage to School/Personal Property)	Reimbursement							1		2						3		
Violation of School Rules (Disregard for School Expectations)	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→

SECTION 9 – DRUGS AND ALCOHOL

Vaping

Scottsbluff Public Schools believes illegal or unauthorized products or substances cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors. As such, all district-owned or operated facilities, grounds, and vehicles, as well as district-sponsored events, will be designated tobacco, alcohol, and drug-free. The use of all vaping products (nicotine, marijuana oil, or other substances) is prohibited on school grounds and in school buildings (Board Policies 1120 and 5104).

SECTION 10 – EXTRACURRICULAR ACTIVITY

Extracurricular Activity (Board Policy 5103 - Extracurricular Activity)

Extracurricular Activity Philosophy. Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests.

Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community, and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill, and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety. The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common sense.

Warning for Participants and Parents/Guardians. The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

All athletes and their parents/guardians must realize the risk of serious injury which may result from athletic participation. The following safeguards will be used to make every effort to eliminate injury.

1. Conduct a mandatory parent/athlete meeting prior to the start of the season to fully explain the athletic policies and to advise caution and warn parents/guardians and athletes of the potential for injury.
2. The parents/guardians of our athletes must assume and agree to be personally responsible for any emergency medical care that may become necessary for the student in the course of athlete activities or travel.
3. Instruct all athletes about the dangers of participation in the particular sport.

Activity Pass

Students participating in a BMS Activity (athletic and non-athletic) are required to purchase an Activity Card. Families qualifying under Board Policy 5416 - "Student Fees" may waive the cost of their student's Activity Card.

Extracurricular Activity Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student

participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the School District's policies, procedures, and rules.

Activities Subject to the Code of Conduct. The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the School District which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to all school sponsored activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities. A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When. This policy will begin on the Monday of Week 7 of the current NSAA calendar (first day of fall practice) and continue until Sunday of Week 7 of the following year's NSAA calendar.

Where. The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority;
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment, or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self- defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation;
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace, and pepper spray, unless a district administrator gives prior approval) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in an manner that is unlawful or contrary to school activity rules;
7. Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in Neb. Rev. Stat. § 28-401, or material represented to be alcohol, narcotics, drugs, a controlled substance, or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;

8. Public indecency;
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds, or at a school function or event;
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals;
11. Repeated violation of any of the school rules;
12. Truancy or failure to attend assigned classes or assigned activities; tardiness to school, assigned classes or assigned activities;
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
14. Willfully violating the behavioral expectations for those students riding Scottsbluff Public Schools buses or vehicles used for activity purposes;
15. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or sponsor;
16. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event;
17. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting;
18. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing; and/or,
19. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Drug and Alcohol Violations - Meaning of Terms.

- "Use" or "consume" includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.
- "Under the influence" means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.
- Possession" includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:
    - Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; or,
    - Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent/guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know, or have a reasonable basis to know, that alcohol would be present, and the student leaves the location where the alcohol is present as soon as the student could safely do so. Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist;
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court;

3. When a student fails or refuses to submit to a court-ordered or school-ordered drug test;
4. When a student admits to violating one of the standards of the Code of Conduct.
5. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable; and/or,
6. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Eligible to letter, if the student suspended from activities has committed one violation, the student may be considered for post season awards and recognition at the coach or sponsor's discretion; or,
3. Not eligible to letter, receive any post season awards, or hold a school record if the student suspended from activities has two or more violations in the same season. If the violations occur within one activity season, the student may be eligible to letter, receive post season awards, or hold a school record for a separate activity upon the coach, sponsor, and activities director's approval.

Self-Reporting. A student who violates the Code of Conduct must self-report. The self- report must be made to the principal, activities director, or the head coach or sponsor of an activity in which the student participates. The student's parent/guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made before the end of the next school day after the conduct occurred and before participation in an extracurricular or co- curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Procedures for Extracurricular Discipline

The following procedures are established for suspensions from participation in extracurricular activities:

1. **Investigation.** The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.

2. **Meeting.** Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
    - The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
    - The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

3. **Notice Letter.** Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the activities director or designee will make personal contact, followed by a written statement to the student and the student's parent/guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parent/guardian will be informed of the opportunity to request a hearing.

4. **Informal Hearing Before Superintendent.** The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the activities director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

A form to request such a hearing must be signed by the parent/guardian. A form will be provided with the notice letter or otherwise be made available by request from the principal's office.

- The request for a hearing must be received by the District Office within five days of receipt of the notice letter.
- If a hearing is requested:
    - The hearing will be held within 10 calendar days of receipt of the request, subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
    - The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
    - Upon conclusion of the hearing, a written decision will be rendered within five school days (10 calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parent/guardian.
    - A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

5. **No Stay of Penalty.** There will be no stay of the penalty imposed pending completion of the due process procedures.

6. **Opportunity for Informal Resolution.** These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

7. **Bluffs Middle School Personal Conduct and Activity Participation.** Students participating in or who will participate in extracurricular activities that are found guilty of/or cited by law enforcement for:
    - Use or possession of alcohol, or having consumed alcohol; or,
    - Illegal use or possession of a narcotic or habit-forming drug or having consumed a narcotic or habit-forming drug will be suspended from all practices and all public performances involving extracurricular activities.

    The suspension period will begin on the day the student is formally notified by the activities director or the building administrators and will continue for two weeks.

    If the suspended student and parent/guardian have met with an approved counselor for drug and alcohol evaluation and rehabilitation then the suspended student may resume practice after a suspension period of one week, but will still be suspended from all public performances involving extracurricular activities for a minimum suspension of two weeks. If the student hasn't begun participation in an extracurricular activity then the student will be excluded from the first two weeks of practice and all public performances of the first extracurricular activity in which the student is going to participate.

    If the suspended student and parent/guardian have met with an approved counselor for drug and alcohol evaluation and rehabilitation then the suspended student may resume practice after a minimum suspension of one week, but will still be suspended from all public performances involving extracurricular activities for the first two weeks of that extracurricular activity.

    A second offense of a. or b. above during the policy year will result in the student being suspended from all extracurricular activities for the remainder of the policy year.

    Students participating in or who will participate in extracurricular activities, which are found guilty of/or cited by law enforcement for:
    - Possessing or using tobacco, chewing or smoking; or,
    - A misdemeanor or public misconduct;

    may be suspended from the next public performance involving extracurricular activities. The suspended public performance will occur after or on the day the student is formally notified by the activities director or the building administrators. A second offense during the policy year will result in the student being suspended from the next two public performances. A third offense during the policy year will be dealt with by the Bluffs Middle School administration.

    Students participating in or who will participate in extracurricular activities, who are found guilty of/or cited by law enforcement for a felony will be dealt with by the Bluffs Middle School administration.

Extracurricular Activities and Discipline Suspensions

If a student participating in extracurricular activities is assigned in-school suspension or out-of-school suspension, they are not allowed to participate in a public performance during the suspension assignment. This includes weekend performances that fall between Friday and Monday and in-school or out-of-school suspension. If a student participating in extracurricular activities is assigned out-of-school suspension, they will not be allowed to attend practice during the suspension assignment.

When Suspensions Begin. All suspension periods will begin on the day the student is formally notified by the activities director or any building administrator. If the student is not currently enrolled to participate in an extracurricular activity, the suspension will begin upon the students next season of participation.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy may lose eligibility to participate in extracurricular activities.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests, the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance, or other activity, students must be in attendance for the full day. A student who is not in attendance for any part of the full day must have approval by the principal or athletic director in order to be eligible for the contest, performance, or activity.
4. Any student who has an unexcused absence during the school day will not be eligible to participate in practice or game/performance the day of the absence.

Every attempt should be made to be in attendance the day of a contest.

Academic Standards and Eligibility

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. Students' grades will be checked weekly on Wednesday beginning on the third Wednesday of the 9-week grading period**.** If failing grades are discovered the student will be considered ineligible.

1. Ineligibility. A student earning any F's will not be allowed to participate in any public performance, competition, or activity until all grades are passing. (**see singular exception below).
2. Grades will be checked each Wednesday of the sports season and students and their coaches or sponsors, counselors, and parents/guardians will be notified of their eligibility status. The student is to discuss ineligibility with both coach or sponsors and parent/guardian.
3. Students who fail to fulfill their obligation of attending tutoring may not be allowed to participate in the next public performance, competition, or activity.
4. The first time a student becomes ineligible, he/she may petition for Academic Probation and Recovery. See below.

Academic Probation & Recovery

Students earning one F may be placed on academic probation & recovery.

1. Students may attend practice and/or participate in a performance, competition, or activity after attending study hall.
2. Probationary status is granted for the period of one week.
3. Probationary status may be used only once per season/activity.
4. Students in year-long activities may access academic probation once a semester.

5. The academic probation is removed upon verification that the student is passing.

Eligibility criteria for part-time students is governed by Board Policy 5004, NASAA Bylaw, and state law.

Mandatory Drug Testing Policy for Students Involved in Extracurricular Activities (Board Policy 5104.2)

The Board of Education for Scottsbluff Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. This policy statement should qualify our position on student drug and alcohol use. Participation in extracurricular activities is a privilege that can be taken away for failure to comply with this policy.

The purpose of this policy is as follows:

1. To provide for the health and safety of all students;
2. To undermine the effects of peer pressure by providing legitimate reasons for students to refuse the use of illegal drugs and/or alcohol;
3. To identify students who use illegal drugs and/or alcohol; and
4. To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

All current students participating in extracurricular activities or students that have voluntarily been placed in the pool at the request of their parent/guardian, guidelines.

1. Random Testing:
   The Board authorizes random unannounced screening of all students participating in extracurricular activities or those students that have been voluntarily placed in the pool by their parent/guardian. The list of students that make up the pool will be updated upon receipt of a signed consent form. Students who have been selected will be required to report to the designated collection site for testing.
2. Consent:
   Each student wishing to participate in any extracurricular activity and the students that have voluntarily been placed in the pool at the request of their parent/guardian shall consent in writing to drug testing pursuant to the District's drug testing program. Parents/guardians wanting to voluntarily place their students in the pool must complete the General Authorization Form available through the school website. No student shall be allowed to participate in any extracurricular activity absent such consent.
3. Removal From the Random Testing List:
   Students who quit or are cut from an activity, prior to being selected for random testing, may request their name be dropped from the testing list. A request form must be signed by the student and his/her parents/guardians to be dropped. However, students may volunteer to remain in the pool even though he/she is not part of the activity. Students who have submitted at least 2 negative test results without any positive results may be dropped from the testing list.
4. BMS Continued Testing: Students entering SHS from BMS will continue under the 365 day drug testing period and are subject to continued testing until the 365 day time period is complete.
5. Student Support:There is an obligation to continue support for students who test positive. Drug testing during the summer will provide another reason for a student to refrain from the use of drugs or alcohol. Any student who has tested positive during a random test will continue to be tested through the summer months. The Drug Program Coordinator will contact the student to establish a location and time for the test to take place.

Refusal to Submit to Drug Use Test: A participating student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year.

Once a student is entered into the drug testing pool, their name will remain in the drug testing pool for 365 days, unless the parent/guardian signs consent to drop the student from the drug testing pool or upon student graduation.

Positive Test Results: Whenever a student's test result indicates the presence of an illegal drug (positive test), the following will occur: This includes students involved in extracurricular activities and students that have been voluntarily placed in the pool at the request of their parent/guardian. If the sample tests positive, the custodial parent/guardian will be notified and a meeting will be scheduled with the Drug Program Coordinator, the student, and the custodial parent/guardian.

First Positive Test:

1. DPC meeting with parent/guardian and student;

2. Student notified of a requirement to have a drug and alcohol assessment and take part in counseling sessions as dictated by the substance abuse professional after the assessment;
3. Written proof of alcohol/drug use assessment by a drug counselor is required before being allowed to return to practice and performances. A district-administered negative test must be provided before the student may return to the activity; and,
4. Follow-up drug testing, a minimum of once a month, will commence after the first parent/guardian meeting for the next 12 months. The 12-month period carries into high school if the student is in the 8th grade.

Second Positive Test (within two consecutive years):

1. DPC meeting with parent/guardian and the student;
2. Suspension of the privilege to participate in practice and extracurricular activities for 10 calendar days. If the end of the activity precedes the end of the 10 days, the remaining days will carry over to the next activity so that the student completes the required number of days;
3. An additional five sessions of drug counseling must be completed with a form submitted by a substance abuse professional before the student may return to activities. A district-administered negative test must be provided before the student may return to the activity; and,
4. Follow-up drug testing for the next 12 months will begin upon notification of the second positive test. The 12-month period carries into high school if the student is in the 8th grade.

Third Offense (within two consecutive years):

1. DPC meeting with parent/guardian and student;
2. Suspension of eligibility to participate in practice and extracurricular activities for the remainder of the activity and includes the following activity in which the student plans to participate. The next activity may include activities at the high school if the student is an 8th grader. A district-administered negative test must be provided before the student may return to the activity; and,
3. Follow-up drug testing will continue for 12 months from the date of the parent/guardian and student meeting with the DPC. The 12-month period carries into the high school if the student is in the 8th grade.

SECTION 11 - STATE AND FEDERAL PROGRAMS

Parental Involvement Policies

General - Parental/Community Involvement in Schools. Bluffs Middle School welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Bluffs Middle School's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children.

Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents/guardians are encouraged to support the implementation of district policies and regulations.
3. Parents/guardians are encouraged to monitor their student's progress by reviewing quarterly report cards, attending parent-teacher conferences, and utilizing the Infinite Campus Parent/Student Portal.
4. Textbooks, tests and other curriculum materials used in the District are available for review by parents/guardians upon request.
5. Parents/guardians are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parent/guardians' continued attendance at such activities will be based on the students' wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents/guardians submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom

instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent/guardian request.

9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents/guardians will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents/guardians are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents/guardians will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

Student Fee Waiver Procedures (Board Policy 5416)

The Board recognizes that while certain fees, specialized equipment, or specialized attire are appropriate and authorized, some students and their families are not financially able to afford them. The School District will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Waivers must be requested prior to the waiver deadline date. Waivers will not be approved retroactively for fees previously paid or specialized items, or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived. The following deadlines will apply to requests for waivers:

Participation Fees or Specialized Equipment or Attire. The end of the first week of practice for a particular sport or activity.

Course project materials. The District may choose to allow students to purchase course projects through completion of a purchase request form, typically prior to beginning the project.

Parents/guardians or students eligible for waivers shall make an application on the form provided by the School District. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

The School District will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed. The School District will annually notify parents/guardians and students of the waiver. The student fee policy and guidelines will be published annually in the Parent-Student Handbook.

Student Fees Policy (Board Policy 5416 - Student Fees)

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

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parent/guardian have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent/guardian contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. Board policy 5416.1 provides further specifics of student fees and materials required of students. Parents/guardians and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

Guidelines for Non-Specialized Attire Required for Specified Courses and Activities. Students have the responsibility to furnish and wear non-specialized attire meeting general district grooming and attire guidelines, as well

as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses, and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course, or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical, or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

Personal or Consumable Items & Miscellaneous.

- Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
- General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses. A specific class supply list will be published annually for elementary and middle school students. The list may include refundable damage or loss deposits required for usage of certain district property.
- Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents/guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
- Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
- Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- Parking. Students may be required to pay for parking on school grounds or to school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.
- Extracurricular Activities-Specialized Equipment or Attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

Extracurricular Activities-Fees for Participation. Any fees for participation in extracurricular activities are further

specified in Board policy 5416.1. Admission fees are charged for extracurricular activities and events.

- Students participating in a BMS Activity (athletic and non-athletic) are required to purchase an Activity Card. Qualifying families may waive the cost of their student's Activity Card.

Postsecondary Education Costs. Students are responsible for postsecondary education costs for courses offered off-campus that are not part of the students' Career Academy graduation requirements. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a dual credit course taken at Scottsbluff High School taught by a Scottsbluff High School instructor or a course taken through a postsecondary institution as part of the student's Career Academy graduation requirements. These courses shall be offered without charge for tuition, books, or other fees.

Transportation Costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

Copies of Student Files or Records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents/guardians of such student. A parent/guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents/guardians of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

Participation in Before-and-After-School or Pre-Kindergarten Services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

Participation in Summer School or Night School. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

Breakfast and Lunch Programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced- price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for:

1. Participation in extracurricular activities; and,
2. Use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents/guardians must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fees policy in the Parent-Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the Parent-Student Handbook). The Parent-Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for:

1. Participation in extracurricular activities;
2. Postsecondary education costs; and,
3. Summer school or night school.

Student Fees - Additional Specification of Required Materials and Fees (Board Policy 5416.1)

Program	General Description of Fee or Material	$ Amount of Fee (Anticipated or Maximum)[2] or Specific Material Required
Elementary Program		
Physical Education Classes	Appropriate clothing (non-specialized attire)	Appropriate attire
Music-Optional Band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents/guardians may be encouraged but not required to pay for field trip costs of up to $5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to $100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
School Meals		Breakfast (Grades K-5)--$2.10 Lunch (Grades K-5)--$3.10 Milk (Grades K-5)--$ .60 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
After School Program	Fees for the After School Program	$3/hour
Secondary Program	**General Description of Fee or Material**	**$ Amount of Fee (Anticipated or Maximum) or Specific Material Required**
Physical Education Classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt, lock for PE locker, unless otherwise specified
Art and Shop Classes and Special Projects, Science Classes	Appropriate clothing (non-specialized attire) Safety glasses-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective safety glasses for Science classes.

Music-Optional Band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology, & Marketing	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced Math or Science Classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.

School Meals		Breakfast (Grades 6-12)--$2.40 Lunch (Grades 6-8)--$3.40 Lunch (Grades 9-12)--$3.65 Chef Special at Lunch--$4.65 Milk (Grades 6-12)--$.60 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-Secondary Education Classes	Tuition and fees for college courses taken for credit.	Identified classes not paid for by the District will be paid for by the student.
End-of-Year Lost or Damaged Books	Damage fee or replacement cost	Fees and fines up to $5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of $60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about $55.
College Entrance Tests and Preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, PACT, and ACT test, are optional and to be paid directly to the private companies involved.
AP Testing	Fee per test	$98
Summer School Courses	Classes offered during the summer, or at night, if any	If a fee is charged students may be responsible.
Locker Usage	Use of school padlock	$10.00 fee if damaged or not returned at the end of the year.
Extracurricular and Other Programs	**General Description of Fee or Material**	**$ Amount of Fee (Anticipated or Maximum) or Specific Material Required**
Athletic Programs		

<table>
<tr><td>Admission</td><td>Spectator fees for admission to events</td><td colspan="2">$6.00 per event maximum. Students may purchase an Activity Ticket to exceed $45.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA. Students participating in activities/athletics must purchase an activity ticket.</td></tr>
<tr><td>Athletic Physicals</td><td>NSAA-required athletic physicals</td><td colspan="2">Cost varies; payable directly to the student's physician or clinic.</td></tr>
<tr><td>Equipment and Attire</td><td>Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.</td><td colspan="2">Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, nonrequired gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:

Basketball — No additional
Football — Mouthpiece
Golf — Golf bag (to be checked out each year) & clubs
Speech — Dress attire; copies of research
Track — No additional
Volleyball — Volleyball knee pads
Wrestling — Wrestling head gear
Cheerleading — Shoes, approved uniforms (top & skirt; jacket), poms and other accessories</td></tr>
<tr><td>Travel Meals</td><td>Meals</td><td colspan="2">Students are responsible for their own meals while traveling.</td></tr>
<tr><td>Locker Use</td><td>Padlock for locker</td><td colspan="2">$10.00 fee if damaged or not returned at the end of the year.</td></tr>
</table>

Camps and Clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues are required. Annual dues not to exceed $25.00 per club.

Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. High School uniforms for the marching band will be supplied by the school; students may be required to pay a band uniform fee of $20.00 High School Uniform Shoes: $45.00 For Middle School Band students, a $20.00 uniform cleaning fee is requested.
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of $130.00
Clubs/Organizations		
Basic Nursing	Basic Nursing Assistant State Registration Fee	$75
Cheerleading	Uniforms	Shoes - $125 Camp Uniforms - $400 Camp attendance is optional.
Choir	Attire	Choir Outfit Rental/Cleaning - $20 Show Choir Outfit Rental/Cleaning - $40 Travel Fees - $125 to $400
DECA	Membership Travel	Membership Dues - $25 Based on current travel costs
Drill Team	Uniforms National Trip	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories Based on current travel costs
Educators Rising	Membership Dues Membership Polo Travel Fees	$30 $25 Based on current travel costs
Family and Consumer Science (FACS) Courses	Foods Advanced Foods Culinary/ProStart	$20 $25 $40
FFA	Uniforms Travel fees	$75 Based on current travel costs
Future Career/ Community Leaders (FCCLA)	Membership Dues Membership Polo/Red Jacket Travel Fees	$30 $25 - $90 Based on current travel costs
HOSA	Membership dues Competition Travel fees	$25 $10 Based on current travel costs
Key Club	Membership Dues	$10
Medication Aide	State test fee & Application	$53
National Honor Society & National Junior Honor Society	Membership Dues	$20
Orchestra	Instrument Uniform Rental	Varies $20 to $50

Senior Graduation	Cap and Gown Breakfast	$36 $15
Skilled and Technical Science Courses	Advanced Woods Manufacturing Intro to Skilled & Technical Science	$35 $25
SkillsUSA	Membership Dues Travel Fees	$25 $50 to $150
Spanish Club	Membership Fees	$5
Spanish Heritage/AP Spanish	CLEP Test Testing Center Fee	$95 $15
World Languages – Seal of Biliteracy	Fee	$10
Social & Recognition Activities		
1. School Plays, Musicals and Social Activities	Admission to events	$10.00 per play or activity
2. School Dances	Admission to prom, homecoming, etc.	Up to $10.00 per event
3. Class Dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed $50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.

5. Senior Recognition Assessment	Optional graduation Activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed $50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events, etc.	If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

Bluffs Middle School Student Fees

General school supplies and P.E. clothing and towels are the responsibility of the student to provide. Those fees charged in other classes including Band and Choir (outfits), Family and Consumer Science (projects), or extracurricular activities including Cross Country (t-shirt) may be waived for qualifying families with the understanding that the items will remain the property of the school.

SECTION 12 – FORMS

Student Fees - Student Fee Waiver Application (Board Policy 5416.1)

The 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. If you would like the District to waive specific student fees for your child, you must fill the form out in its entirety and submit it, along with any required documentation, to the office of the principal.

Scottsbluff Public Schools
Parent-Student Permission Information Record Sheet

Please check all appropriate responses , sign the signature lines, and return to the school office. All forms are due back five (5) school days after you have received them. The parent(s)/guardian(s) and child's signatures and checked responses are the only signatures required for the below listed forms.

Printed Student's Name_____ **Grade Level** _____

SCHOOL AND DISTRICT STUDENT-PARENT HANDBOOKS RESPONSE SHEET

_____ Yes, I hereby acknowledge that thecurrent School and Districtwide Parent-Student Handbooks are available online on the District website at www.sbps.net . Hard copies of the handbooks are available only by request from the front office. I have reviewed the handbooks with my child(ren), including the behavior guidelines, student conduct, discipline rules, expulsion procedures, and information about Safe and Drug-Free Schools. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also acknowledges that it is understood that the District's policies of non-discrimination and equity policies and that specific complaint and grievance procedures that should be used to respond to harassment or discrimination exist in the Districtwide Handbook. Signing below acknowledges receipt of the student handbook in a satisfactory manner via the Internet.

TRIP PERMISSION

By keeping this permission on file in our school office, this prevents parents from signing and returning a form each time their student goes on a trip. You will be notified at least 48 hours in advance via ParentSquare if your student will be leaving our campus for a field trip. You **WILL NOT** have to give your permission if you give permission here. This permission form is good for this current school year only . You will only need to notify the teachers about individual field trips if you **DO NOT WANT YOUR STUDENT TO GO ON THAT PARTICULAR FIELD TRIP** . Please ask the teacher questions concerning the field trip before you say your child cannot participate in the field trip. Please consider allowing your child to be a part of each school activity so they will get more out of their school experiences. _____ Yes, I give my permission for my student to go on all field trips at any time during the current school year that the teacher(s) may deem necessary. All precautions will be taken to prevent any accident, and I do hereby release the Scottsbluff Public School District, its agents, or employees from any liability resulting from any accident involving my student while on a field trip. In case of emergency, I hereby authorize a representative of the Scottsbluff Public School District to seek medical attention for my student. _____ No, I do not give permission for my student to go on all field trips during the current school year.

PICTURE – NEWS RELEASE

_____

_____ Yes, I hereby give permission for my child to be photographed, filmed, or videotaped for use by Scottsbluff Public Schools.

_____ No, I do not give permission for my child to be photographed, filmed, or videotaped for publication.

HEALTH CONDITIONS

_____ I givepermission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel.

TITLE I REQUIREMENT(*Elementary Only*)

_____ Yes, I havereviewedthe Title I Parent Involvement Policy section of this handbook and the elementary school parent-student compact. I shall inform the school of any changes I would like to suggest be made to these documents.

TELEPHONE NUMBER(S): Provision of your telephone numbers(s) provides expressed consent to the School District to contact you with important information and urgent notifications.

RESPONSIBLE USE AGREEMENT FOR COMPUTERS AND NETWORKS

_____Yes, both the student and parent/guardian acknowledge they have read and agree to adhere to the outlined responsibilities in the Responsible Use Agreement and understand that failure to comply may result in disciplinary action as determined by the school's policies.

Student's Signature _____ **Date:** _____

Parent/Guardian Signature _____ **Date:** _____

5416 Form – Student Fees Policy

APPLICATION FOR FEE WAIVER AND SHARING INFORMATION CONSENT SCOTTSBLUFF PUBLIC SCHOOLS

Fee Waiver Request

The Nebraska Public Elementary and Secondary Student Fee Authorization Act allows fee waivers for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The fee waivers give qualifying students the right to not have to pay certain student fees and to be provided with specialized materials or equipment to participate in certain activities. Specifically, the fee waiver applies to:

a. Participation in extracurricular activities; and,
b. Use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

Board Policy 5416 – Student Fees Policy states, "Students or their parents or guardians must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials."

To request a fee waiver, or to decline a fee waiver, complete the following:

❑ No, I **DO NOT** want information from my Application for Free or Reduced Meals shared for purposes of the fee waiver program.

❑ Yes, I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Student Name: _____ Student Number: _____

Activity or Course: _____
Describe fee waiver or materials or equipment requested, including amount if known:
_____
_____
_____

Activity or Course: _____
Describe fee waiver or materials or equipment requested, including amount if known:
_____
_____
_____

Activity or Course: _____
Describe fee waiver or materials or equipment requested, including amount if known:
_____
_____
_____

Parent/Guardian Signature: _____ Date: _____
Principal/Designee Signature: _____ Date: _____

5416 Form – Student Fees Policy

Sharing Information Consent

To save you time and effort, the information you give on your Application for Free or Reduced Meals may be shared with other programs for which your children may qualify.

For the fee waiver program, we must have your permission to share your Application for Free or Reduced Meals information in order to confirm your eligibility for a fee waiver. However, in no event will the manner in which you complete the consent form change whether your child gets free or reduced-price meals.

❑ No, I **DO NOT** want information from my Application for Free or Reduced Meals shared for purposes of the fee waiver program.

❑ Yes, I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Student's Name: _____ School: _____

Student Identification Number: _____

Parent/Guardian Name: _____

Address: _____

Parent/Guardian Signature: _____ Date: _____

Once this fee waiver application form is turned into the school completed correctly, the school will verify the student's free and reduced lunch status. The school will also review the items on the application to ensure consistency with the School Board's policy. The fee waived items for your student are covered by the District as long as your student is actively participating in fundraising (if applicable), and contributing to their activity.

2025 - 2026

BLUFFS MIDDLE SCHOOL

PARENT-STUDENT HANDBOOK







BLUFFS MIDDLE SCHOOL

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Intent of Handbook

This handbook is intended to be used by students, parents/guardians, and staff as a guide to the rules, regulations, and general information about Scottsbluff Public Schools. Each student is responsible for becoming familiar with the handbook and knowing its information. Parents/guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all-encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

The policies of the Board of Education may cover areas not addressed in this handbook. Every parent/guardian and student should familiarize themselves with Board Policies online at: www.sbps.net.

Mission Statement of the Scottsbluff Public Schools

Every Child, Every Day

Vision Statement of Bluffs Middle School

The vision of Bluffs Middle School is a staff/community partnership that provides purposeful learning inspiring students to be productive citizens who achieve their potential.

Mutual Respect

The Scottsbluff Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

SECTION 1 – GENERAL INFORMATION

SCOTTSBLUFF PUBLIC SCHOOLS
EVERY CHILD . EVERY DAY

25-26

PRE-K - 12 CALENDAR

AUGUST
T = 17 S = 12

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

SEPTEMBER
T = 21 S = 19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER
T = 23 S = 20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER
T = 17 S = 17

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

DECEMBER
T = 15 S = 13.5

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY
T = 20 S = 18

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY
T = 19 S = 18

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH
T = 22 S = 19

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL
T = 19 S = 19

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY
T = 16 S = 13.5

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

K-12 START & END TIMES

School	Start	End
BMS	7:45	3:00
SHS	7:45	3:25
Lake Minatare	8:05	3:20
Lincoln Heights	7:55	3:10
Longfellow	7:50	3:05
Westmoor	8:00	3:15
Roosevelt	8:05	3:20

PRE-K START & END TIMES

Full Day	8:00	3:00
AM Session	8:15	11:15
PM Session	12:15	3:15

TOTAL ATTENDANCE DAYS

STUDENT = 169 DAYS*
STAFF = 189 DAYS

QUARTER 1 = 43 DAYS
QUARTER 2 = 38.5 DAYS
QUARTER 3 = 45 DAYS
QUARTER 4 = 42.5 DAYS

1ST SEMESTER = 81.5 DAYS
2ND SEMESTER = 87.5 DAYS

**BASED ON GRADES 9-12*

Calendar dates and times are subject to change.

Snow Days: After three snow days, each additional snow day will add a workday for staff.

www.sbps.net

August
1-6: New Teacher Orientation
7-13: Staff Development
12-13: PK Home Visits
14: PK Staff Head Start Training
14: K-12 Students-1st Day of School
18-19: PK Students-1st Day of School

September
1: No School for Students/Staff
2: PD/Workday-No School for Students
19: PD Day-No School for Students
22: No School-PK-8 Students

October
16: End of 1st Quarter
16: No School-PK-5 Students
17: PD/Workday-No School for Students
22: PK-12 Parent-Teacher Conferences (4:00-8:00 PM)
23: PK-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
24: No School for Students/Staff

November
26-28: No School for Students/Staff

December
1: PD/Workday-No School for Students
19: End of Semester-11:30 AM Dismissal
19: No School for PK Students
22-31: No School for Students/Staff

January
1-2: No School for Students/Staff
5: PD/Workday-No School for Students
6: 1st Day of Second Semester
23: PD Day-No School for Students
23: PK Staff Head Start Partnership Training

February
13: No School for Students/Staff
16: ESU PD Day-No School for Students
17: No School-PK-8 Students

March
12: End of 3rd Quarter
13: PD/Workday-No School for Students
18: PK Home Visits - No School for PK (8:00 AM-3:30 PM)
18: K-12 Parent-Teacher Conferences (4:00-8:00 PM)
19: K-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
19: PK Home Visits-No School for PK (8:00 AM-8:00 PM)
20: No School for Students/Staff

April
2-6: No School for Students/Staff
7: No School-PK-5 Students
30: PK Parent/Teacher Conferences (4:00-8:00 PM)

May
1: PK Parent-Teacher Conferences (8:00 AM-3:30 PM) No School for PK
4: PD Day-No School for Students
17: Graduation
20: Last Day for PK Students
21: Last Day for K-12-11:30 AM Dismissal
22: Last Day for Staff

BMS DAILY SCHEDULE

~~2024-2025~~ 2025-2026

Breakfast	**7:15 AM**
Hallways	**7:38 AM**
Classes Begin	**7:45 AM**
Dismissal	**3:00 PM**
Students off Grounds	**3:15 PM**

Period	Time	Lunch
1	7:45-8:34	
2	8:38-9:24	
3	9:28-10:14	
4	10:18-11:04	
5	11:08-11:54	
5A	11:08-11:31	8th Lunch/HR
5B	11:31-11:54	8th Lunch/HR
6	11:58-12:44	
6A	11:58-12:21	7th Lunch/HR
6B	12:21-12:44	7th Lunch/HR
7	12:48-1:34	
7A	12:48-1:11	6th Lunch/HR
7B	1:11-1:34	6th Lunch/HR
8	1:38-2:24	
WIN	2:28-3:00	

SECTION 2 - COMMUNICATION

Questions about BMS	Contact
Locker Assignments	Team Leader
Locker Problems	Principals/Custodians
Lost and Found	Main Office
Schedules	Counselors
Student Activities	Core Teachers
Classroom/Teacher	Counselors
Fines/Fees	Main Office
Friends/Other students	Counselors
Absences	Attendance Clerk
Lunch Tickets	Main Office
Extracurricular Activities	Asst. Principal

Main Office - 635-6270 **Counselors - 635-6283** **Attendance - 635-6274**

Parents & Guardians: If You Have A Concern, Question, or Complaint

Complaint Procedures

The proper procedure for a parent/guardian or student to make complaints or raise concerns is, to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are other procedures identified in the Parent-Student Handbook to address specific complaints or concerns, such as discrimination or harassment, bullying, and disciplinary actions. Those procedures should be used where applicable.

1. Complaint Procedure

Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
Step 2. Address the concern with the Principal if the matter is not resolved at Step 1.
Step 3. Address the concern with the Superintendent if the matter is not resolved at Step 2.
Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

BLUFFS MIDDLE SCHOOL CONTACT INFORMATION

Department	Staff	Email	Phone
Administration	Jana Mason, Principal James Miller, Assistant Principal Brittni Chancellor, Assistant Principal	jmason@sbps.net jamiller@sbps.net bchancellor@sbps.net	308-635-6270
Counseling	Dave Castle, ~~8th~~ 6th Grade Counselor Letizia Kosman, ~~6th~~ 7th Grade Counselor Shana Dick, ~~7th~~ 8th Grade Counselor Irma Torres, LMHP Carrie Snyder, LMHP Ashley De Los Santos, Social Worker	lkosman@sbps.net sdick@sbps.net dcastle@sbps.net itorres@sbps.net csnyder@sbps.net adelossantos@sbps.net	308-635-6283
Activities	Mike Burda, Assistant AD	miburda@sbps.net	308-635-6270
Media Center	Erin Shaddick, Media Specialist Jessica Collins, Media Center Assistant	eshaddick@sbps.net	308-635-6286
Special Education	Danica Vincent, Special Education Coordinator	dvincent@sbps.net	308-633-6216

Health Office	**Shelbi Cotton, Health Services Coordinator** **MiCe Lee, Health Office Assistant**	**scotton@sbps.net** **mlee@sbps.net**	**308-635-6280**

School Newsletter
Bluffs Middle School newsletters are published and distributed monthly via ParentSquare and are available on the Bluffs Middle School webpage. Newsletters contain information in regard to upcoming events/activities, recognitions, and important reminders for parents/guardians and students.

Teacher Websites
All teachers have a teacher website with information pertaining to each individual class taught by the instructor. Teacher websites contain the classroom syllabus, teacher schedules, contact information, access to Google Classrooms, along with other pertinent parent/guardian and student information.

Infinite Campus Portal
The Infinite Campus Parent Portal may be used by parents/guardians and students to access grade reports, missing assignments, lunch balances and payments, student fines and fees, etc. All parents/guardians and students are strongly encouraged to utilize the application to monitor student progress.

ParentSquare
ParentSquare messaging is utilized by teachers, the school, and the District, as the primary method of communication for notifications.

SECTION 3 - EMERGENCY INFORMATION

Administrative Actions in Emergency (Board Policy 2410)
In any crisis or emergency circumstances, the immediate concern is securing the safety and welfare of students and staff. A second priority, if appropriate, will be the securing and salvaging of property. The Superintendent will be in charge of administering and monitoring any emergency event, except that if the situation is confined to a particular building, the principal will be in charge with the Superintendent advising on necessary decisions. Once the nature of the emergency is determined and the immediate concerns for students and staff are addressed, the Superintendent will:

1. Alert Board members;
2. Decide whether or not to convene or postpone school, with attendant adjustments in transportation and activity schedules;
3. Determine the need to involve other agencies and/or officials (e.g., police, fire and emergency personnel, counseling services, and insurance representatives). All administrators will maintain an accessible emergency phone list; and,
4. Notify students, staff, and patrons via appropriate media.

Inclement Weather. In the event of bad weather, or other circumstances in which the safety of students would be endangered by attending school, the Superintendent will make the decision to cancel or delay the start of school and whether or not staff are to report for duty. When school is canceled, ordinarily, all after-school activities will be canceled. Any decision to the contrary must have the Superintendent's permission and include provision for communicating with all affected parties in a timely manner. Weather information will be sought from current weather station reports and consultation with the transportation director and other area superintendents. The decision to cancel school will be made as early as possible. A system will be developed to alert the staff, and the Superintendent or the Superintendent's designee shall inform appropriate local media and request that they make the appropriate announcement to the public. The Board of Education will determine in the spring whether time missed for inclement weather or other emergency school closings should be made up.

Fire, Tornado, and Gas Leaks. Principals shall design and keep current drill and evacuation plans, to include emergency shelter.

SECTION 4 - USE OF GROUNDS AND BUILDINGS

Entering and Leaving the Building
Building Hours. Unless special activities (such as tutoring, club meetings, extracurricular activities), or student breakfast make it necessary, students should not be in the building before 7:38 AM or after 3:15 PM. Students entering the building

prior to 7:38 AM for a reason other than those listed above, must have a note from a teacher or building administrator to enter the building. If not involved in special activities, students must clear the building by 3:15 PM. Practices, rehearsals, or meetings in BMS, without a sponsor being present, are not permitted.

Beginning of School. Students should not be on school grounds prior to 7:25 AM. Students who eat breakfast at school will be allowed in the building at 7:15 AM.

Student Pick Up and Drop Off. Parents/guardians should make arrangements to pick up and drop off students in the following locations:

- 8th Grade—West Parking Lot
- 7th Grade—Main Entrance and Along 23rd Street
- 6th Grade—Along 2nd Avenue

Entering School. Students are required to wait in their assigned areas upon arrival at the middle school. Students will enter specific doors by grade level in the mornings after the bell rings. This should prevent accidents from overcrowding.

- 6th Grade students will wait on the east side of the annex near the library's reading patio.
- 7th Grade students will wait near the main entrance on the south side of the main building.
- 8th Grade students will wait near the activity entrance on the west side of the building.

Dropping Off and Picking Up Students During the School Day. Students are to remain on campus unless excused in accordance with school policies. Parents/guardians should pick students up at the main entrance on the south side of the building. Upon returning to school during the day, students are to report to the secretaries at the main entrance on the south side building.

End of School. Our regular school day ends at 3:00 PM. Make-up work, special help, after school detention, club meetings, and other school activities begin immediately after 3:00 PM. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building and school grounds by 3:15 PM. The school is not responsible for supervision of students once the students are to have left school grounds.

Visitors. All visitors must report to the main entrance to sign in to receive a visitor's ~~pass~~ badge. All visitors will be required to show a valid, government issued ID. Parents/guardians are welcome at all times. Please sign in/out at the main entrance upon entering/exiting the school. Any items needing to be delivered to students need to be dropped off at the main office. Office staff will then deliver the item or call the student down to the office. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Parent/Guardian School Visits. In accordance with building and District safety procedures, unless otherwise prohibited or restricted by law or court order, parents/guardians may visit schools with the approval of the building administration. The principal authorizing visits shall consider the following:

- Potential for disruption to the educational environment;
- Distraction to students and staff;
- Confidentiality for students and staff; and
- The Standard Response Protocols for student and staff safety.

Guidelines for Parent/Guardian Visits.

- Requests to visit the classroom must be made to the principal at least 24 hours in advance.
- Visits to classrooms during the first two and last two weeks of school are not permitted to ensure a smooth transition.
- All visitors shall report to the main office and/or security desk to be screened and provided a visitor badge. All visitors must wear the badge at all times while in the building.
- You may be escorted by school security staff or an administrator to and from the classroom you are visiting.
- Some schools may choose to have an administrator accompany the parent/guardian for all class visits to ensure no distractions or disruptions.
- Parents/guardians should avoid interrupting the classroom by attempting to communicate with the teacher or other students. A parent/teacher conference should be scheduled if necessary.
- Classroom visits should not be overbearing and are limited to the following:
    - Elementary visits will be limited to no more than 30 minutes.
    - Middle school and high school visits will be limited to two class periods per quarter or a total of eight class periods in one school year.
- Other children should not be brought whenever a parent/guardian visits a classroom to protect the learning environment and avoid potential disruptions.
- Cell phones should not be used while visiting a class and should be turned off or on silent. Photos, recordings,

or videos may only be taken during the visit if approved in advance by the building administration.
- Any disruptions created during visits may result in this privilege being reconsidered and modified.

Closed Campus. All students are required to remain on campus during the school day, except Bluffs Middle School allows students to leave campus during lunch with written or verbal parent/guardian permission. The parent/guardian must come to the office window to pick up their students and sign them out.

Cafeteria

School breakfasts, lunches and a la carte items (if offered) are available for purchase. For the convenience of our students, funds may be deposited into the students' Infinite Campus accounts. More information regarding online meal payments is available online at: https://www.sbps.net/cms/One.aspx?portalId=392832&pageId=506002. Meal prices for students are $2.40 for breakfast and $3.40 for lunch. To fill out a Free & Reduced Lunch form, go to the Infinite Campus portal and select “Application Forms” or on the Scottsbluff Public Schools website. To charge a meal or an a la carte item, the student must have adequate funds in their account. If a student does not have adequate funds in the account or money for that day, an alternate meal will be provided. Students qualifying for free meals may also maintain an account for a la carte items.

Cafeteria Expectations. Loss of cafeteria privileges may be invoked if appropriate conduct is not maintained. Lunch supervisors and cafeteria personnel have **full authority** to handle all regulations relating to student control and discipline. Directions are to be followed.

1. **Be Safe—Not likely to cause any physical injury or harm.**
    - Follow Cafeteria Safety Guidelines.
        - Remain in the cafeteria area until dismissed or with permission and a pass.
        - Keep food on tables.
        - Food is for eating and absolutely nothing else.

2. **Be Responsible—To behave in a sensible way so other people will trust you.**
    - Follow Appropriate Procedures.
        - Wait calmly and quietly in line.
        - Cutting in line is not allowed.
        - Move to the table once you get your food.
        - All food/drink must be kept in the cafeteria.
        - Clean up your area.

3. **Be Respectful—To honor the rights or wishes of others.**
    - Use Appropriate Behavior.
    - Eat your own lunch.
    - Stay in your seat.
    - Use proper table manners.
    - Follow instructions of adults.
    - Use appropriate volume and language

Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.
2. Students, who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
3. Where the minor does not make restitution, the parents/guardians shall be held liable. Willful damage or destruction of school property will result in school discipline and/or referral to law enforcement agencies.
4. Chromebook Usage/Agreement- School issued Chromebooks are for educational purposes only. Chromebooks must remain in the school issued case throughout the school year to prevent damage. Intentionally damaging Chromebooks by inserting foreign objects (like paper clips, pins, or pencils) into ports is strongly prohibited and dangerous. This can cause short circuits, electrical fires, battery punctures, and serious injury. It can also lead to school disciplinary action, financial responsibility for device replacement, and even legal consequences.

Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are expected to keep all valuables in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be

assessed a fine for damage to lockers.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Student Phone Usage

Students may use the phone in the office to arrange transportation with their parents/guardians or for emergencies. The student must first get a pass from their teacher before coming to the office to use the phone. Abuse of this privilege could lead to a suspension of the phone privilege until there is a conference between the parents/guardians and an administrator.

Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value, or personal electronic devices. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Lost and Found

Students who find lost articles are asked to take them to the main office, where the articles can be claimed by the owner. If articles are lost at school, students should report that loss to office personnel.

Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Superintendent, principal, or Activities Director's office, depending on the nature of the activity or event.

SCOTTSBLUFF PUBLIC SCHOOLS ATTENDANCE GUIDELINES

School Excused Absences

Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed: "impossible or impracticable barriers outside the control of the parent, guardian, or child prevent a student from attending school. The parent or guardian must provide the school with documnentation to demonstrate the absence was beyond the control of the parent, guardian, or child. This could include, but is not limited to, documented illness (including physical or mental illness), court or death of a family member.

CODE	DESCRIPTION
MD Medical Excused	• Medical absence is excused by a health provider and is **documented with a note from the provider.**
MDN Medical Health Office Staff	• Medical absence is **excused by school health staff.**
CT Court	• Legal matters which cannot be arranged at a time other than during school hours. **A dated court document must be provided to be excused.**
BER Bereavement	• The student is attending a funeral. • Death or serious illness of the student's family member. • Up to five days per year may be BER. Additional days with administrator approval.

** Criteria for School Excused Absences and Not School Excused Absences can be found in Nebraska Revised Statute 79-201.

Not School Excused Absences

Absences that are Not School Excused may result in a report to the county attorney and may be classified as follows: "Parent or guardian-acknowleged absences are those in which the parent or guardian communicated with the school in the prescribed manner that the child is absent and is the parent or guardian's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments (without documentation).

CODE	DESCRIPTION
NC No Contact	• Failure to call in the student's absence within 48 hours.
IL Illness	• Personal Illness - The parent/guardian notifies the school within 48 hours that the student is ill **(without documentation)**.
PQ Parent Request	• The parent requests that the student be absent from school. This includes, but is not limited to, vacations and medical appointments **(without documentation)**.
EL Early Leave	• Elementary Only - Early departures may accumulate to the equivalence of absences and be subject to Nebraska State Statute. • When an elementary student checks out of school early and misses more than 1/2 of the instructional time in the afternoon session (1 1/2 hours), they will be deemed absent for that session.
UAPT Unexcused Appointment Less Than 90 Minutes	• **Elementary Only** - Any unexcused appointment less than 90 minutes, including a dental or medical appointment without a provider note, will be considered UAPT. Unexcused appointments may accumulate to the equivalence of absences and be subject to the Nebraska State Statute. • Any unexcused appointment over 90 minutes is counted as a half-day PQ absence.
TD Tardy	• Tardies may accumulate to the equivalence of absences and be subject to Nebraska Statute. • **Elementary** - Students are marked tardy if they arrive after the first 15 minutes of school start time. • **BMS & SHS** - A student is tardy if they arrive late to a class within the first 15 minutes of class. A student arriving after the first 15 minutes will be marked as an unexcused absence.
TDA Tardy Absent	• **Elementary Only** - If the student arrives after 90 minutes of the start time, they are marked TDA.

SCOTTSBLUFF PUBLIC SCHOOLS ATTENDANCE GUIDELINES

Administrative Absences

Students will be assigned an excused administrative absence from school by the principal or the principal's designee for the following reasons:

CODE	DESCRIPTION
AD Administrative	• Determined by the building principal.
AT Athletic Event	• Students must be attending a school-sponsored athletic activity.
AV Admin College Visits	• **High School Only** - First two college visits.
AC Activity Other Than Athletic	• Students must be attending a school-sponsored activity.
WE Weather Related	• This code is only used **with Superintendent notification.**

Discipline-Related Absences

Discipline-related absences will not result in a report to the county attorney. Students will be assigned an excused adminstrative absence from school by the principal or the principal's designee for the following reasons:

CODE	DESCRIPTION
OS Out-of-School Suspension	• Students who are suspended and do not attend an alternate setting to receive instruction will be coded as OS.
OSPR Out-of-School Suspension with Offsite Services	• Students who are suspended and attend an alternate setting to receive instruction will be coded OSPR.
IS In-School Suspension	• Students who are placed in in-school suspension will be coded IS.
XP Expulsion	• Students who are expelled and do not attend an alternate setting to receive instruction will be coded at XP.
XPR Expulsion with Off-Site Services	• Students who are expelled and attend an alternate setting to receive instruction will be coded as XPR.
EX Emergency Exclusion	• Determined by the Superintendent or designee if a student poses a health, safety, or other risk.

Date Revised: March 12, 2025

Attendance Policy ~~Student Absences~~

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. ~~Students shall attend school unless excused by the principal of their attendance center.~~
The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and individual study in order to reach the goal of maximum educational benefit for each student. While it is true that written work can be completed despite a student's absence from class, class instruction and presentation, discussions, audio-visual presentations, and student-teacher interaction can never be made up for by an individual student who has missed them. This is the essence of schooling. A student's contribution to and achievement in class are directly related to attendance. It is critical for both students and parents/guardians to understand that students miss an essential portion of their education when they are absent from class. Parents/guardians and students alike are encouraged to ensure an absence from school is a necessary absence.

BMS Daily Attendance Policy

Students who are absent will receive an automated daily phone call when the student is absent one or more periods during the day. Failure to attend school on a consistent basis will result in the actions aligned to Board Policy and Nebraska State Statute. Absences will be determined by a daily absence count and/or an hourly equivalent of a school day. Attendance is accrued throughout the entirety of the school year. The bulleted list below serves as general guidelines addressing chronic absenteeism. The school is aware that each student's situation is different, and each student will be treated on a case-by-case basis. A Not School Excused absence includes, but is not limited to, vacations, undocumented illness, undocumented medical appointments, or other absences in which the parent/guardian has not communicated a reason for the student's absence.

- 5 days of Not School Excused Absences - Parent/guardian will receive a phone call from school personnel providing notification of absences.
- 10 days of Not School Excused Absences - Parent/guardian will receive a letter from the school which will include a letter from the County Attorney's Office. A meeting will take place with school personnel to create an attendance plan requiring signatures from the school personnel, parent/guardian, and student.
- 15 days of Not School Excused Absences - Parent/guardian will receive a letter from the school and the student may be referred to diversion.
- 20 days of Not School Excused Absences - Parent/guardian will receive a letter from the school and may be referred to the County Attorney's Office for truancy. The referral to the county attorney will include all documented supports and resources that have been implemented leading to the excessive absenteeism. An alternative education plan may be created and the student may no longer be eligible to participate in school-related functions until the following semester.

Blue Slips. When you have an appointment during school time, you are required to obtain a "blue slip" from the office. This will be issued before school if your parent/guardian calls or writes a note. You are then required to sign out at the office window before departing as well as have the signature of the teacher for the first period to be missed. The slip should be returned to the office or any of your teachers. No parental contact with the school will result in your absence being ~~unexcused~~ Not School Excused. An ~~unexcused~~ Not School Excused absence will be treated the same as a truancy.

Pre-Arranged Absences. Absences requested by parents/guardians require that all school work missed due to the absence be completed as arranged with the classroom teacher. A form for pre-arranged absences is available from the office. Work missed when absent for school activities must also be completed as arranged with the teacher.

Tardy Policy

Students are expected to be at school and in their classrooms on time. Punctuality is a life skill and we all need to do our part in teaching our students this important skill. The following steps will be taken in all classes if a student is tardy to any period. For the purposes of school discipline, a student's tardy count will start over at the beginning of each quarter. For the purposes of attendance records, tardies may accumulate to the equivalence of absences and be subject to Nebraska Statute. The accumulation of tardies will be counted individually for each class the student attends.

1st Tardy:	10 Minute detention to be served with the teacher.
2nd Tardy:	10 Minute detention to be served with the teacher.
3rd Tardy:	10 Minute detention to be served with the teacher and the teacher will make a documented phone call to the parent/guardian.
4th + Tardy	Office Referral

Teacher Expectations and Guidelines.

- Teachers will keep track of tardies on Infinite Campus.

- Teachers will document their parent/guardian contacts.
- Students who fail to serve detention may receive a Low-Level Referral for Non-Compliance.
- The teacher and student will work out the arrangements for the student to serve their detention.

First Period Tardies. For the purposes of school discipline, BMS will accept two parent/guardian excuses per year for a tardy to first period. Not School Excused ~~Unexcused~~ tardies to first period include, but are not limited to reasons, such as waiting for a train, car trouble, over-sleeping, dropping off siblings, missing the bus, etc. School Excused tardies include reasons such as medical appointments which should be accompanied by a physician's note. For the purposes of attendance records, tardies may accumulate to the equivalence of absences and be subject to Nebraska Statute.

Tardy vs. Absent. A student late to class within the first 15 minutes of class will be counted tardy. A student missing more than 15 minutes of class will be counted absent.

~~**Accumulation of Tardies.** A student late to class within the first 15 minutes of class will be counted tardy. A student missing more than 15 minutes of class will be counted absent.~~

~~**Attendance Letters.** Computer-generated letters are sent to parents as a service to inform you of your child's attendance record throughout the year. As a courtesy, once a student has reached 5, 10, 15 or 20 days of absences, a letter may be mailed home. Prior to notifying the county attorney of a student's attendance issues, parents will be contacted by your child's counselor, building administration, and/or the Family Success Center. An attendance meeting will be scheduled at this time with your child's counselor and an administrator.~~

SECTION 6 – SCHOLASTIC ACHIEVEMENT

Marking System and Report Cards

Report cards are issued at the end of each nine weeks. Classes meeting for a quarter, semester, or full year have a permanent grade recorded at the end of the semester. The whole range of letter grades includes:

A – Superior	A = 90 – 100%
B – Above Average	B = 80 – 89%
C – Average	C = 70 – 79%
D – Below Average	D = 60 – 69%
F – Failing	F = 59% and Below
I – Incomplete	

Academic core classes and exploratory courses are graded using A, B, C, D, and F. In all core classes (Language Arts, Math, Science, and Social Studies) student grades are weighted so that 70% of a student's grade is based on student performance on assessments and 30% of a student's grade is based on student performance on daily work assignments. Students who do not submit assessments or fail to complete an assessment satisfactorily will be expected to complete the assessment before or after school, or during WIN. ~~during lunch, and/or at Saturday School.~~

Academic Integrity

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

Academic misconduct is defined as any type of cheating that occurs in relation to a formal academic exercise. This is subject but not limited to plagiarism, fabrication, deception, cheating, bribery, sabotage, and/or impersonation. Students found in violation of the Academic Integrity policy will face academic consequences as defined below, as well as, school discipline sanctions as outlined on theBMS Discipline Matrix.

Assistance for Homework. It is recommended that students seeking assistance with homework speak and work directly with their teachers as they will be able to recommend strategies to improve success on homework. Students should speak directly with teachers regarding tutoring hours or to arrange additional assistance outside of class time.

Parents/guardians are encouraged to:

- Communicate regularly with teachers to monitor and encourage student progress.
- Update phone numbers and email addresses with the BMS Office as needed.
- Stay well informed via Infinite Campus Parent/Student Portal on the Scottsbluff Public Schools Website (http://www.sbps.net) and teachers' websites.

Infinite Campus Parent/Student Portal

The Infinite Campus Parent/Student Portal is an online grade program that allows parents/guardians to keep track of grades, attendance, and discipline referrals. Through the portal, you may access pertinent information about your child's attendance, grades, homework assignments, and discipline. For more information on the Infinite Campus Parent/Student Portal, please contact the BMS Office at 635-6270.

Making Up Work Due to Absence

It is the responsibility of the student to make up any work that has been missed because of absence. In the event of an extended illness or injury, parents/guardians may request homework assignments from the school office (635-6283, 635-6270, 635-6274), beginning on the second consecutive day of the absence. Please call for homework by 9:00 AM and assignments will be available between 3:00-4:00 PM.

Making up work is the responsibility of the student. A student, immediately upon return from any absence, should check with each of his/her teachers about missing assignments, tests, quizzes, etc. Students with prearranged absences must meet with their teachers to obtain homework and assignments and are encouraged to complete assignments, quizzes, or tests prior to the absence. Students have one school day for every day missed from class (excused absences) to make up assignments or tests in that class.

Grade Level Daily Work Assignment and Assessment Guidelines

- Students will be allowed to submit daily assignments 1 week after the due date.
  - The highest grade a student can receive on a late daily work assignment is a 70%.
- Students will be allowed to retake assessments.
  - An instructional session with the classroom teacher will be required before a retake is given.
  - Retakes can earn back credit up to, but no higher than a 90%.

Class Credit Policy

Students at Bluffs Middle School take seven classes each day and receive a grade for each class. Each student, therefore, receives 14 grades in a school year. Students who have earned less than 12 passing grades may be retained the following year at that current grade level and/or subject to summer school retention. Each student's situation will be evaluated by teachers, counselors, and administrators on an individual basis.

Alternative Education

Bluffs Middle School has developed a comprehensive Pyramid of Interventions to meet the needs of all students. BMS is dedicated to providing differentiated instruction to all students to help them meet their goals. In some cases, Alternative Education is necessary to provide students with educational opportunities. Student discipline for Alternative Education settings may vary from the BMS Parent-Student Handbook based on the situation, individual safety, and environmental safety. Consequences will be determined on an individualized basis.

Mandatory Tutoring

Students failing one or more courses or missing multiple assignments may be assigned to:

- Guided Studies
- Mandatory tutoring after school
- WIN-S (What I Need-Support)
- Intervention Course

Special Courses Offered for Recommended BMS Students

WIN (What I Need) time provides a built-in time allotment during the school day where students can receive the extra help that they need for intervention or participate in enrichment and clubs without missing time from another class or having to sacrifice time after school.

- **WIN-E (What I Need-Enrichment)** will include engaging learning activities that build on student interests.

- **WIN-S (What I Need-Support)** will provide students who are failing one or more courses the opportunity for extra time and support they need to be successful. If students need additional time to complete assignments after the 32-minute WIN-S period, they will continue in after-school tutoring.
- **WIN-I (What I Need-Instruction)** will include targeted instruction they need while still having the opportunity to participate in yearlong exploratories.

Math and ELA Intervention Courses. Students who have been identified as below grade level in math and/or ELA will be given the opportunity to take a math and/or ELA intervention course. These courses will take the place of an exploratory or occur during WIN-S.

Accelerated Courses. These courses will be offered in math for students in grades 6, 7, and 8. Enrollment in these courses is based on teacher recommendation, student grades, and performance on assessments.

BMS Advanced Math Course Guidelines

6th Grade Advanced Math

Students enrolled in SBPS are screened for placement in the spring of their 5th-grade year using the NWEA MAP assessment (90th Percentile) and have a recommendation from their teacher. If a teacher recommends a student scoring in the 80th-89th Percentile on the NWEA MAP assessment (Spring of 5th Grade or Fall of 6th Grade), a secondary assessment will be administered in order to determine if a change in placement is appropriate. The student must score 90% or above on the secondary assessment.

7th Grade Advanced Math

Students enrolled in SBPS are screened for placement in the spring of their 6th-grade year using the NWEA MAP assessment (90th Percentile) and have a recommendation from their teacher. If a teacher recommends a student scoring in the 80th-89th Percentile on the NWEA MAP assessment (Spring of 6th Grade or Fall of 7th Grade), a secondary assessment will be administered in order to determine if a change in placement is appropriate. The student must score 90% or above on the secondary assessment.

Early Acceleration to Algebra 1

Students enrolled in SBPS are screened for a level change to Algebra 1 in the spring of their 6th-grade year or fall of 7th grade using the NWEA MAP assessment. They must score in the 99th percentile and have a teacher recommendation. These students must be socially and emotionally mature enough to be in a classroom setting with older students.

Early Acceleration to Algebra 1 with Additional Exam

With teacher recommendation, a student scoring in the 97th-98th Percentile on the NWEA MAP assessment may be screened with a secondary assessment. The student must score 90% or above on the assessment. These students must be socially and emotionally mature enough to be in a classroom setting with older students.

8th Grade Algebra 1

Students enrolled in SBPS are screened for placement in the spring of their 7th-grade year using the NWEA MAP assessment (90th Percentile) and have a recommendation from their teacher. If a teacher recommends a student scoring in the 80th-89th Percentile on the NWEA MAP assessment (Spring of 7th Grade or Fall of 8th Grade), a secondary assessment will be administered in order to determine if a change in placement is appropriate. The student must score 90% or above on the secondary assessment.

BMS Math Tracks				
Track	**6th Grade**	**7th Grade**	**8th Grade**	**9th Grade**
Traditional Track	6th Math	7th Math	8th Math	Algebra 1
Advanced Track	Advanced 6th	Advanced 7th	Algebra 1	Geometry (may take Algebra 2 simultaneously)
Early Acceleration to Algebra 1	Advanced 6th	Algebra 1 (with 8th Grade)	Geometry (at SHS)	Algebra 2

NOTICE. BMS advanced math courses will be assigned through the MTSS process to support the needs of the students.

National Junior Honor Society (NJHS)

Membership to the National Junior Honor Society is for 8th graders at Bluffs Middle School who meet the qualifications of having a cumulative GPA of at least 3.75. Student eligibility which includes the required GPA and the NJHS qualities of scholarship, service, leadership, character, and citizenship are reviewed by a Faculty Council in the Fall and induction takes place at the end of January or early February of that academic year. Students who meet the qualifications will be notified of their eligibility. Members are required to pay dues of $20. Qualifying families may waive or reduce the cost of their student's NJHS dues.

Honors Opportunities

All BMS students have the opportunity to pursue Honors Opportunities in Science and Social Studies. Honors Opportunities are assignment and project options that challenge students to demonstrate a deeper level of understanding of content, concepts, skill and application. Offered in the regular classroom, any student can participate in Honors Opportunities, by self-selecting a topic of interest to research (with teacher approval). The research and completion of the Honors Opportunities is student-driven with the teacher serving as the facilitator.

Features of the Honors Opportunities Program at Bluffs Middle School include:

- Alternative learning choices for students who have an interest and desire to embark on more challenging and advanced learning opportunities;
- More challenging opportunities – not simply more assignments; and,
- Available to interested students in Science and Social Studies.

Notation on the report card of any student who completes the honors requirement for the semester(s).

High Ability Learner (HAL) Program

The High Ability Learners Program is designed for students with special needs in regard to the depth and pace of the curriculum. Any HAL activities that the students participate in are considered part of their curriculum and should not result in "extra- work" for the students. Teachers will plan alternative activities for HAL students in a manner that enriches and supplants core content without creating additional work over and above that planned for their peers.

Parent-Teacher Conferences

Parent-teacher conferences will be held this year on:

- October ~~22nd~~ 23rd from 4:00 PM-8:00 PM and October ~~23rd~~ 24th from 8:00 AM-8:00 PM
- March ~~18th~~ 19th from 4:00 PM-8:00 PM and March ~~19th~~ 20th from 8:00 AM-8:00 PM

SECTION 7 - GUIDANCE AND HEALTH SERVICES

Guidance and Counseling

The purpose of the guidance program is to help you gain the most you possibly can from your middle school experience. Students wishing to visit a counselor should contact the guidance secretary to arrange an appointment. You also need to get a pass and clear it with your teacher. Students for the ~~2024-2025~~ 2025-2026 school year are assigned to counselors as follows:

~~8th~~ 6th Grade	**Mr. David Castle**
~~6th~~ 7th Grade	**Mrs. Letizia Kosman**
~~7th~~ 8th Grade	**Mrs. Shana Dick**

Physical Education Limitations

If a student is not to participate for more than one day in physical education due to a health condition, please provide the school with a note from your healthcare provider. Students with physical limitations such as asthma, diabetes, seizures, or other illness/health concerns need their record updated annually. CONTACT THE SCHOOL HEALTH STAFF IMMEDIATELY AT 635-6280. Earrings, body rings, and jewelry are not allowed in physical education class due to the possibility of injury to the wearer or other students. Students will be asked to remove any jewelry or not be allowed to participate in the class activity. Any new body piercing usually generates a six-week period where the jewelry may not be removed. The student will be allowed to make up the class activities. A failing grade might be the result if these activities are not made up. We recommend that any piercing be done in the summer or over Christmas vacation.

Medication

It is recognized that for effective treatment of chronic and/or acute illnesses, medication might need to be administered

during school hours. A student who is required to take medication during the regular school day must comply with medication administration policy. The policy has been developed for the safety of the student receiving the medication and for the safety of all students.

Medication will be administered by the school nurse, a registered Medication Aide, or other school staff member meeting the minimum competency standards for the Medication Aide Act. To avoid disruption of education, the most beneficial time to administer medication at school is during lunch. The prescription label should indicate this. The student has a responsibility to remember to report to the office at medication administration time. Some medications may not need to be given during school hours.

In order for school personnel to administer prescription medication to a student, it is necessary to have a health care provider's authorization and written order and a parent/guardian's authorization. Medication must be brought to school in the original labeled prescription bottle by parent/guardian with proper label including child's name, health care provider's name, drug name, and instructions for use (time, dosage, duration). The authorization must be renewed on an annual basis and/or if the prescription changes. Loose capsules, tablets, unidentified or non-labeled medication will not be accepted for administration. Prescription medication will not be administered without the above authorization and information**.**

SBPS will not be held liable in cases of choking, allergic reaction, side effects, and/or any health risks related to medication. If medication is not brought to school by an adult, SBPS will not be responsible for lost or stolen medication. Medications must be picked up by an adult on the last day of school or they will be disposed of.

A record of the medication administration is kept on each student receiving medication. Medication will be kept in a secured area. Students may carry and self–administer inhalers, epi-pens, insulin, and other medication if appropriate paperwork has been completed. If your child has prescription medication in the office, it will be sent with school staff on field trips.

Health Offices are stocked with first aide medication (such as saline eye drops, insect sting swabs, topical cooling gel, etc.) At BMS, cough drops are given as needed and students may carry/self-administer. If your student can not have such products, then contact school health staff. Tylenol or Ibuprofen can be given if a parent/guardian completes a medication administration form and the parent/guardian supplies the medication. Only small bottles of 25 pills or less will be accepted. Over-the-counter medication will be given at the discretion of the health staff and only as directed by the manufacturer. The parent/guardian will not be notified when over-the-counter medication is given.

Procedures for Students who Become Ill or Injured at School

Scottsbluff Public Schools District employs both registered nurses (RN) and Health Office assistants. An ill or injured student may not leave school until permission of parent/guardian or emergency contact has been received. Each school has a First Responder team and staff who are CPR/First Aid/AED certified and Attack on Asthma trained. Basic First Aid will be administered to a student, if more extensive care is needed, then the parent/guardian or emergency contact will be notified. If it is perceived that a student is in an emergency medical situation, an ambulance will be called to the scene and parent/guardian or emergency contact will be notified. If a student is transported to the hospital, then a health care provider note releasing them to return to school is required. The student may not return to school on the same day.

Physical Examination

Physical examination by a physician, physician assistant, or advanced practice registered nurse within the six months prior to the entrance of a child into ~~Early Childhood Education~~, beginner grade or Kindergarten and 7th grade, or in the case of a transfer from out of state to any grade, is required. The parent/guardian has the right to submit a written statement refusing such examination.

Sports Physicals

Each student participating in interscholastic athletics is required to have a complete physical examination, to be given on or after May 1st of each year**.**

Concussions

A concussion is a type of brain injury that changes the way the brain normally works. If your student has a concussion, his or her brain needs time to heal. After a concussion, physical and cognitive activities should be carefully managed and monitored with limited and gradual return to learn and play. If your student is diagnosed with a concussion, then please contact the school nurse, counselor, principal, or coach. The Concussion Management Team will meet with you and your student to develop a Return to Learn and Play Plan. This meeting needs to be done ***BEFORE*** your student can return to school. Refer to concussion protocol for further details.

Administrative Procedures and Guidelines

Forms and health services guidelines may be found on the School District website under Health Services.

SECTION 8 – CODE OF CONDUCT AND BEHAVIOR EXPECTATIONS

Code of Conduct and Behavior Expectations

Bluffs Middle School staff has developed a Positive Behavior Support (PBS) program which sets guidelines for appropriate behavior in all areas of the school. The goal of this program is to teach students responsible social behavior.

In the middle school program, there will be many strategies used to teach children to be safe, to be responsible, and to be respectful. Students will learn social skills, responsibility, and procedures necessary to be successful in school and in society. Another component in a school-wide discipline program includes rewards. Reinforcing good choices may include but are not limited to participation in school-wide activities, verbal praise, school-wide recognition, PBS reward points, and positive letters and phone calls to parents/guardians by staff members.

Consequences for negative behavior will be based on the BMS Discipline Matrix. Consequences will be handled with confidentiality and will be commensurate with the act. Consequences may result in a Low Level Referral which may be managed by a Bluffs Middle School staff member or an Office Referral which may be processed by building administration.

Parents/guardians should be aware that there are school resources available to help students develop their responsibilities. These resources include the building administration, classroom educators, school counselor, school resource officer, and paraprofessionals. Bluffs Middle School staff wants to work closely with students and parents/guardians to help each child become a responsible citizen. Parent/guardian comments and concerns regarding this program are welcomed. It is important to recognize the needs of each child in the educational process.

NOTICE. Discipline procedures will be handled case by case. Consequences may vary from student to student and situation to situation. When students are assigned to the office, actions taken are solely at the discretion of the administrator. Students who have been suspended or expelled from school may NOT be on any school grounds or at school activities without permission from an administrator.

Positive Behavior Support Expectations

PBS expectations are applied to all areas of the school including but not limited to restrooms, offices, classrooms, library, after school clubs, gymnasium, cafeteria, and all school activities.

- Be Safe—Not likely to cause any physical injury or harm.
- Be Responsible—To behave in a sensible way so other people will trust you.
- Be Respectful—To honor the rights or wishes of others.

Bluffs Middle School will provide Positive Behavior Supports (PBS) celebration programs and re-teaching sessions. Students who are absent from the re-teaching sessions are expected to make up the session or have detention.

Restorative Practices

As a response to negative behavior BMS staff will strive to implement restorative practices that aim to repair relationships and strengthen our school community. Our philosophy is that restorative practices do not take the place of applied consequences; they are supplemental and integral to a student returning to the learning environment, restoring trust with a teacher/student, and/or making a situation right-restitution. The following principles reflect the values and concepts for implementing restorative practices.

- Acknowledges that relationships are central to building community and overall school success.
- Builds systems that address misbehavior and harm in a way that strengthens relationships.
- Focuses on the harm done rather than only on rule-breaking.
- Gives voice to the person harmed.
- Engages in collaborative problem-solving.
- Empowers change and growth.
- Enhances Responsibility

Fidgets and Personal Items

Due to their disruption of the learning environment, fidgets, and other unapproved personal items are not to be brought to

school unless there is an accommodation for such stated in an IEP or 504.

Gum

Bluffs Middle School prohibits gum at school. This policy is in place to ensure an environment where all can take pride in the upkeep and cleanliness of our school campus. Students are not allowed to chew gum on campus. This includes before, during, and after school.

Water Bottles

Water bottles are permitted in classrooms. They must only contain water and must have a lid that closes. No straws or cups are allowed.

Food and Drink Guidelines

~~Food is not allowed in classrooms and other carpeted areas such as hallways and the media center. Drinks purchased from the cafeteria must be consumed in the cafeteria. No food or drink will be allowed outside the cafeteria.~~
Students are not allowed to bring in commercial food or have food delivered to school. Parents/guardians bringing in commercial food can eat with their own students (no other students) in the office. Students may not bring outside food to share with other students.

Students have the option to purchase breakfast and lunch items during the designated meal times; those items must be consumed in the cafeteria. No food or drink will be allowed outside of the cafeteria or in classrooms. Students found to have food and drink items outside of the cafeteria will be asked to throw them away.

Scented Sprays

Scented sprays should not be brought to school. Spray products such as colognes, perfumes, or body sprays can cause a disruption to the learning environment and serious health and safety issues.

Cell Phones, Personal Listening Devices, and other Electronic Media Devices

Due to their serious disruption of the learning environment, threat to test security and personal privacy, and general inappropriate use by students, the following items are not to be used inside of the school building during the hours of 7:38 AM - 3:00 PM or while involved in a school sponsored activity, unless otherwise authorized. All exceptions listed within Board Policy 6113 must be approved in advance by an appropriate school staff member.

- Cell phones, smart watches, personal listening devices; hereafter referred to as “electronic communication devices” or “devices”:
    - Students are permitted to possess personal cell phones or electronic communication devices; however, these devices are to remain turned off and in the students locker during the school day (7:38 AM -3:00 PM)
    - The use of cell phones, electronic communication devices, or any device capable of capturing images or videos is strictly prohibited in classrooms, locker rooms, or restroom areas while at school.
    - If a student uses a ~~elecommunication~~ cell phone or electronic communication device without prior authorization during the school day, the device will be confiscated and the student will receive an office referral. The parent/guardian may pick up the confiscated cell phone/device from the office.
- Cell phones/electronic communication devices used on school property outside of school hours or while attending a school sponsored function, home or away, will be at the discretion of the supervising sponsor of the event, club, or organization.

Staff guidelines for the confiscation of a cell phone/other electronic communication devices.

- Cell phone/device is heard or seen unless otherwise authorized
- Cell phone/device creates a disruption of any kind
- Student is using the cell phone/device for any reason (talking, texting, reading, checking messages, viewing, playing, listening, checking time, etc.) unless otherwise authorized

Student response to confiscation.

- Without the loss of instructional time or focus, the cell phone/device will be quietly handed over to a school employee making the request. Failure to submit will be considered insubordination and consequences will follow the Parent-Student Handbook guidelines.
- Any appeal is addressed to a principal during non-instructional time.

Parental notification & consequences.

- Notification that the cell phone/device was being used in violation of this policy will be made by an administrator to the student's parent/guardian. Consequences will follow the BMS Discipline Matrix in the Bluffs Middle School Parent-Student Handbook. Cell phone/device will be returned to the parent/guardian at the end of the day.
- Any offense that occurs during an assessment will result in confiscation of cell phone/device and score of 0 will be recorded.

If a student allows another student to use their cell phone/device unless otherwise authorized during school hours both individuals may be subject to the consequences outlined in this policy.

The school is not responsible for lost, stolen, or damaged cell phones/devices, nor will we spend time investigating these issues. It will be the responsibility of the student or parent/guardian to turn the matter over to the local police department and any investigation by the police will be done outside the school day to avoid the interruption of instructional time. Students bring these items to school at their own risk. It is, however, recommended that students leave cell phones/devices in their lockers.

Inappropriate cell phone/device use during non-school hours or off school grounds but related to school activity or having a nexus to the learning environment, may result in consequences up to recommendation for expulsion. Inappropriate cell phone use during school hours may result in consequences up to recommendation for expulsion. Examples are but not limited to; possession of and/or photos taken of exposed individuals, threats against another person and those uses considered illegal by law.

Student cell phones and electronic communication devices, including, but not limited to, text messages and digital photos, may be searched by the District, under limited circumstances. Specifically, school officials may not search students' cell phones/devices, including the accessing and reading of their text messages and digital photos, unless those officials:

1. Have a reasonable suspicion, based on objective and articulable facts, that the search will provide evidence that the particular student was violating either the law or a school rule; and,
2. The scope of the search is reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the infraction.

Misuse of School Issued Chromebook

Students who do not follow guidelines for the appropriate use of school issued Chromebooks will face school consequences as follows:

- 1st offense: Parent/Guardian Contact; formal warning.
- 2nd offense: Loss of Chromebook privileges for 5 school days and a formal office referral.
- 3rd offense: Loss of Chromebook privileges the length to be determined by BMS administration; formal office referral.

BMS administration reserves the right to take away Chromebook privileges at any point. Additionally, infractions may be referred to the BMS discipline matrix.

Weapons

Scottsbluff Public Schools will not tolerate the possession of dangerous weapons by students on school district property or at school district-sponsored events. Possession includes having a weapon in a desk, backpack, locker, vehicle, or on a student's person. If a student carries, displays, or draws any dangerous weapon, look-alike weapon, any toy that looks like a weapon, or anything that could cause bodily harm, they may face consequences up to and including expulsion.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

Students refusing a search, when justified by reasonable suspicion, will receive consequences consistent with students who are found in possession of items or substances prohibited within the school.

Transmitting or Distributing Inappropriate Material

Students who create or distribute information via cell phone, e-mail, or through a web site that results in or is likely to result in the disruption of the educational process, advocates a violation of the Bluffs Middle School Code of Conduct (i.e. recording a fight), or is sexually explicit (commonly called sexting) may face additional disciplinary actions such as in-school suspension and/or out of school suspension as deemed appropriate by administration.

Dress Code Expectations (Board Policy 5101)

~~Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.~~

Student Appearance. Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Specific expectations should be re-evaluated each year and be consistent with Parent-Student Handbooks.

Examples of inappropriate dress may include, but are not limited to, the following.

- Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an inappropriate size and fit so as to be revealing or drag on the ground.
- Items or accessories that could reasonably cause a distraction (gloves, capes, costumes, sunglasses, etc.)
- Clothing or jewelry that advertises or promotes alcohol, tobacco, or illegal drugs.
- Blankets
- Trench coats
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel, etc.) or that would encourage “horse-play” or that would damage property (e.g., cleats).
- Headwear, including hats, caps, bandannas, and scarves.
- Clothing or jewelry that exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning.
- Clothing or jewelry that is gang related
- Book covers, notebooks, folders, etc., that have inappropriate signs, pictures, or language.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia at any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments, or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student’s gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student’s hair.

The final decision regarding attire and grooming will be made by the principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the principal’s office.

Students who are in violation of the school dress code will be educated on the reason the clothing is not allowed in the school setting, and:

1. When personal clothing is available, be given the opportunity to change into educationally appropriate attire.
2. Be given the opportunity to change into school issued clothing.
3. When the first two are not viable options, the student’s parent/guardian will be contacted to bring appropriate clothing for the student to wear.
4. Students will not be allowed to return to classes until they are in compliance with the school dress code.
5. Repeated violations could result in school consequences.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in Board Policy 5101.

Coaches, sponsors, or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups, or students who are representing the school as part of an extracurricular activity program.

~~SBPS respects students' rights to express themselves in the way they dress. Students are expected to respect the school community by dressing appropriately for a K-12 educational environment. It is the intention of these guidelines that students be neat, clean and appropriately attired so that they can take part in the regular activities of the school day. Students should dress so as to not disrupt the educational experience. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected class. Students who do not adhere to the guidelines will not be allowed to attend class and parents will be contacted if appropriate clothing is not available or refused by the student. The SBPS administration reserves the right to make adjustments to the Dress Code in the spirit in which the guidelines were drafted. The SBPS administration will use their professional judgment in enforcing the dress code.~~

~~Examples of inappropriate dress may include but is not limited to the list below.~~

- ~~Pajama apparel.~~
- ~~Inappropriate Tops or Clothing.~~
    - ~~The hem of the top must touch with the hem of pants in a standing position.~~
    - ~~All shirts/tops must have two inch or wider straps on both shoulders.~~
    - ~~All clothing must cover undergarments.~~
    - ~~Tops or bottoms that do not provide adequate covering of the body.~~
    - ~~Shorts or pants below the waistline (with or without a belt).~~
    - ~~Excessive holes and rips in pants and shorts.~~
    - ~~Shirts and dresses must have fabric in the front, back, and on the sides. Fabric covering all private parts and must not be see-through.~~
- ~~Inappropriate accessories, i.e. chains, gloves, sunglasses, etc.~~
- ~~Spiked apparel.~~
- ~~Blankets~~
- ~~Trench coats worn during school hours and/or at activities.~~
- ~~Hoods, hats, or caps worn to cover the head are not permitted.~~
- ~~Inappropriate slogans or lettering.~~
- ~~Gang Related Apparel (includes hair nets and bandanas)~~
- ~~Tobacco/Alcohol/Drug Related Apparel~~
- ~~Vulgar or Offensive (guns, violence, sexual, etc.)~~
- ~~Prescription sunglasses that are not transition prescription glasses.~~

~~Chromebooks, notebooks, folders, etc., cannot have inappropriate signs, pictures, or language.~~

~~Considerations will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review the items listed above.~~

~~Students who are in violation of the school dress code will be educated on the reason the clothing is not allowed in the school setting, and~~

1. ~~When personal clothing is available, be given the opportunity to change into educationally appropriate attire.~~
2. ~~Be given the opportunity to change into school issued clothing.~~
3. ~~When the first two are not viable options, the student's parent will be contacted to bring appropriate clothing for the student to wear.~~
4. ~~Students will not be allowed to return to classes until they are in compliance with the school dress code.~~
5. ~~Repeated violations could result in school consequences.~~

The following items are not to be taken to or worn in classrooms:

- Gym bags, coats, jackets, instruments, hats, and lunch boxes

~~The final determination regarding whether clothing or apparel is appropriate rests with the building administration. Students wearing restricted clothing may be asked to change into something appropriate at school, they may be sent home, or may be suspended.~~

Gang Activity or Association

For the purpose of these policies, a gang is a group of three or more people who:

- Interact together to the exclusion of others;

- Claims a territory or area;
- Have a name;
- Have rivals/enemies; and,
- Exhibit antisocial behavior-often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff members, or other employees;
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or,
- Imply gang membership or affiliation by written communication, marks, drawing, paint, design, or emblem upon any school or personal property or on one's person.

Students who violate this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

Public Displays of Affection

The school recognizes that feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on campus or at school related events. Repeated or especially inappropriate behavior in this regard may result in disciplinary consequences

Conduct in the Building

If a student must be in the halls during class periods, please show courtesy to teachers and students in class by keeping as quiet as possible. There is to be no running, shouting, scuffling, pushing, or throwing objects in halls or classrooms. Improper language is not acceptable at any time. ~~Students are not to bring in any outside food or drink into the school building. Outside food or drink must be consumed before entering the building or be thrown away. Students may eat during designated breakfast time prior to 7:38 AM. All food bought in the cafeteria must remain in the cafeteria and should not be taken to classrooms or hallways. Students in the halls without a pass will be required to return to their class for the remainder of the period. Teachers may require students to come in after school to make up time missed from class and/or as part of restorative practices.~~

Behavior Expectations at School Sponsored Activities

Expectations at Scottsbluff Public School sponsored activities are a direct reflection of school expectations. Any deviation from these expectations during any activity may result in a prohibition of attending future activities (middle school or high school). Students are not allowed back into an event once they leave the facility.

Student Expectations at Home Football Games

Bluffs Middle School students' conduct at home football games reflect not only on you, but on your school, our school district, and community. Please show pride in our school, our school district, and community by showing your best behavior and sportsmanship. Students who choose to attend the home football games are choosing to attend in order to support and cheer on the high school football team. Students will be asked to leave if they are constantly out of their seat and/or not abiding by any of the below mentioned expectations. This may also result in an Office Referral and subsequent loss of future SBPS activity attendance.

- Students who receive an office referral the week of a home football game will not be able to attend the game and sit in the BMS student section. They can attend and sit with parents/guardians in general admission.
- BMS students will sit only in the designated area of the SOUTH section of the EAST grandstand.
- Students will enter and exit the home football game through the EAST gates.
- You may sit in one of the other sections of the WEST grandstand only if you are accompanied by and sit with a parent/guardian.
- Students will be required to sit for the entire game. You may get out of your seat and leave the stands only at HALFTIME of the football game to use the restroom and purchase something from the concession stand.
- Students will use the restrooms and concession stands on the EAST side of the stadium. You will remain on the EAST side of the stadium for the entire game.
- If you leave the game you will not be allowed to return.
- At NO TIME are students to be on the playing field.
- Students will not sit on or lean over the restraining walls at the back or sides of the stadium.
- Please keep the aisles clear at all times.
- Please stand, remove your hat, and be respectful during the playing of the Star Spangled Banner.

- If a student is asked to leave the game they will not be permitted to sit in the BMS student section for any other home football games for the rest of that season.

BMS 8th Grade Dance

The BMS 8th Grade Dance is a school-sponsored dance activity subject to all provisions of the Student Activity Code and is a privilege available to students meeting all requirements for participation.

Criteria to Attend BMS 8th Grade Dance.

- Only current 8th Grade Bluffs Middle School students may attend. Former students, alumni, relatives, and friends may not attend.
- Students attending must be in good academic standing and not failing more than one class.
- Students attending may not have more than five behavior referrals for the school year.
- Students who are expelled from school are not allowed to attend.
- Students attending must not have had ISS or OSS during the 4th quarter.

Student Conduct at the BMS 8th Grade Dance. In addition to all rules of student conduct in the Parent-Student Handbook, students attending dances shall adhere to the following rules of conduct:

- Student conduct and behavior must be appropriate for the school environment.
- Students must arrive at the dance no later than 15 minutes after the designated start time.
- Students must stay at the dance until the official end time unless they are picked up at the door by his/her parent/guardian.
- Students must follow the dress code.
- Students must attend a full day of school on the day of the dance.
- Students who have inappropriate behavior will be removed from the dance, and parents/guardians will be notified to pick their student up early.

In School Suspension

ISS will be utilized as necessary as it aligns to the Bluffs Middle School Progressive Discipline chart. While in ISS, school work will be coordinated with the classroom teacher and the ISS supervisor. Students are expected to turn in cell phones, and remain engaged in their coursework throughout the time they are assigned ISS.

Out-of-School Suspension

Any student who is suspended from school shall be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations.

Out-of-School Suspension - 1- 9 Days

Students who have been suspended from school for one to nine school days will be provided, and are expected to complete, daily assignments in Google Classroom. Students and parents/guardians may contact their student's teachers for questions regarding assignments in Google Classroom via ~~Remind~~ ParentSquare or email.

Out-of-School Suspension - 10-19 Days or Expulsion

Students who have been suspended from school for 10-19 school days or have been expelled will be provided, and are expected to complete, daily assignments in Google Classroom. Students and parents may contact their student's teachers for questions regarding assignments in Google Classroom via ~~Remind~~ ParentSquare or email. Long-term suspended (10 or more days) or expelled students may be eligible to participate in alternative education programming.

Additional Resources During Suspension

Nebraska SMART Tutoring**.** Nebraska SMART is a free virtual tutoring program for students in grades K-12. Teacher education candidates from Chadron State, Peru State, and Wayne State Colleges remotely tutor students. Parents/guardians who wish to gain access to tutoring must register their child(ren) by visiting www.nscs.edu/NebraskaSMART. Tutoring hours are 3:30-6:30 PM, Monday through Friday.

Guidelines for Suspended or Expelled Students

Students may not participate in activities during the term of suspension, including, but not limited to, concerts, school functions, and practices. All students suspended for disciplinary reasons will be expected to make up all assignments in their classes. They will have the potential to receive full credit for all makeup work turned in. Homework must be turned in to the teacher the day a student is scheduled to return for regular classes. Students who are suspended will be provided an education in accordance with state statute. Students suspended or expelled may not be on any Scottsbluff Public School District properties without prior arrangements with an administrator of that building.

Scottsbluff High School Campus

Scottsbluff High School building and campus are off limits for middle school students during the school day and after school. Business that is to be conducted at Scottsbluff High School must take place after school through the High School office or with prior administrative approval.

BMS Discipline Matrix

The BMS Discipline Matrix on the following page has suggested consequences, but the final decision regarding consequences is at the discretion of the building administration. With any school behavior offense covered by the law, law enforcement can be contacted for possible prosecution. Additional discipline may occur due to membership in extra-curricular activities. Discipline procedures apply to school buses, activities, field trips, and any occurrence on property owned by the School District. Per Scottsbluff Public Schools Board Policy 5101 and Nebraska State Statute, the Bluffs Middle School Code of Conduct and Behavior Expectations also apply while on school owned, operated, or chartered transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and educational processes of the District.

NOTICE. Discipline procedures will be handled case by case. Consequences may vary from student to student and situation to situation. When students are assigned to the office, actions taken are solely at the discretion of the administrator.

*Restorative Supports may be assigned for infractions of behavior expectations.

Structured Day. Structured days will also be incorporated as a consequence for classroom/school negative behavior. Structured days may include but are not limited to altered school start/end times, loss of passing time privileges, loss of lunchroom privileges, mandatory completion of restorative practices paperwork/activities.

BMS Discipline Matrix

School-Wide Infractions	Formal Warning/ Parent contact	Detention					In-School Suspension					Out-Of-School Suspension						Hearing for Expulsion
Number of Days		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	9+1 ISS	
Arson (Setting a fire)																		1
Attendance Policy Violation	Time for Time																	
Battery (Physical Attack/Harm)																→	→	→
Burglary/Breaking-Entering																→	→	→
Academic Dishonesty	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
Cell Phone Violation	→	→	→	→	→	→	→	→	→	→	→							
Derogatory Language: Casual	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
Derogatory Language: Aggressive							→	→	→	→	→	→	→	→	→	→	→	→
Derogatory Language: Threatening												→	→	→	→	→	→	→
Distribution of Drugs/Alcohol																		1
Extortion									1		2					3		
Fighting (mutual)																→	→	→
Firearm Violation																		1
Forgery	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
3+ Low-Level Referral	1																	
4+ Low-Level Referral	→	→	→	→	→	→												
Gross Teacher Disrespect/Profanity to staff									→	→	→	→	→	→	→	→	→	→
Insubordination/Willful Disobedience	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
Other Object Used as a Weapon												→	→	→	→	→	→	→
Carrying, Possession, or Display of Deadly Weapons or Dangerous Objects																→	→	→
Possession of Alcohol, Drugs, or Drug Paraphernalia																	1	2
School Threat (Threat of Destruction or Harm)														→	→	→	→	→
Serious Disruptive Behavior	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
Sexual Assault																→	→	→
Sexual Harassment									→	→	→	→	→	→	→	→	→	→
Teasing/Harassment, Bullying	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
Tobacco/E-Cigarette Violation									→	→	→	→	→	→	→	→	→	→
Theft							→	→	→	→	→	→	→	→	→	→	→	→
Threat/Intimidation(Causing fear or Harm)	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
Trespassing	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
Under the Influence of Drugs/Alcohol																	1	2
Vandalism (Damage to School/Personal Property)	Reimbursement							1		2						3		
Violation of School Rules (Disregard for School Expectations)	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→

SECTION 9 – DRUGS AND ALCOHOL

Vaping

Scottsbluff Public Schools believes illegal or unauthorized products or substances cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors. As such, all district-owned or operated facilities, grounds, and vehicles, as well as district-sponsored events, will be designated tobacco, alcohol, and drug-free. The use of all vaping products (nicotine, marijuana oil, or other substances) is prohibited on school grounds and in school buildings (Board Policies 1120 and 5104).

~~Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco (Board Policy 5104)~~

~~The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol, or tobacco (including electronic nicotine delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:~~

~~1. Possession, use, distribution, or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant;~~
~~2. Possession of any prescription drug in an unlawful fashion;~~
~~3. Possession, use, distribution, or being under the influence of alcohol;~~
~~4. Possession, use, distribution, or being under the influence of any abusable glue, aerosol paint, or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes;~~
~~5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes; and/or,~~
~~6. Possession, use, or distribution of any tobacco product (including electronic nicotine delivery systems).~~

~~Disciplinary Sanctions~~

~~Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:~~

~~1. Violation of these standards may result in suspension or expulsion.~~
~~2. Prohibited substances will be confiscated and turned over to law enforcement authorities.~~
~~3. The student may be referred for counseling or treatment.~~
~~4. Parents/guardians will be notified.~~
~~5. Law enforcement will be notified.~~
~~6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.~~

SECTION 10 – EXTRACURRICULAR ACTIVITY

Extracurricular Activity (Board Policy 5103 - Extracurricular Activity)

Extracurricular Activity Philosophy. Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests.

Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community, and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill, and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety. The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common sense.

Warning for Participants and Parents/Guardians. The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

All athletes and their parents/guardians must realize the risk of serious injury which may result from athletic participation. The following safeguards will be used to make every effort to eliminate injury.

1. Conduct a mandatory parent/athlete meeting prior to the start of the season to fully explain the athletic policies and to advise caution and warn parents/guardians and athletes of the potential for injury.
2. The parents/guardians of our athletes must assume and agree to be personally responsible for any emergency medical care that may become necessary for the student in the course of athlete activities or travel.
3. Instruct all athletes about the dangers of participation in the particular sport.

Activity Pass

Students participating in a BMS Activity (athletic and non-athletic) are required to purchase an Activity Card. Families qualifying under Board Policy 5416 - "Student Fees" may waive the cost of their student's Activity Card.

Extracurricular Activity Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the School District's policies, procedures, and rules.

Activities Subject to the Code of Conduct. The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the School District which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to all school sponsored activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities. A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When. This policy will begin on the Monday of Week 7 of the current NSAA calendar (first day of fall practice) and continue until Sunday of Week 7 of the following year's NSAA calendar.

Where. The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority;
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment, or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self- defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation;
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace, and pepper spray, unless a district administrator gives prior approval) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in an manner that is unlawful or contrary to school activity rules;
7. Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in Neb. Rev. Stat. § 28-401, or material represented to be alcohol, narcotics, drugs, a controlled substance, or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency;
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds, or at a school function or event;
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals;
11. Repeated violation of any of the school rules;
12. Truancy or failure to attend assigned classes or assigned activities; tardiness to school, assigned classes or assigned activities;
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
14. ~~Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar, or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use;~~
15. Willfully violating the behavioral expectations for those students riding Scottsbluff Public Schools buses or vehicles used for activity purposes;
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or sponsor;
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event;
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting;
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing; and/or,
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Drug and Alcohol Violations - Meaning of Terms.

- "Use" or "consume" includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.
- "Under the influence" means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.
- Possession" includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:
    - Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; or,
    - Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent/guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know, or have a reasonable basis to know, that alcohol would be present, and the student leaves the location where the alcohol is present as soon as the student could safely do so. Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist;
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court;
3. When a student fails or refuses to submit to a court-ordered or school-ordered drug test;
4. When a student admits to violating one of the standards of the Code of Conduct.
5. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable; and/or,
6. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Eligible to letter, if the student suspended from activities has committed one violation, the student may be considered for post season awards and recognition at the coach or sponsor's discretion; or,
3. Not eligible to letter, receive any post season awards, or hold a school record if the student suspended from activities has two or more violations in the same season. If the violations occur within one activity season, the student may be eligible to letter, receive post season awards, or hold a school record for a separate activity upon the coach, sponsor, and activities director's approval.

Self-Reporting. A student who violates the Code of Conduct must self-report. The self- report must be made to the principal, activities director, or the head coach or sponsor of an activity in which the student participates. The student's parent/guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made before the end of the next school day after the conduct occurred and before participation in an extracurricular or co- curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to

the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Procedures for Extracurricular Discipline

The following procedures are established for suspensions from participation in extracurricular activities:

1. **Investigation.** The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.

2. **Meeting.** Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
    - The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
    - The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

3. **Notice Letter.** Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the activities director or designee will make personal contact, followed by a written statement to the student and the student's parent/guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parent/guardian will be informed of the opportunity to request a hearing.

4. **Informal Hearing Before Superintendent.** The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the activities director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
   A form to request such a hearing must be signed by the parent/guardian. A form will be provided with the notice letter or otherwise be made available by request from the principal's office.
    - The request for a hearing must be received by the District Office within five days of receipt of the notice letter.
    - If a hearing is requested:
        - The hearing will be held within 10 calendar days of receipt of the request, subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
        - The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
        - Upon conclusion of the hearing, a written decision will be rendered within five school days (10 calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parent/guardian.
        - A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

5. **No Stay of Penalty.** There will be no stay of the penalty imposed pending completion of the due process procedures.

6. **Opportunity for Informal Resolution.** These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

7. **Bluffs Middle School Personal Conduct and Activity Participation.** Students participating in or who will participate in extracurricular activities that are found guilty of/or cited by law enforcement for:

- Use or possession of alcohol, or having consumed alcohol; or,
- Illegal use or possession of a narcotic or habit-forming drug or having consumed a narcotic or habit-forming drug will be suspended from all practices and all public performances involving extracurricular activities.

The suspension period will begin on the day the student is formally notified by the activities director or the building administrators and will continue for two weeks.

If the suspended student and parent/guardian have met with an approved counselor for drug and alcohol evaluation and rehabilitation then the suspended student may resume practice after a suspension period of one week, but will still be suspended from all public performances involving extracurricular activities for a minimum suspension of two weeks. If the student hasn't begun participation in an extracurricular activity then the student will be excluded from the first two weeks of practice and all public performances of the first extracurricular activity in which the student is going to participate.

If the suspended student and parent/guardian have met with an approved counselor for drug and alcohol evaluation and rehabilitation then the suspended student may resume practice after a minimum suspension of one week, but will still be suspended from all public performances involving extracurricular activities for the first two weeks of that extracurricular activity.

A second offense of a. or b. above during the policy year will result in the student being suspended from all extracurricular activities for the remainder of the policy year.

Students participating in or who will participate in extracurricular activities, which are found guilty of/or cited by law enforcement for:

- Possessing or using tobacco, chewing or smoking; or,
- A misdemeanor or public misconduct;

may be suspended from the next public performance involving extracurricular activities. The suspended public performance will occur after or on the day the student is formally notified by the activities director or the building administrators. A second offense during the policy year will result in the student being suspended from the next two public performances. A third offense during the policy year will be dealt with by the Bluffs Middle School administration.

Students participating in or who will participate in extracurricular activities, who are found guilty of/or cited by law enforcement for a felony will be dealt with by the Bluffs Middle School administration.

Extracurricular Activities and Discipline Suspensions

If a student participating in extracurricular activities is assigned in-school suspension or out-of-school suspension, they are not allowed to participate in a public performance during the suspension assignment. This includes weekend performances that fall between Friday and Monday and in-school or out-of-school suspension. If a student participating in extracurricular activities is assigned out-of-school suspension, they will not be allowed to attend practice during the suspension assignment.

When Suspensions Begin. All suspension periods will begin on the day the student is formally notified by the activities director or any building administrator. If the student is not currently enrolled to participate in an extracurricular activity, the suspension will begin upon the students next season of participation.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy may lose eligibility to participate in extracurricular activities.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests, the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance, or other activity, students must be in attendance for the full day. A student who is not in attendance for any part of the full day must have approval by the principal or athletic director in order to be eligible for the contest, performance, or activity.
4. Any student who has an unexcused absence during the school day will not be eligible to participate in practice or game/performance the day of the absence.

Every attempt should be made to be in attendance the day of a contest.

Academic Standards and Eligibility

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. Students’ grades will be checked weekly on Wednesday beginning on the third Wednesday of the 9-week grading period**.** If failing grades are discovered the student will be considered ineligible.

1. Ineligibility. A student earning any F’s will not be allowed to participate in any public performance, competition, or activity until all grades are passing. (**see singular exception below).
2. Grades will be checked each Wednesday of the sports season and students and their coaches or sponsors, counselors, and parents/guardians will be notified of their eligibility status. The student is to discuss ineligibility with both coach or sponsors and parent/guardian.
3. Students who fail to fulfill their obligation of attending tutoring may not be allowed to participate in the next public performance, competition, or activity.
4. The first time a student becomes ineligible, he/she may petition for Academic Probation and Recovery. See below.

Academic Probation & Recovery

Students earning one F may be placed on academic probation & recovery.

1. Students may attend practice and/or participate in a performance, competition, or activity after attending study hall.
2. Probationary status is granted for the period of one week.
3. Probationary status may be used only once per season/activity.
4. Students in year-long activities may access academic probation once a semester.
5. The academic probation is removed upon verification that the student is passing.

Eligibility criteria for part-time students is governed by Board Policy 5004, NASAA Bylaw, and state law.

Mandatory Drug Testing Policy for Students Involved in Extracurricular Activities (Board Policy 5104.2)

The Board of Education for Scottsbluff Public Schools values students’ participation in extracurricular activities. Such students, as role models for other students, are key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. This policy statement should qualify our position on student drug and alcohol use. Participation in extracurricular activities is a privilege that can be taken away for failure to comply with this policy.

The purpose of this policy is as follows:

1. To provide for the health and safety of all students;
2. To undermine the effects of peer pressure by providing legitimate reasons for students to refuse the use of illegal drugs and/or alcohol;
3. To identify students who use illegal drugs and/or alcohol; and
4. To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

All current students participating in extracurricular activities or students that have voluntarily been placed in the pool at the request of their parent/guardian, guidelines.

1. Random Testing:
   The Board authorizes random unannounced screening of all students participating in extracurricular activities or those students that have been voluntarily placed in the pool by their parent/guardian. The list of students that make up the pool will be updated upon receipt of a signed consent form. Students who have been selected will be

required to report to the designated collection site for testing.

2. Consent:
   Each student wishing to participate in any extracurricular activity and the students that have voluntarily been placed in the pool at the request of their parent/guardian shall consent in writing to drug testing pursuant to the District's drug testing program. Parents/guardians wanting to voluntarily place their students in the pool must complete the General Authorization Form available through the school website. No student shall be allowed to participate in any extracurricular activity absent such consent.
3. Removal From the Random Testing List:
   Students who quit or are cut from an activity, prior to being selected for random testing, may request their name be dropped from the testing list. A request form must be signed by the student and his/her parents/guardians to be dropped. However, students may volunteer to remain in the pool even though he/she is not part of the activity. Students who have submitted at least 2 negative test results without any positive results may be dropped from the testing list.
4. BMS Continued Testing: Students entering SHS from BMS will continue under the 365 day drug testing period and are subject to continued testing until the 365 day time period is complete.
5. Student Support:There is an obligation to continue support for students who test positive. Drug testing during the summer will provide another reason for a student to refrain from the use of drugs or alcohol. Any student who has tested positive during a random test will continue to be tested through the summer months. The Drug Program Coordinator will contact the student to establish a location and time for the test to take place.

Refusal to Submit to Drug Use Test: A participating student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year.

Once a student is entered into the drug testing pool, their name will remain in the drug testing pool for 365 days, unless the parent/guardian signs consent to drop the student from the drug testing pool or upon student graduation.

Positive Test Results: Whenever a student's test result indicates the presence of an illegal drug (positive test), the following will occur: This includes students involved in extracurricular activities and students that have been voluntarily placed in the pool at the request of their parent/guardian. If the sample tests positive, the custodial parent/guardian will be notified and a meeting will be scheduled with the Drug Program Coordinator, the student, and the custodial parent/guardian.

First Positive Test:

1. DPC meeting with parent/guardian and student;
2. Student notified of a requirement to have a drug and alcohol assessment and take part in counseling sessions as dictated by the substance abuse professional after the assessment;
3. Written proof of alcohol/drug use assessment by a drug counselor is required before being allowed to return to practice and performances. A district-administered negative test must be provided before the student may return to the activity; and,
4. Follow-up drug testing, a minimum of once a month, will commence after the first parent/guardian meeting for the next 12 months. The 12-month period carries into high school if the student is in the 8th grade.

Second Positive Test (within two consecutive years):

1. DPC meeting with parent/guardian and the student;
2. Suspension of the privilege to participate in practice and extracurricular activities for 10 calendar days. If the end of the activity precedes the end of the 10 days, the remaining days will carry over to the next activity so that the student completes the required number of days;
3. An additional five sessions of drug counseling must be completed with a form submitted by a substance abuse professional before the student may return to activities. A district-administered negative test must be provided before the student may return to the activity; and,
4. Follow-up drug testing for the next 12 months will begin upon notification of the second positive test. The 12-month period carries into high school if the student is in the 8th grade.

Third Offense (within two consecutive years):

1. DPC meeting with parent/guardian and student;
2. Suspension of eligibility to participate in practice and extracurricular activities for the

remainder of the activity and includes the following activity in which the student plans to participate. The next activity may include activities at the high school if the student is an 8th grader. A district-administered negative test must be provided before the student may return to the activity; and,

3. Follow-up drug testing will continue for 12 months from the date of the parent/guardian and student meeting with the DPC. The 12-month period carries into the high school if the student is in the 8th grade.

SECTION 11 - STATE AND FEDERAL PROGRAMS

Parental Involvement Policies

General - Parental/Community Involvement in Schools. Bluffs Middle School welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Bluffs Middle School's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children.

Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents/guardians are encouraged to support the implementation of district policies and regulations.
3. Parents/guardians are encouraged to monitor their student's progress by reviewing quarterly report cards, attending parent-teacher conferences, and utilizing the Infinite Campus Parent/Student Portal.
4. Textbooks, tests and other curriculum materials used in the District are available for review by parents/guardians upon request.
5. Parents/guardians are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parent/guardians' continued attendance at such activities will be based on the students' wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents/guardians submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent/guardian request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents/guardians will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents/guardians are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents/guardians will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

Student Fee Waiver Procedures (Board Policy 5416)

The Board recognizes that while certain fees, specialized equipment, or specialized attire are appropriate and authorized, some students and their families are not financially able to afford them. The School District will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Waivers must be requested prior to the waiver deadline date. Waivers will not be approved retroactively for fees previously paid or specialized items, or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived. The following deadlines will apply to requests for waivers:

Participation Fees or Specialized Equipment or Attire. The end of the first week of practice for a particular sport or activity.

Course project materials. The District may choose to allow students to purchase course projects through completion of a purchase request form, typically prior to beginning the project.

Parents/guardians or students eligible for waivers shall make an application on the form provided by the School District. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

The School District will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed. The School District will annually notify parents/guardians and students of the waiver. The student fee policy and guidelines will be published annually in the Parent-Student Handbook.

Student Fees Policy (Board Policy 5416 - Student Fees)

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

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parent/guardian have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent/guardian contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. Board policy 5416.1 provides further specifics of student fees and materials required of students. Parents/guardians and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

Guidelines for Non-Specialized Attire Required for Specified Courses and Activities. Students have the responsibility to furnish and wear non-specialized attire meeting general district grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses, and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course, or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical, or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

Personal or Consumable Items & Miscellaneous.

- Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
- General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses. A specific class supply list will be published annually for elementary and middle school students. The list may include refundable damage or loss deposits required for usage of certain district property.
- Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property.

Students and their parents/guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

- Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
- Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- Parking. Students may be required to pay for parking on school grounds or to school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.
- Extracurricular Activities-Specialized Equipment or Attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

Extracurricular Activities-Fees for Participation. Any fees for participation in extracurricular activities are further specified in Board policy 5416.1. Admission fees are charged for extracurricular activities and events.

- Students participating in a BMS Activity (athletic and non-athletic) are required to purchase an Activity Card. Qualifying families may waive the cost of their student's Activity Card.

Postsecondary Education Costs. Students are responsible for postsecondary education costs for courses offered off-campus that are not part of the students' Career Academy graduation requirements. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a dual credit course taken at Scottsbluff High School taught by a Scottsbluff High School instructor or a course taken through a postsecondary institution as part of the student's Career Academy graduation requirements. These courses shall be offered without charge for tuition, books, or other fees.

Transportation Costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

Copies of Student Files or Records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents/guardians of such student. A parent/guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents/guardians of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

Participation in Before-and-After-School or Pre-Kindergarten Services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such

services are required to be provided without cost.

Participation in Summer School or Night School. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

Breakfast and Lunch Programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced- price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for:

1. Participation in extracurricular activities; and,
2. Use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents/guardians must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fees policy in the Parent-Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the Parent-Student Handbook). The Parent-Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for:

1. Participation in extracurricular activities;
2. Postsecondary education costs; and,
3. Summer school or night school.

Student Fees - Additional Specification of Required Materials and Fees (Board Policy 5416.1)

Program	General Description of Fee or Material	$ Amount of Fee (Anticipated or Maximum)[2] or Specific Material Required
Elementary Program		
Physical Education Classes	Appropriate clothing (non-specialized attire)	Appropriate attire
Music-Optional Band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, ~~drum sticks,~~ drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists

Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents/guardians may be encouraged but not required to pay for field trip costs of up to $5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to $100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.

School Meals		Breakfast (Grades K-5)--$2.10 Lunch (Grades K-5)--$3.10 Milk (Grades K-5)--$ .60 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
After School Program	Fees for the After School Program	$3/hour
Secondary Program	**General Description of Fee or Material**	**$ Amount of Fee (Anticipated or Maximum) or Specific Material Required**
Physical Education Classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt, lock for PE locker, unless otherwise specified
Art and Shop Classes and Special Projects, Science Classes	Appropriate clothing (non-specialized attire) Safety glasses-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective safety glasses for Science classes.
Music-Optional Band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology, & Marketing	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced Math or Science Classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.

School Meals		Breakfast (Grades 6-12)--$2.40 Lunch (Grades 6-8)--$3.40 Lunch (Grades 9-12)--$3.65 Chef Special at Lunch--$4.65 Milk (Grades 6-12)--$.60 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-Secondary Education Classes	Tuition and fees for college courses taken for credit.	Identified classes not paid for by the District will be paid for by the student.
End-of-Year Lost or Damaged Books	Damage fee or replacement cost	Fees and fines up to $5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of $60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about $55.
College Entrance Tests and Preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, PACT, and ACT test, are optional and to be paid directly to the private companies involved.
AP Testing	Fee per test	$98
Summer School Courses	Classes offered during the summer, or at night, if any	If a fee is charged students may be responsible.
Locker Usage	Use of school padlock	$~~5.00~~ 10.00 fee if damaged or not returned at the end of the year.
Extracurricular and Other Programs	**General Description of Fee or Material**	**$ Amount of Fee (Anticipated or Maximum) or Specific Material Required**
Athletic Programs		
Admission	Spectator fees for admission to events	$6.00 per event maximum. Students may purchase an Activity Ticket to exceed $45.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA. Students participating in activities/athletics must purchase an activity ticket.
Athletic Physicals	NSAA-required athletic physicals	Cost varies; payable directly to the student's physician or clinic.
Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, nonrequired gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:
		Basketball: No additional

	assessed fees in the amount of replacement cost.	Football	Mouthpiece
		Golf	Golf bag (to be checked out each year) & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
		Cheerleading	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
Travel Meals	Meals	Students are responsible for their own meals while traveling.	
Locker Use	Padlock for locker	$~~5.00~~ 10.00 fee if damaged or not returned at the end of the year.	

Camps and Clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues are required. Annual dues not to exceed $25.00 per club.
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. High School uniforms for the marching band will be supplied by the school; students may be required to pay a band uniform fee of $20.00 ~~15.00~~ High School Uniform Shoes: $45.00 For Middle School Band students, a $20.00 uniform cleaning fee is requested. ~~Polo shirt - $17~~ ~~Uniform shoes - $43~~
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of $130.00
Clubs/Organizations		
Basic Nursing	Basic Nursing Assistant State Registration Fee	$75
Cheerleading	Uniforms	Shoes - $125 Camp Uniforms - $400 Camp attendance is optional.
Choir	Attire	Choir Outfit Rental/Cleaning - $20 Show Choir Outfit Rental/Cleaning - $40 Travel Fees - $125 to $400

DECA	Membership Travel	Membership Dues - $25 Based on current travel costs
Drill Team	Uniforms National Trip	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories Based on current travel costs
Educators Rising	Membership Dues Membership Polo Travel Fees	$30 $25 Based on current travel costs
Family and Consumer Science (FACS) Courses	Foods Advanced Foods Culinary/ProStart	$20 $25 $40
FFA ~~Future Farmers of America (FFA)~~	Uniforms Travel fees	$75 ~~$175-$200~~ Based on current travel costs
Future Career/ Community Leaders (FCCLA)	Membership Dues Membership Polo/Red Jacket Travel Fees	$30 $25 - $90 Based on current travel costs
HOSA	Membership dues ~~T-Shirt~~ ~~Scrubs (Optional)~~ ~~Uniform for Nat'l~~ Competition ~~(Optional)~~ Travel fees	$25 ~~$20~~ ~~$80~~ ~~$180~~ $10 Based on current travel costs
Key Club	Membership Dues	$10
Medication Aide	State test fee & Application	$53
National Honor Society & National Junior Honor Society	Membership Dues	$20
Orchestra	Instrument Uniform Rental	Varies $20 to $50
Senior Graduation	Cap and Gown Breakfast	$36 $15
Skilled and Technical Science Courses	Advanced Woods Manufacturing Intro to Skilled & Technical Science	$35 $25
SkillsUSA	Membership Dues Travel Fees	$25 $50 to $150
Spanish Club	Membership Fees	$5
Spanish Heritage/AP Spanish	CLEP Test Testing Center Fee	$95 $15
World Languages – Seal of Biliteracy	Fee	$10
Social & Recognition Activities		
1. School Plays, Musicals and Social Activities	Admission to events	$10.00 per play or activity

2. School Dances	Admission to prom, homecoming, etc.	Up to $10.00 per event
3. Class Dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed $50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.
5. Senior Recognition Assessment	Optional graduation Activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed $50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events, etc.	If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

Bluffs Middle School Student Fees

General school supplies and P.E. clothing and towels are the responsibility of the student to provide. Those fees charged in other classes including Band and Choir (outfits), Family and Consumer Science (projects), or extracurricular activities including Cross Country (t-shirt) may be waived for qualifying families with the understanding that the items will remain the property of the school.

SECTION 12 – FORMS

Student Fees - Student Fee Waiver Application (Board Policy 5416.1)

The 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. If you would like the District to waive specific student fees for your child, you must fill the form out in its entirety and submit it, along with any required documentation, to the office of the principal.

Scottsbluff Public Schools
Parent-Student Permission Information Record Sheet

Please check all appropriate responses , sign the signature lines, and return to the school office. All forms are due back five (5) school days after you have received them. The parent(s)/guardian(s) and child's signatures and checked responses are the only signatures required for the below listed forms.

Printed Student's Name_____ **Grade Level** _____

SCHOOL AND DISTRICT STUDENT-PARENT HANDBOOKS RESPONSE SHEET

_____ Yes, I hereby acknowledge that thecurrent School and Districtwide Parent-Student Handbooks are available online on the District website at www.sbps.net . Hard copies of the handbooks are available only by request from the front office. I have reviewed the handbooks with my child(ren), including the behavior guidelines, student conduct, discipline rules, expulsion procedures, and information about Safe and Drug-Free Schools. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also acknowledges that it is understood that the District's policies of non-discrimination and equity policies and that specific complaint and grievance procedures that should be used to respond to harassment or discrimination exist in the Districtwide Handbook. Signing below acknowledges receipt of the student handbook in a satisfactory manner via the Internet.

TRIP PERMISSION

By keeping this permission on file in our school office, this prevents parents from signing and returning a form each time their student goes on a trip. You will be notified at least 48 hours in advance via ParentSquare if your student will be leaving our campus for a field trip. You **WILL NOT** have to give your permission if you give permission here. This permission form is good for this current school year only . You will only need to notify the teachers about individual field trips if you **DO NOT WANT YOUR STUDENT TO GO ON THAT PARTICULAR FIELD TRIP** . Please ask the teacher questions concerning the field trip before you say your child cannot participate in the field trip. Please consider allowing your child to be a part of each school activity so they will get more out of their school experiences. _____ Yes, I give my permission for my student to go on all field trips at any time during the current school year that the teacher(s) may deem necessary. All precautions will be taken to prevent any accident, and I do hereby release the Scottsbluff Public School District, its agents, or employees from any liability resulting from any accident involving my student while on a field trip. In case of emergency, I hereby authorize a representative of the Scottsbluff Public School District to seek medical attention for my student. _____ No, I do not give permission for my student to go on all field trips during the current school year.

PICTURE – NEWS RELEASE

_____

_____ Yes, I hereby give permission for my child to be photographed, filmed, or videotaped for use by Scottsbluff Public Schools.

_____ No, I do not give permission for my child to be photographed, filmed, or videotaped for publication.

HEALTH CONDITIONS

_____ I givepermission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel.

TITLE I REQUIREMENT(*Elementary Only*)

_____ Yes, I havereviewedthe Title I Parent Involvement Policy section of this handbook and the elementary school parent-student compact. I shall inform the school of any changes I would like to suggest be made to these documents.

TELEPHONE NUMBER(S): Provision of your telephone numbers(s) provides expressed consent to the School District to contact you with important information and urgent notifications.

RESPONSIBLE USE AGREEMENT FOR COMPUTERS AND NETWORKS

_____Yes, both the student and parent/guardian acknowledge they have read and agree to adhere to the outlined responsibilities in the Responsible Use Agreement and understand that failure to comply may result in disciplinary action as determined by the school's policies.

Student's Signature _____ **Date:** _____

Parent/Guardian Signature _____ **Date:** _____

5416 Form – Student Fees Policy

APPLICATION FOR FEE WAIVER AND SHARING INFORMATION CONSENT SCOTTSBLUFF PUBLIC SCHOOLS

Fee Waiver Request

The Nebraska Public Elementary and Secondary Student Fee Authorization Act allows fee waivers for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The fee waivers give qualifying students the right to not have to pay certain student fees and to be provided with specialized materials or equipment to participate in certain activities. Specifically, the fee waiver applies to:

a. Participation in extracurricular activities; and,
b. Use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

Board Policy 5416 – Student Fees Policy states, "Students or their parents or guardians must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials."

To request a fee waiver, or to decline a fee waiver, complete the following:

❑ No, I **DO NOT** want information from my Application for Free or Reduced Meals shared for purposes of the fee waiver program.

❑ Yes, I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Student Name: _____ Student Number: _____

Activity or Course: _____
Describe fee waiver or materials or equipment requested, including amount if known:
_____
_____
_____

Activity or Course: _____
Describe fee waiver or materials or equipment requested, including amount if known:
_____
_____
_____

Activity or Course: _____
Describe fee waiver or materials or equipment requested, including amount if known:
_____
_____
_____

Parent/Guardian Signature: _____ Date: _____
Principal/Designee Signature: _____ Date: _____

5416 Form – Student Fees Policy

Sharing Information Consent

To save you time and effort, the information you give on your Application for Free or Reduced Meals may be shared with other programs for which your children may qualify.

For the fee waiver program, we must have your permission to share your Application for Free or Reduced Meals information in order to confirm your eligibility for a fee waiver. However, in no event will the manner in which you complete the consent form change whether your child gets free or reduced-price meals.

❑ No, I **DO NOT** want information from my Application for Free or Reduced Meals shared for purposes of the fee waiver program.

❑ Yes, I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Student's Name: _____ School: _____

Student Identification Number: _____

Parent/Guardian Name: _____

Address: _____

Parent/Guardian Signature: _____ Date: _____

Once this fee waiver application form is turned into the school completed correctly, the school will verify the student's free and reduced lunch status. The school will also review the items on the application to ensure consistency with the School Board's policy. The fee waived items for your student are covered by the District as long as your student is actively participating in fundraising (if applicable), and contributing to their activity.

BMS Handbook Changes

Page #	3	Updated Calendar to 2025-2026 District Calendar	Page #	20	Added "Weapons" section
Page #	4	Updated BMS Daily Schedule to reflect 2025-2026 school year	Page #	20	Added "Seizure of Illegal Materials" section
Page #	5	Updated Counseling Department information	Page #	21 & 22	Updated "Dress Code Expectations" section
Page #	5	Added Health Office staff contact information		23	Removed language from "Conduct in the Building" section
Page #	6	Added sections titled "School Newsletters," "Teachers Websites," "Infinite Campus Portal," and "ParentSquare"	Page #	23	Added language under "Student Expectations at Home Football Games" section
Page #	7	Changed the word "visitor pass" to "visitor badge"	Page #	24	Changed "Remind" to "ParentSquare"
Page #	8	Added language under the "Care of School Property" section	Page #	27	Removed "Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol, or Tobacco" section
Page #	10 & 11	Updated "SBPS Attendance Guidelines"	Page #	27	Removed "Disciplinary Sanctions" section
Page #	12	Added "Attendance Policy" section	Page #	28	Added language under "Extracurricular Activity" section
Page #	12	Added "BMS Daily Attendance Policy" section	Page #	29	Removed language under "Extracurricular Activity" section
Page #	12	Updated language under "Tardy Policy" section	Page #	38-42	Updated "Student Fees" table
Page #	13	Updated language under "Student Absences" section	Page #	45	Updated "Parent-Student Permission Information Record Sheet"
Page #	13	Removed "Attendance Letters" & "Accumulation of Tardies" sections			
Page #	13	Removed "during lunch, and/or at Saturday School." from "Marking System and Report Cards" section			
Page #	13	Added "Academic Integrity" section			
Page #	14	Added "Alternative Education" section			
Page #	15	Added "BMS Advanced Math Course Guidelines" section			
Page #	16	Updated "Parent-Teacher Conferences" section			
Page #	16	Updated "Guidance and Counseling" section			
Page #	17	Added the word "prescription" under "Medication" section			
Page #	17	Removed the words "Early Childhood Education" under "Physical Examination" section			
Page #	18	Added the words "PBS reward points" under "Code of Conduct and Behavior Expectations" section			
Page #	19	Updated language under "Food and Drink Guidelines" section			
Page #	19 & 20	Added language under "Cell Phones, Personal Listening Devices, and other Electronic Media Devices" section			

Other	Updated Handbook Cover
Other	Updated page numbers
Other	In numerous places, the term "student handbook" was updated to "Parent-Student Handbook."
Other	In numerous places, the terms "parents" or "parents or guardians" was updated to "parents/guardians" to maintain consistency with updated Board Policy language.
Other	In numerous places, the term "school district" was changed to "the District" to maintain consistency with updated Board policy language.

Scottsbluff High School Handbook Changes

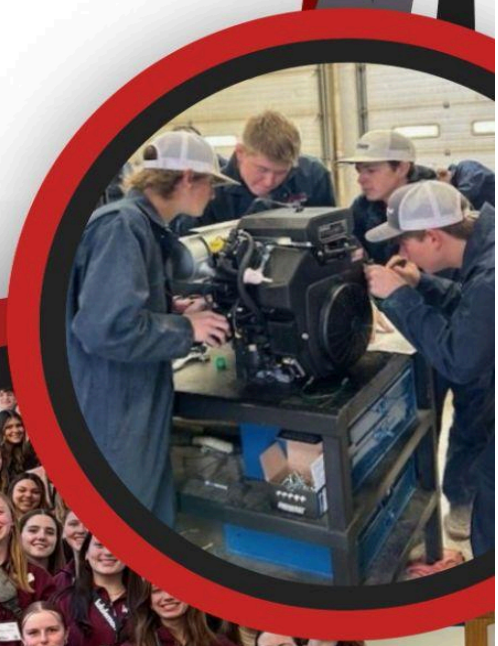
Page #	3	Updated Calendar to 2025-2026 District Calendar		Page #	25	Added language under the "Alternative Education" heading
Page #	4	Updated Counseling Department information		Page #	25	Updated ReConnect address to 2512 2nd Avenue, Scottsbluff
Page #	4	Updated Activities Director information		Page #	27	Added and removed language under "Scottsbluff High School Sports"
Page #	4	Updated "Remind" to "ParentSquare"		Page #	28	Removed language regarding dress code information
Page #	6	Added language under "Entering and Leaving the Building"		Page #	30	Added language under "Attendance and Activity Participation"
Page #	6	Added language under "Telephones"		Page #	36	Added language under the "Nationa Honor Society" section
Page #	7	Added language under "Open Campus"		Page #	37	Removed "Bearcats4Diversity" section
Page #	7	Added language under "Teacher Schedule"		Page #	38	Removed "Student Fee Waivers" section
Page #	7	Added language under "Food and Drink Guidelines" section		Page #	41, 42, & 43	Updated Student Fees
Page #	9 & 10	Updated SBPS Attendance Guidelines		Page #	46	Updated "Parent-Student Permission Information Record Sheet"
Page #	11	Added Language uder "Attendace Policy" & "SHS Daily Attendance Policy" section		Page #		
Page #	11	Added section "SHS Class Period Attendance Policy"		Page #		
Page #	12	Added language under "Reporting Absences" & "Absences with No Parent/Guardian Contact" section		Page #		
Page #	15	Added language under "Class Rankings" section		Page #		
Page #	15	Updated "Remind" with "ParentSquare"		Page #		
Page #	16	Added language under "Registration Procedures"		Page #		
Page #	18	Updated language under "Credits"		Page #		
Page #	20 & 21	Added language under the "Dances" section		Page #		
Page #	21	Added language under "Personal Electronic Devices" section		Page #		
Page #	22	Added language under "Seizure of Illegal Materials"		Page #		
Page #	22	Added language under "Student Vehicle Parking Rules"		Page #		
Page #	22 & 23	Updated "Dress Code Expectations"		Page #		

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2025 - 2026

SCOTTSBLUFF HIGH SCHOOL

PARENT-STUDENT HANDBOOK







SCOTTSBLUFF HIGH SCHOOL



Scottsbluff High School Parent-Student Handbook Foreword

This handbook is intended to be used by students, parents/guardians, and staff as a guide to the rules, regulations, and general information about Scottsbluff High School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents/guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

The policies of the Board of Education may cover areas not addressed in this handbook. Every parent/guardian and student should familiarize themselves with Board policies online at: www.sbps.net

SECTION 1 – GENERAL INFORMATION

Mission Statement of Scottsbluff Public Schools
Every Child, Every Day

Vision Statement of Scottsbluff High School
Where all students will learn in a safe, supportive environment where there are high expectations, partnerships with the community, and comprehensive programs.

SHS Bell Schedule

9th Grade			10th Grade			11-12th Grade		
1st Period	7:45	8:30	1st Period	7:45	8:30	1st Period	7:45	8:30
2nd Period	8:35	9:20	2nd Period	8:35	9:20	2nd Period	8:35	9:20
CATS	9:25	9:50	CATS	9:25	9:50	CATS	9:25	9:50
3rd Period	9:55	10:40	3rd Period	9:55	10:40	3rd Period	9:55	10:40
9th Grade Lunch	10:40	11:20	4th Period	10:45	11:30	4th Period	10:45	11:30
4th Period	11:20	12:05	10th Grade Lunch	11:30	12:10	5th Period	11:35	12:20
5th Period	12:10	12:55	5th Period	12:10	12:55	11th-12th Grade Lunch	12:20	1:00
6th Period	1:00	1:45	6th Period	1:00	1:45	6th Period	1:00	1:45
7th Period	1:50	2:35	7th Period	1:50	2:35	7th Period	1:50	2:35
8th Period	2:40	3:25	8th Period	2:40	3:25	8th Period	2:40	3:25

For more information, please visit the District Parent-Student Handbook, Section 1 "General District Information"

SCOTTSBLUFF PUBLIC SCHOOLS
EVERY CHILD, EVERY DAY

25-26 PRE-K - 12 CALENDAR

AUGUST
T = 17 S = 12

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

SEPTEMBER
T = 21 S = 19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER
T = 23 S = 20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER
T = 17 S = 17

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

DECEMBER
T = 15 S = 13.5

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY
T = 20 S = 18

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY
T = 19 S = 18

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH
T = 22 S = 19

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL
T = 19 S = 19

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY
T = 16 S = 13.5

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

K-12 START & END TIMES

School	Start	End
BMS	7:45	3:00
SHS	7:45	3:25
Lake Minatare	8:05	3:20
Lincoln Heights	7:55	3:10
Longfellow	7:50	3:05
Westmoor	8:00	3:15
Roosevelt	8:05	3:20

PRE-K START & END TIMES

Full Day	8:00	3:00
AM Session	8:15	11:15
PM Session	12:15	3:15

TOTAL ATTENDANCE DAYS

STUDENT = 169 DAYS*
STAFF = 189 DAYS

QUARTER 1 = 43 DAYS
QUARTER 2 = 38.5 DAYS
QUARTER 3 = 45 DAYS
QUARTER 4 = 42.5 DAYS

1ST SEMESTER = 81.5 DAYS
2ND SEMESTER = 87.5 DAYS

**BASED ON GRADES 9-12*

Calendar dates and times are subject to change.

Snow Days: After three snow days, each additional snow day will add a workday for staff.

www.sbps.net

August
1-6: New Teacher Orientation
7-13: Staff Development
12-13: PK Home Visits
14: PK Staff Head Start Training
14: K-12 Students-1st Day of School
18-19: PK Students-1st Day of School

September
1: No School for Students/Staff
2: PD/Workday-No School for Students
19: PD Day-No School for Students
22: No School-PK-8 Students

October
16: End of 1st Quarter
16: No School-PK-5 Students
17: PD/Workday-No School for Students
22: PK-12 Parent-Teacher Conferences (4:00-8:00 PM)
23: PK-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
24: No School for Students/Staff

November
26-28: No School for Students/Staff

December
1: PD/Workday-No School for Students
19: End of Semester-11:30 AM Dismissal
19: No School for PK Students
22-31: No School for Students/Staff

January
1-2: No School for Students/Staff
5: PD/Workday-No School for Students
6: 1st Day of Second Semester
23: PD Day-No School for Students
23: PK Staff Head Start Partnership Training

February
13: No School for Students/Staff
16: ESU PD Day-No School for Students
17: No School-PK-8 Students

March
12: End of 3rd Quarter
13: PD/Workday-No School for Students
18: PK Home Visits - No School for PK (8:00 AM-3:30 PM)
18: K-12 Parent-Teacher Conferences (4:00-8:00 PM)
19: K-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
19: PK Home Visits-No School for PK (8:00 AM-8:00 PM)
20: No School for Students/Staff

April
2-6: No School for Students/Staff
7: No School-PK-5 Students
30: PK Parent/Teacher Conferences (4:00-8:00 PM)

May
1: PK Parent-Teacher Conferences (8:00 AM-3:30 PM) No School for PK
4: PD Day-No School for Students
17: Graduation
20: Last Day for PK Students
21: Last Day for K-12-11:30 AM Dismissal
22: Last Day for Staff

SECTION 2 – COMMUNICATION

SCOTTSBLUFF HIGH SCHOOL CONTACT INFORMATION			
Department	**Staff**	**Email**	**Phone**
Administration	**Justin Shaddick, Principal** **Matt Huck, Assistant Principal** **Kelli Jensen, Assistant Principal** **Kenna Urwiller, Assistant Principal** **Crystal Abrams, Building Secretary** **Kelsey Koke, Attendance Secretary**	jshaddick@sbps.net mhuck@sbps.net kjensen@sbps.net kurwiller@sbps.net cabrams@sbps.net kkoke@sbps.net	**(308) 635-6230**
Counseling	**Cherokee Rotherham, 9th Grade Counselor** **Scott Harvey, 10th Grade Counselor** **Andreana Fertig-Marlow, 11th Grade Counselor** **Brenda Anderson, 12th Grade Counselor, Department Chair** ~~**Scott Harvey, 9th Grade Counselor**~~ ~~**Andreana Fertig-Marlow, 10th Grade Counselor**~~ ~~**Brenda Anderson, 11th Grade Counselor, Department Chair**~~ ~~**Cherokee Rotherham, 12th Grade Counselor**~~ **Terry Fisher-Edens, Licensed Mental Health Therapist** **Rachel Delle, Licensed Mental Health Therapist** **Shalee Jobman, Student Outreach Facilitator** **Angie Figg, Registrar** **Jude Jones, Registrar** **Natalie Ferguson, Counseling Secretary**	crotherham@sbps.net sharvey@sbps.net amarlow@sbps.net branderson@sbps.net tfisher-edens@sbps.net rdelle@sbps.net sjobman@sbps.net afigg@sbps.net jjones@sbps.net nferguson@sbps.net	**(308) 635-6245**
Activities	~~**David Hoxworth**~~ **Nate Rock, Assistant Principal/Activities** **Cyndi Ramos, Activities Secretary**	~~dhoxworth@sbps.net~~ nrock@sbps.net cramos@sbps.net	**(308) 635-6235**
Media Center	**Tammy Harrison, Media Specialist** **Kasey Mueller, Media Center Assistant**	tharrison@sbps.net kamueller@sbps.net	**(308) 635-6246**
Special Education	**Stacy Moore, Special Education Coordinator** **Kacey Sell, Special Education Secretary**	smoore@sbps.net ksell@sbps.net	**(308) 635-6250**

School Newsletter
Scottsbluff High School newsletters are published and distributed monthly via ~~Remind~~ ParentSquare and are available on the Scottsbluff High School webpage. Newsletters contain information in regard to upcoming events/activities, recognitions, and important reminders for parents/guardians, and students.

Teacher Websites
All teachers have a teacher website with information pertaining to each individual class taught by the instructor. Teacher websites contain the classroom syllabus, teacher schedules, contact information, access to Google Classrooms, along with other pertinent parent/guardian, and student information.

Infinite Campus Portal
The Infinite Campus Parent Portal may be used by parents/guardians, and students to access grade reports, missing assignments, lunch balances and payments, student fines and fees, etc. All parents/guardians, and students are strongly encouraged to utilize the application to monitor student progress.

~~Remind~~ **ParentSquare**
~~Remind~~ ParentSquare messaging is utilized by teachers, the school, and the District, as the primary method of communication for notifications.

Parents & Guardians: If You Have A Concern, Question, or Compliment

SBPS understands that when parents/guardians, families, and guardians have concerns, they would like a quick resolution. Below is suggested guidance for parents/guardians, families, and guardians to communicate their concerns through the appropriate channels. It is not required that parents/guardians follow the steps outlined below, but we

provide this guidance to help you connect with the person who can best respond to you accurately and promptly.

1. Talk to your student's teacher.
Teachers represent the first step in resolving concerns because they are knowledgeable about your student and the school program. Communicate with teachers through email, ~~Remind~~ ParentSquare, or phone calls. A conference or meeting might be scheduled with the teacher.

2. Talk to your student's principal.
If the problem is not resolved during the conference between you and the teacher, the next step may be a conference between you, your student, the teacher, and the principal.

3. If the problem is not resolved at the building level, contact our District Office.
If you are not sure who to contact, visit our website. https://www.sbps.net/

For more information, please visit the District Parent-Student Handbook, Section 2 "Communication"

SECTION 3 – EMERGENCY INFORMATION

Emergency Response Plan (Board Policy 6115)
Emergency response plans and directions for tornado, evacuation, lockdown, secure, hold, and shelter have been developed. To be in compliance with the fire code, there are to be nine fire evacuation exercises each school year. Two tornado drills are to be exercised and two lockdown drills practiced each school year.

Since many parents/guardians may not be at home, all children and faculty will be normally retained at the school building in case of extreme emergency. The school notification system will be activated to inform parents/guardians regarding where children may be picked up at school or at the evacuation site.

Tornado Procedures
Tornado alert drills are conducted periodically to provide information regarding the indoor survival procedure. Teachers will advise their classes concerning the area to which they will proceed. Everyone is directed to the first floor nearest an all-enclosed area.
The student should:
1. Walk quickly, do not run.
2. Remain alert for additional or changed instructions from a faculty member.
3. Proceed to the far end of an assembly area so that entrances will not be blocked.

In the event of a tornado ALERT, staff and students will be notified and given directions to evacuate the most dangerous portions of the building. Escape plans move the entire student body into two basic safe areas identified by the fire department. Students will be given directions by their teachers for specific evacuation procedures and a drill will be held early in the spring.

Parents/guardians should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning unless a parent/guardian is present to pick the student up. Tornado safety procedures are practiced regularly by students and staff members. Also, parents/guardians are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Fire Drills
Fire drills are held at regular intervals throughout the school year. Directions posted in each room should be followed carefully. Every person in the building must leave promptly and quietly at the sound of the fire alarm.
The students should:
1. Walk quickly, do not run.
2. Walk in single file with classmates unless directed to do otherwise.
3. Not wait in line to use a specified exit if another is free.
4. Move away from the exit after leaving the building to make room for those following.
5. Return to the building when signaled by one of the principals.

Each class has special instructions to follow during a fire drill. Listen carefully to your teacher for additional directions. Students not in a supervised class area are to exit via the nearest door and join the rest of the student body. Doors to all rooms are to be left closed. Do not crowd or talk and remain alert for additional directions. Do not attempt to take books or ~~wraps~~ classroom materials with you. However, girls should take their purses. Once outside, remain out of the fire lanes and stay out of the path of any vehicles. You will be instructed when to reenter the building.

For more information, please visit the District Parent-Student Handbook, Section 3 "Emergency Information"

Section 4 - BUILDING INFORMATION AND SCHOOL PROPERTY

Building Hours
Unless special activities (such as tutoring, club meetings, extracurricular activities), a Zero Hour class, or student breakfast make it necessary, students should not be in the building before 7:35 AM or after 3:45 PM. Students entering the building prior to 7:35 AM for a reason other than those listed above, must have a note from a teacher or building administrator to enter the building. If not involved in special activities, students must clear the building by 3:45 PM. Practices, rehearsals, or meetings in SHS, without a sponsor being present, are not permitted.

Extreme Weather Provision
In the event of inclement weather conditions, wind chill of zero degrees or below, students will be allowed to enter the building at 7:00 AM and exit the building by 4:00 PM but must remain in the SHS Cafeteria/Commons.

Entering and Leaving the Building
All students and visitors are required to enter the building through ~~from~~ the main south entrance of the building. Students may exit the building through alternate doors, but are not allowed to exit through the staff entrances and exits located on the north side of the building or the locker room doors. ~~Other exits are only to be used during emergency situations.~~

Visitors
All visitors must report to the security office located in the SHS main entrance vestibule to sign in to receive a visitor's pass with security. All visitors are required to show a valid, government-issued ID. Only parents/guardians and those having school-related business will be allowed to remain during the school day. Personal guests of individual students will not be permitted during regular school hours. The school requests that any items needing to be delivered to students are dropped off at the main office rather than delivered directly to the student in his or her classroom.

Anyone may enter the school parking areas if their intent is to leave or pick up an SHS student and if this visitor will adhere to the following:

1. Drive in a normal and safe manner.
2. Remain in his/her vehicle while waiting.
3. Not wait for an excessive period of time, which would be defined as loitering.

Anyone violating the above policies will be warned about his/her behavior and told that if this persists he/she will be considered a trespasser and then referred to the proper law enforcement authorities. Any such incident is to be brought to the attention of an administrative staff member with a complete description of individuals and vehicles involved as soon as possible.

Announcements
Daily announcements and the Pledge of Allegiance will be read over the intercom daily during CATS period. Announcements must pertain to general school business, authorized organizations, and school-related activities. Information to be included in the announcements must be submitted through the shared Google Document "SHS Announcements," and must be submitted prior to the time of reading announcements. Submitted announcements must be brief and concise and written exactly as they are to be read.

Telephones
A student courtesy phone is available for students to make local calls up to three minutes in the main office. Any calls made by students during class time require the teacher's permission.

Telephone Messages for Students
Telephone messages for students will be accepted only from parents/guardians. Parents/guardians are asked to avoid such calls unless the message is extremely important. The room call sound system will not be used to interrupt classes except for extreme emergencies.

Change of Student Information
If there is a change to student household information (telephone number, address, guardianship, etc), please report these changes to the SHS Main Office as soon as possible to ensure correct student contact information is on record with the school.

Cafeteria
School breakfasts, lunches and a la carte items (if offered) are available for purchase. For the convenience of our students, funds may be deposited into the students' Infinite Campus accounts. More information regarding online meal payments is available online at: https://www.sbps.net/cms/One.aspx?portalId=392832&pageId=506002. To charge a meal or an a la carte item, the student must have adequate funds in their account. If a student does not have adequate funds in the account or money for that day, an alternate meal will be provided. Students qualifying for free meals may also maintain an account for a la carte items.

Students' cost for breakfast is $2.40, lunch cost is $3.65, and the chef special at lunch cost is $4.65. All meals are served in the cafeteria. Sack lunches and other food should also be consumed in the cafeteria. Students must remain in the cafeteria during the lunch hours, unless receiving permission from a staff member. Free or reduced meal applications may be picked up in the main office or accessed online at: https://www.sbps.net/cms/one.aspx?pageId=505792.

Closed Campus
Freshmen and sophomores attending Scottsbluff High School will remain on campus throughout the school day. Students may only leave if signed out by the parent/guardian in the front office.

Open Campus – Privilege
Scottsbluff High School presently operates under an "Open Campus" policy for 11th and 12th grade students. This simply means that during a free period and over the lunch period, the individual has the authority to remain and study in the building or leave the campus.

Any junior or senior enrolled in a Zero Hour class, any junior or senior enrolled in one or more courses on the WNCC Campus, and any senior that has earned 210 or more credits after their junior year may be allowed an "Open" period in their schedules. An additional open period may be granted to seniors undergoing extenuating circumstances with administrative approval. Students who choose to remain in the building during an "Open" period are expected to be in the student niche area, the Media Center, or the cafeteria. There is to be no loitering in the halls. Those who choose to leave the campus must accept the responsibility to return in time for all later classes. Missing or reporting late for classes after voluntarily leaving the campus may result in a truancy being registered or loss of other campus privileges (See Academic/Behavior Intervention Plan below). In such cases, any students leaving the campus and then returning to class late, must report to the office before going to class.

Library Media Center
The SHS Library/Media Center is a place for research, pleasure reading, word processing, and academic assistance. Students coming into the Center must find a quiet place to read and work individually with resource materials. Students are welcome to the Media Center from 7:45 AM to 3:45 PM or for after school tutoring.

The Library/Media Center is the central hub for the school. The Library/Media Center is available for students, staff members, and parent/guardian support. Students may use the Library/Media Center to access information using print or digital materials. Students are able to access print materials and online reference sources such as World Book Online, EBSCOHost, and Destiny, an online card catalog. The library staff also supports students by providing Chromebook and technology support and repairs. Students are encouraged to use the Library/Media Center to find a book to read or a quiet place to study and focus on academic work. Food is not allowed in the library. In addition to supporting students, the Library/Media Center is also a support to parents/guardians for technology questions/concerns, Chromebook payments, and Infinite Campus support.

Pride and Care of Scottsbluff High School
Scottsbluff High School prides itself on the aesthetics, maintenance, and cleanliness of the facility. Careful use of the building and grounds is essential to maintaining these characteristics and educational effectiveness. Students are expected to refrain from doing anything to tarnish or damage school property, and are encouraged to discourage others who would vandalize or knowingly damage the school. If students cause any damage to the building (broken windows, etc.), they should report it promptly so that it may be repaired in a timely fashion. Breaking of equipment or damage to the building will result in a parent conference and/or payment for damages. Where the minor does not make restitution, the parent/guardian shall be held liable. Willful damage or destruction of school property will result in school discipline and/or referral to law enforcement agencies.

Posters and Signs
All posters and signs on display at SHS need to be approved by an administrator prior to being displayed on school grounds. Posters and signs should be placed on designated locations throughout the building through administrative or custodial guidance. Once posters or signs are displayed within the school, students are expected to refrain from defacing the posters or signs. Students found defacing these materials will be subject to school sanctions.

Gifts and Parties
Classroom groups are not to collect money for gifts for teachers. During school hours there are to be no parties, except for special occasions and advanced administrative approval must be given. Flower or gift deliveries will not be accepted and should not be delivered to school.

Student Representative on the School Board
Each year a student will sit as a nonvoting member on the Scottsbluff Board of Education. This position will allow the school Board to be informed about the student concerns in the high school. A main purpose of this position is to build improved communications between the students and administration. Election for this position will be held in the spring of each school year by the Student Senate. Any sophomore, junior, or senior may run. After being elected, the representative must become a member of the Student Senate. The representative will attend all regular monthly Board meetings and other meetings to which they are invited. The representative will attend the meetings from the time elected through the summer until the next representative is chosen. For more information, see the Student Senate Sponsor or the building principal.

Teacher Schedule
Teachers are responsible for providing basic knowledge, direction, and motivation to all students. Given the challenge of meeting these needs, it is difficult for an instructor to spend the necessary class time to resolve an individual student academic problem or concern. Students experiencing these problems or concerns are encouraged to make arrangements with their teachers for a conference or special help during a teacher's planning period or before or after school. A teacher's daily schedule will be posted in the classroom, ~~Consult these schedules and feed free to ask the teachers for time~~ so students can schedule a time with their teacher to discuss and address these issues outside of class time. ~~any problems you might have pertaining to classes.~~

Food and Drink Guidelines

- Food is not allowed in classrooms and other carpeted areas, such as hallways and the auditorium.
- Drinks
  - Only water is allowed in classroom areas.
    - Outside water bottles are allowed, as long as they are clear, with a lid that seals
  - ~~Other~~ Drinks purchased in the building, ~~(such as Mountain Dew KICKSTART or coffee)~~ with sealable lids, are permissible within the building. All other drinks must be consumed in the cafeteria~~/commons~~.

Lockers

All 9th grade students will be assigned a locker at the beginning of the school year. Students in grades 10-12 may request a school locker to store their personal belongings and will be issued on a first come, first served basis. Lockers are issued at the first of the year. Students are not to change lockers after assignments have been made in the fall unless the office has been notified and approval given. Do not bring or leave in your lockers such things as calculators, money, or other valuables. The school cannot be responsible for theft or damage to such possessions. Students must be aware that the security of the locker will be breached if the combination is shared with others and the dial is not turned each time you close the locker.

Lost and Found

The best assurance against loss and confusion about ownership is to mark clothing and all books with your name and KEEP YOUR LOCKER LOCKED. Loss of property should be reported to your teacher and the school office. Items found will be kept in the lost and found which is located in the office. If you find lost articles, please give them to a teacher or turn them in to the SHS Office. All accumulated articles will be cleared during Winter Break and again at the end of the school year. Unclaimed items of clothing will be donated to a local welfare agency.

For more information, please visit the District Parent-Student Handbook, Section 4 "Use of Buildings and Grounds"

SECTION 5 – ATTENDANCE

SCOTTSBLUFF PUBLIC SCHOOLS ATTENDANCE GUIDELINES

School Excused Absences

Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed: "impossible or impracticable barriers outside the control of the parent, guardian, or child prevent a student from attending school. The parent or guardian must provide the school with documnentation to demonstrate the absence was beyond the control of the parent, guardian, or child. This could include, but is not limited to, documented illness (including physical or mental illness), court or death of a family member.

CODE	DESCRIPTION
MD Medical Excused	• Medical absence is excused by a health provider and is documented with a note from the provider.
MDN Medical Health Office Staff	• Medical absence is excused by school health staff.
CT Court	• Legal matters which cannot be arranged at a time other than during school hours. A dated court document must be provided to be excused.
BER Bereavement	• The student is attending a funeral. • Death or serious illness of the student's family member. • Up to five days per year may be BER. Additional days with administrator approval.

** Criteria for School Excused Absences and Not School Excused Absences can be found in Nebraska Revised Statute 79-201.

Not School Excused Absences

Absences that are Not School Excused may result in a report to the county attorney and may be classified as follows: "Parent or guardian-acknowleged absences are those in which the parent or guardian communicated with the school in the prescribed manner that the child is absent and is the parent or guardian's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments (without documentation).

CODE	DESCRIPTION
NC No Contact	• Failure to call in the student's absence within 48 hours.
IL Illness	• Personal Illness - The parent/guardian notifies the school within 48 hours that the student is ill (without documentation).
PQ Parent Request	• The parent requests that the student be absent from school. This includes, but is not limited to, vacations and medical appointments (without documentation).
EL Early Leave	• Early departures may accumulate to the equivalence of absences and be subject to Nebraska State Statute. • When an elementary student checks out of school early and misses more than 1/2 of the instructional time in the afternoon session (1 1/2 hours), they will be deemed absent for that session.
UAPT Unexcused Appointment Less Than 90 Minutes	• Elementary Only - Any unexcused appointment less than 90 minutes, including a dental or medical appointment without a provider note, will be considered UAPT. Unexcused appointments may accumulate to the equivalence of absences and be subject to the Nebraska State Statute. • Any unexcused appointment over 90 minutes is counted as a half-day PQ absence.
TD Tardy	• Tardies may accumulate to the equivalence of absences and be subject to Nebraska Statute. • Elementary - Students are marked tardy if they arrive after the first 15 minutes of school start time. • BMS & SHS - A student is tardy if they arrive late to a class within the first 15 minutes of class. A student arriving after the first 15 minutes will be marked as an unexcused absence.
TDA Tardy Absent	• Elementary Only - If the student arrives after 90 minutes of the start time, they are marked TDA.

SCOTTSBLUFF PUBLIC SCHOOLS
ATTENDANCE GUIDELINES

Administrative Absences

Students will be assigned an excused administrative absence from school by the principal or the principal's designee for the following reasons:

CODE	DESCRIPTION
AD Administrative	• Determined by the building principal.
AT Athletic Event	• Students must be attending a school-sponsored athletic activity.
AV Admin College Visits	• **High School Only** - First two college visits.
AC Activity Other Than Athletic	• Students must be attending a school-sponsored activity.
WE Weather Related	• This code is only used **with Superintendent notification.**

Discipline-Related Absences

Discipline-related absences will not result in a report to the county attorney. Students will be assigned an excused adminstrative absence from school by the principal or the principal's designee for the following reasons:

CODE	DESCRIPTION
OS Out-of-School Suspension	• Students who are suspended and do not attend an alternate setting to receive instruction will be coded as OS.
OSPR Out-of-School Suspension with Offsite Services	• Students who are suspended and attend an alternate setting to receive instruction will be coded OSPR.
IS In-School Suspension	• Students who are placed in in-school suspension will be coded IS.
XP Expulsion	• Students who are expelled and do not attend an alternate setting to receive instruction will be coded at XP.
XPR Expulsion with Off-Site Services	• Students who are expelled and attend an alternate setting to receive instruction will be coded as XPR.
EX Emergency Exclusion	• Determined by the Superintendent or designee if a student poses a health, safety, or other risk.

Date Revised: March 12, 2025

~~**SHS Attendance Policy**~~

~~Students who are unexcused will receive an automated daily phone call when the student is absent one or more periods during the day. Parents will receive educational material at the beginning of the school year to promote the academic and social/emotional importance of good attendance. Students demonstrating good attendance will be eligible for weekly drawings and the ability to attend all school related activities and functions. Failure to attend school on a consistent basis will result in the actions aligned to School Board Policy and Nebraska State Statute. Absences will be determined by a daily absence count and/or an hourly equivalent of a school day. Attendance policy procedures will start over at the beginning of each semester.~~

- ~~**Level 1:** Parents of students with three or more unexcused absences will be contacted by the Family Success Center to discuss supports and monitor attendance moving forward.~~
- ~~**Level 2:** Parents of students with five or more unexcused absences or ten or more absences within a semester will be contacted and the student will be required to meet with the Family Success Center. The School Counselor may be present depending on the student situation. An attendance plan will be created to include an adult check-in at school and supports such as community and school resources. Students with five or more unexcused absences will receive a letter from the school documenting the truancy.~~
- ~~**Level 3:** Students with 10 or more unexcused absences or 15 or more absences within a semester will be required to meet with the Family Success Center, administration, counselor, parent/guardian, and any other external support services to review the attendance plan, review grades, and discuss the potential for alternative programming/504/or extended services. Students reaching Level 3 may be referred to the County Attorney and sustain potential loss of school activities.~~
- ~~**Level 4:** Parents of students with 20 or more unexcused absences or 25 absences within a semester will be contacted via the Family Success Center and referred to the County Attorney for truancy along with all documented supports and resources that have been implemented leading to the excessive absenteeism. An alternative education plan will be created and the student will no longer be eligible to participate in school-related functions until the following semester.~~

Attendance Policy

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and individual study in order to reach the goal of maximum educational benefit for each student. While it is true that written work can be completed despite a student's absence from class, class instruction and presentation, discussions, audio-visual presentations, and student-teacher interaction can never be made up for by an individual student who has missed them. This is the essence of schooling. A student's contribution to and achievement in class are directly related to attendance. It is critical for both students and parents/guardians to understand that students miss an essential portion of their education when they are absent from class.

SHS Daily Attendance Policy

Students who are absent without a parent/guardian contact (No Contact), will receive an automated daily phone call when the student is absent one or more periods during the day. Failure to attend school on a consistent basis will result in the actions aligned to Board Policy and Nebraska State Statute. Absences will be determined by a daily absence count and/or an hourly equivalent of a school day. Attendance is accrued throughout the entirety of the school year. The bulleted list below serves as general guidelines addressing chronic absenteeism. The school is aware that each student's situation is different, and each student will be treated on a case-by-case basis. Not School Excused Absences include, but are not limited to, vacations, undocumented illness, undocumented medical appointments, or other absences in which the parent/guardian has not communicated a reason for the student's absence.

- 5 days of Not School Excused Absences - Parent/guardian will receive a phone call from school personnel providing notification of absences.
- 10 days of Not School Excused Absences - Parent/guardian will receive a letter from the school which will include a letter from the County Attorney's Office. A meeting will take place with school personnel to create an attendance plan requiring signatures from the school personnel, parent/guardian, and student.
- 15 days of Not School Excused Absences - Parent/guardian will receive a letter from the school and the student may be referred to diversion.
- 20 days of Not School Excused Absences - Parent/guardian will receive a letter from the school and may be referred to the County Attorney's Office for truancy. The referral to the county attorney will include all documented supports and resources that have been implemented leading to the excessive absenteeism. An alternative education plan may be created and the student may no longer be eligible to participate in school-related functions~~ until the following semester~~.

SHS Class Period Attendance Policy

Students who fail to attend a class without a parent/guardian contact within the first 48 hours of the absence occurring will be coded as a "No Contact," or "NC" within Infinite Campus. Students who accrue 15 "No Contact" absences within a single class period are in jeopardy of losing credit for their class. Parents/guardians will receive a call from the school at 5, 10, and 15 days informing them of the "No Contact" absences. Once the student accrues 15 "No Contact" absences, the parent/guardian and student will be given the following options:

- The student may stay in the course for no credit, but they will be eligible for a credit recovery course upon completion of the

in-person class.

- The student can elect to transfer immediately to an initial-credit online course.
- Or, the student may petition for the loss of credit and stay in the course if the student is passing or close to passing. This will require a meeting initiated by the student and parent/guardian with the counselor, teacher, and administration to develop an attendance plan requiring the student to attend all remaining class periods. The student will only be allowed to petition one time during a semester per course.

SHS Tardy Policy

A tardy is a failure by a student to be in his/her classroom when the tardy bell rings. Tardy students should report directly to class. Teachers will record tardies on Infinite Campus. If students are seen loitering in the school without a pass, they will be escorted to their assigned classroom by school personnel. The consequences for tardies will be as follows:

- Tardy 1-2: Teacher warning
- Tardy 3: Five minute detention with teacher
- Tardy 4: Five minute detention with teacher and parent/guardian phone call by the student
- Tardy 5 and Greater: Lunch detention for the fifth tardy and each tardy beyond

Detentions will be served with the teacher to allow time for the student to attain any information missed due to the tardy. Date and time of the detention will be set at the teacher's discretion. The teacher will record each tardy from five and beyond on the designated tardy sheet. Each class will be viewed independently; students who have multiple detentions from multiple teachers have the responsibility to communicate with those teachers to make up a detention time. Failure to serve detention with the designated teacher may result in a consequence of willful disobedience/insubordination and an automatic lunch detention will be assigned. The tardy count for student's classes will reset at the end of the semester.

Students who are tardy for a final exam will not be allowed to enter the class and will be required to make up their final exam during the designated make-up time.

Tardy vs. Absent

A student late to class within the first 15 minutes of class will be counted tardy. A student missing more than 15 minutes of class will be counted absent.

Reporting Absences

Parents/guardians must call Scottsbluff High School (635-6230) whenever their student will be absent, late to school, or will need to leave early. Any absence not called in within 48 hours will be listed as a ~~as an unexcused~~ "No Contact" (coded NC in Infinite Campus) absence/truancy. After 48 hours, parents/guardians will not be allowed to alter the student's attendance. Failure to ~~excuse~~ contact the school for a student's absence may result in the student serving detention, loss of class credit, and/or loss of school privileges. The attendance office prefers to speak to the parents/guardians of students directly, but will accept written notes (hard copy or electronic) excusing the student's absence. Families wishing to avoid any inconvenience by the school's automated notification system should call the attendance office (635-6230) by 8:00 AM to report the student's absence.

Notification Procedure for Absences with No Parent/Guardian Contact ~~Unexcused Absences~~

Any time a student has an ~~unexcused~~ absence without a contact from a parent/guardian from one or more class periods, Scottsbluff High School will notify the parents/guardians at their last known phone number using an automated notification system. This message will be sent out daily around 6:00 PM. The recorded message alerts parents/guardians to the fact that their child has had one or more period(s) of ~~unexcused~~ absences without parent/guardian contact on a certain date. If a parent/guardian receives a recorded message, the parent/guardian needs to call the attendance office to check on and/or provide a reason ~~excuse~~ for the period(s) absent. Although the recorded message does not specify the period(s) of absence, it does alert parents/guardians to the fact that their child has had an absence(s) for a specific date(s). For parents/guardians with multiple students, the message will indicate which child has a recorded absence. All absences, ~~excused or not excused~~, Not School Excused, count against the total for "excessive absences."

Prearranged Absences

Prearranged absences are to be used when students know they will be absent for family vacations, college visitations, doctor appointments, or other matters. Parents/guardians and students should avoid all absences during the final week of each semester because they may negatively impact a student's grade.

Permit to Leave the Building

If a student is to be absent for only a part of the day, he/she should obtain a "Permit to Leave Building" or "Blue Slip" from the office. These permits will be issued by parents/guardians' request. Except in the case of emergencies, the permit request must be turned in to the office no later than 9:30 AM. All requests must be in writing or by telephone from a parent/guardian. Students must sign the checkout sheet in the office when they leave and return to the building. Permits will not be issued without parent/guardian's request. Each period of the day is part of the entire school schedule and should be the first responsibility of the student. Arrangements should be made to complete business outside of school hours

Checking In or Out of School

Students who return from a prearranged absence must immediately go to the attendance office and receive a pass before reporting to class. A student who needs to leave for any reason must sign out from the attendance office prior to leaving school. Failure to do so may result in a ~~unexcused~~ "No Contact" absence. Students leaving school for local dental or medical appointments must have a

dismissal blue slip from the office to present to his/her teacher at the time of leaving.

Making Up Work Due to Absence
Making up work is the responsibility of the student. A student, immediately upon return from any absence, should check with each of his/her teachers about missing assignments, tests, quizzes, etc. Students with prearranged absences must meet with their teachers to obtain homework and assignments and are encouraged to complete assignments, quizzes, or tests prior to the absence. Students have one school day for every day missed from class to make up assignments or tests in that class.

One Day Absence – Immediately upon returning to school after the absence, the student must visit with all teachers to turn in assignments due the day of the absence, and ask for assignments given the day of the absence. The student must also make arrangements to take quizzes or tests missed the day of the absence. Teachers (with guidance from the principal) may extend the time allowed to turn in assignments or to take tests or quizzes.

Multiple Day Absences – Students missing multiple school days are granted one school day for each day missed to make up assignments, tests, or quizzes. The student is responsible to make contact with the teacher the day of his/her return to school to turn in assignments due the first day of the absence, and obtain a list of work he/she must do to be caught up with the other students in the class. Teachers (with guidance from the principal) may extend the time allowed to turn in assignments or to take tests or quizzes.

In case of extended illness, when assignments are being sent home or to a hospital through the student's counselor or teacher, the length of time allowed for makeup will be agreed upon by the teachers (with guidance from the principal). However, the minimum amount of time for work to be completed may never be shorter than the guideline established within this policy.

Since the State of Nebraska (Rule 10) establishes the amount of seat time (hours) required for students to receive credit for a class, excessive absences may keep credit from being extended to a student.

Extended Leave Guidelines
If a student is going to be out of school for an extended period of time due to circumstances beyond their control, the high school wants to ensure that school and academics are not compromised. In order to help facilitate this process and help support students, the following guidelines have been established.

Step 1 - Call the school at (308) 635-6230 to notify our attendance secretary the known dates of the student's absence.
Step 2 - The Homework Liaison will be in contact with you to coordinate homework and pick-up of any needed supplies and/or materials.
Step 3 - All teachers have their classes, content, and materials available on the SHS website at https://www.sbps.net/shs. From this website, click on the "Classrooms" tab at the top of the page and select your student's teacher from the dropdown menu. Once on the teacher's webpage, students and parents/guardians can find the teacher syllabus containing their policies and
procedures, or students may log directly into their Google Classroom.
Step 4 - If the student is having difficulty accessing any information, email the teacher directly
using their sbps.net teacher email. If a response is not received immediately, teachers are providing instruction throughout the day, so their response may be delayed. If immediate assistance is needed, please contact the student's counselor or administrator and they will assist in either answering questions or facilitate communication in a timely manner in order to answer your questions.
Step 5 - Most homework may be turned in through Google Classroom assignment submission. If there are assignments that must be turned in through paper copy, these may be submitted upon the student's return.
Step 6 - On your student's return from extended leave, they will meet with a counselor to review grades, missing assignments, and help the student facilitate the transition process.

For more information, please visit the District Parent and Student Handbook, Section 5 "Student Attendance"

SECTION 6 – SCHOLASTIC ACHIEVEMENT

Report to Parents/Guardians
Report cards are designed to help pupils and parents/guardians measure the student's progress toward the goals and objectives of the subject. This evaluation will be made four times a year. Since this report is for the student and his/her parent/guardian, it becomes their property for whatever use desired. In an effort to keep parents/guardians informed of classroom performance, parents/guardians will have access to student grades via the Infinite Campus Portal located on the school's website and a confidential password may be obtained through the principal's office. (A hard copy will be sent upon request.)

Grading Policy
Points are awarded to students for work graded by teachers. The corresponding letter grade in the Scottsbluff Public Schools is:
90-100 = A

80-89 = B
70-79 = C
60-69 = D
0-59 = F

Parents/guardians must be notified by the teacher before an F can be given as a final grade for a semester. Notification of a student failing a class will take place during the final grading period, unless the student is dropped from a class for attendance, behavior points, or continual disruption in a class.

In all classes (with the exception of certain Advanced Placement, Dual Credit, and intervention classes), student grades must be weighted using a 70/30 ratio.

70% of a student's grade must be based on student performance on standards driven, benchmark assessments including items such as:

- major assignments;
- major tests;
- major essays;
- major presentations;
- and major projects.

30% of a student's grade is based on student performance on daily work assignments

Students who do not submit assessments or fail to complete an assessment satisfactorily will be expected to complete the assessment before or after school, during lunch, and/or at Saturday School.

Semester Examinations

Semester comprehensive examinations will be given in all classes at the end of each semester during a specified testing schedule. These examinations are required for all students and students are required to be in attendance for all their tests through the semester check out. Students who are tardy for a final exam will not be allowed to enter the class and will be required to make up their final exam during the designated make-up time.

Students leaving prior to final examinations must be excused by SHS administration. Students will be required to provide written rationale for the absence and will be required to arrange times with all teachers for early final testing.

Students who are unable to attend finals due to illness or due to injury must provide a doctor's note with specific directions detailing the inability to complete the final examination at the predetermined time. Students unable to complete finals due to medical purposes will be required to make up the final examination in the first week of the second semester. Students requiring makeup finals during the second semester will make arrangements with administration and the teacher to determine a reasonable time for the makeup. Only students providing medical documentation will be allowed to make up a final examination.

Graduation Requirements

CREDIT HOURS NEEDED FOR GRADUATION - 270	
CAREER ACADEMY Pre-Academy Course(s) Foundational Academy or Pathway Courses ● Successful completion of two Foundational Career Academies OR one Foundational Career Academy AND one Specialized Academy Pathway is required for graduation. ● Courses may count toward completion of both a Foundational Career Academy and core content requirements. However, they may only be counted once toward total hours needed for graduation (270).	**70** 10 60
ENGLISH English 9 or Honors English 9 English 10 or Honors English 10 English Elective	**40** 10 10 20
MATH Algebra I Geometry or Advanced Geometry or Accelerated Geometry/Algebra 2 Math Elective	**30** 10 10 10
SCIENCE Physical Science Biology Science Elective	**30** 10 10 10
SOCIAL SCIENCES Geography/World History American History Elective	**30** 10 10

American Government Social Sciences Elective	5 5
PHYSICAL EDUCATION	**10**
PERSONAL FINANCE	**5**
COMPUTER SCIENCE AND TECHNOLOGY "This requirement is for the class of 2028 and beyond"	**5**

FAFSA Completion
Each senior student shall also complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduation unless the required opt-out form is completed by either: (1) the student's parent/legal guardian; (2) the principal, if the principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Opt-out forms can be found at the bottom of this handbook or in the SHS Counseling Office.

CHOICES Career Academy Graduation Requirements
CHOICES is a specialized program focusing on community outreach and service learning. Students attending CHOICES will satisfactorily complete regular coursework with a required Community Outreach class credit counting toward their Career Academy credit hour requirements. CHOICES students must complete 270 credit hours for graduation. Students who transfer out of the CHOICES program will not be penalized by attending CHOICES and their counselor will complete a credit evaluation.

Class Rankings, Grade Point Average, and Graduation Honor Recognition
The official grade point average (GPA) of graduating students is based on a minimum of eight semesters of studies in order to allow students sufficient opportunity for demonstrating achievement. Current GPA's will be sent to colleges and universities who request information for admission. Following graduation, the official GPA will be furnished to post-secondary institutions upon request. Students approved and who complete early graduation requirements (Board Policy 5206) will receive their official GPA based upon completed semesters. Scottsbluff Public Schools utilizes the Laude Recognition System for recognizing Scottsbluff High School students graduating with honors. In order to be recognized, seniors must meet the following criteria:

Summa Cum Laude
4.0 grade point average or above

Magna Cum Laude
3.9-3.99 grade point average

Cum Laude
3.75-3.89 grade point average

*Beginning with the class of 2029, students who drop a course with an "F" or fail a course will not be eligible for Summa Cum Laude honors.

Grade Point Average
The cumulative grade point average (GPA) of a student at the end of eight semesters of high school will be used to determine graduation honors as computed by the Scottsbluff High School Counseling Office. The GPA will be calculated on a weighted scale. Only Advanced Placement (AP) and designated dual credit courses offered through Scottsbluff Public Schools will be used for weighting purposes. Transfer students may use AP courses from the school of origination in the weighting process. In order to be eligible for graduation honors, a student must complete all Scottsbluff High School graduation requirements and must be registered as a full-time Scottsbluff High School student (20 credits per semester) during their entire senior year. For further information on the weighting process, see the table below along with identified courses to be weighted.

Weighted Scale

Grade	Regular Points	Weighted Points
A 90 – 100	4.0	5.0
B 80 – 89	3.0	4.0
C 70 – 79	2.0	3.0
D 60 – 69	1.0	2.0

Weighted Courses
AP Chemistry
AP Calculus AB
AP Calculus BC
AP English Language and Composition
AP Physics
AP PreCalculus
AP Spanish

AP Statistics
AP United States History
AP World History
College Algebra
Composition 1
Composition 2
General Biology
Principles of Marketing
*If additional AP courses are added, they will be added to the list of weighted courses.

Grade Classification
Students are classified by their graduation year. Those students not meeting the following credit requirements will be considered to be on “Academic Probation” and not on track for graduating with their class.

Senior	At least 186 credit hours
Junior	At least 125 credit hours
Sophomore	At least 65 credit hours

Graduation
Only students who have successfully completed all academic requirements, with no less than the minimum number of credits required for graduation, and in good standing deemed by the administration, will be allowed to participate in the Senior Academic Award Ceremony and/or the Graduation Ceremony. This includes appropriate attendance in all classes, good academic standing in all classes, and all fines and fees paid. Seniors who participate in inappropriate actions during the graduation ceremony will be required to complete specified community service prior to receiving their diploma.

Students expelled in the final quarter of their senior year will not be allowed to participate in the Scottsbluff High School Commencement Ceremony, however, parents/guardians and students may petition to the building administration for exception demonstrating previous school records of positive attendance, behavior, and academic performance.

For more information, please visit the District Parent-Student Handbook, Section 6 “Scholastic Achievement”

SECTION 7 – SUPPORT SERVICES

Counseling Services
The Counseling Department offers students an opportunity for educational, vocational, and personal counseling. Counselors are available to provide assistance on an individual and/or group basis where problems and concerns are apparent to address such areas as academic progress, vocational planning, social and emotional adjustment, etc. Testing is also provided by the department, when appropriate, in combination with counseling. Visit counselors often and take full advantage of the various guidance services.

Authorization for Release of Educational Records
In accordance with the Federal Privacy Rights of Parents and Student Act, signed consent forms are necessary in order for the Scottsbluff Public Schools to release academic and other pertinent educational information to any specified individual or agency. However, Federal Law 99.31 states; "No parent signature is required for educational records sent to another educational agency. Psychological data still requires the authorization of the parent before it can be sent and should only be sent to a corresponding psychologist.”

Educational Planning Program
Each year SHS works in conjunction with EducationQuest, the Nebraska Associate of Collegiate Registrars and Admissions Officers (NACRAO) organization, colleges, universities, vocational/technical schools, the Armed Forces, and other post-secondary programs to coordinate informational events and visits. These are designed to provide information about opportunities available to our students and are announced through the counseling web page, on social media, and through the ~~Remind~~ ParentSquare app.

Permanent Record Folder
A record folder is kept in the counseling office for every student who is a student at SHS. Information recorded includes attendance, classes taken, grades, and test scores. This information is frequently used when answering inquiries from parents/guardians, other educational institutions, and prospective employers. Students and parents/guardians may request counselors to show them this information.

Registration Procedures
Students choose their courses in the spring of the previous year. If students have a concern or discover a mistake in their schedule, contact their grade level counselor prior to the beginning of each semester if changes are necessary. Once the semester begins, few schedule changes will be honored.

Students adding or dropping a class must do so within the first five days of the semester in which the course starts. Adds or drops after the five-day period must be coordinated through an administrator//school counselor and drops may result in an "F-0%."

At the request of the teacher and counselor, a student may be dropped from a course for up to three weeks without penalty and be placed into an appropriate replacement course.

Students who are administratively removed from a class after the five days will be placed in an alternative learning setting for the remainder of the semester and may receive an F-0%" on their permanent record.

If it is necessary to do an administrative “change of schedule” regarding a student, appropriate forms will be taken by that student to the teachers of the old and new classes for their signature. The completed form will be returned by the student to their counselor. Failure to complete this procedure may result in jeopardizing the student’s grade standing and attendance.

Student Withdrawal or Transfer
Any student withdrawing from all classes or transferring to another school must notify the office and go through his or her counselor. Failure to follow these directions and settle all obligations with the school, such as the return of books and supplies or payment of fees and fines, may result in the withholding of school records. Please follow your counselor's directions and check out properly. Parents/guardians will always be contacted regardless of the reason for withdrawing from school.

Testing Program
If you plan to continue your education beyond high school, you may be required to take one or more of the College Entrance Examination Board Tests - The Scholastic Aptitude Test (SAT I and/ or II) or the ACT, which is a state-required test that all Scottsbluff High School students must complete during the Spring Semester of their Junior cohort year. Most colleges and scholarship sponsors require that applicants submit scores on one or more of these tests. College admissions officials and scholarship program sponsors use the test scores, your school record, and other criteria to assess your ability to do college work and to assist in placement in an appropriate program of study on campus. To decide if you should take one or more of these tests, you must know the test requirements of the college and scholarship programs in which you are interested. Counselors will help you find this information or you may write directly to the colleges or scholarship program sponsors. These tests are usually taken during the junior year or the first semester of the senior year. They can also be taken at any time in grades 9 through 12. Full information about these tests, including fees and location of test centers, can be obtained from the counselors.

Dual Credit Courses
All students electing to enroll in dual credit courses are required to abide by the policies and procedures of both Scottsbluff High School and the governing post-secondary institution. Should a conflict arise in policy or procedure, the post-secondary institution’s policy and/or procedure will supersede those of Scottsbluff High Schools.

WNCC Guidelines
Registration
WNCC registration for high school students takes place in April for fall classes and in November for spring classes. The registration process involves meeting with school counselors and WNCC college advisors. In order to register, students must complete a WNCC registration form and an SHS contract for college course enrollment. Information for completion of this process will take place prior to registration for WNCC classes.

Basic Skills Assessment
Either the ACT, SAT, or WNCC ACCUPLACER test is used for placement in courses requiring an assessment score prerequisite.

The test is administered to:
- Students enrolling in English or Mathematics courses
- Students enrolling in courses with English, Reading, or Math prerequisites

The high school counselors have a parameter sheet explaining the scores needed for college class entrance requirements.

Grades and Credits
In order for a course to be transferable, a student must earn a minimum grade of 70% in a college course as compared to 60% at Scottsbluff High School.

WNCC Academic Probation and Suspension
Students are considered to be making satisfactory progress if they have a WNCC GPA of 2.00 (70%) or higher.

The purpose of academic probation is to warn students of their unsatisfactory academic progress. Academic probation may also pose a problem in obtaining financial aid for college after high school. Students are placed on academic suspension after they are on probation for one semester and satisfactory academic progress has not been made.

WNCC Portal
Each student taking a college class will log into their WNCC portal. To log in, a student will go to www.wncc.edu, then click on “MyWNCC” in the upper right-hand corner of the page. If students are taking a class on the WNCC campus, it is important to get logged

onto the portal as quickly as possible as classroom materials will be accessed through Blackboard. Students can view their schedule, instructor name, grades, and request transcripts on the portal. See your counselor or a WNCC advisor for further information.

Transferology and Transfer Nebraska
Transferology is a nation-wide network designed to help students explore their college transfer options. The website for Transferology is www.transferology.com. Students wanting to transfer within the state of Nebraska should visit https://transfer.nebraska.edu/ . Dual credit grades lower than a "C" on the college level may not transfer to other colleges or apply to a specific program of study.

Family Educational Rights and Privacy Act (FERPA)
FERPA is a federal law that protects the privacy of student education records. FERPA gives parents/guardians certain rights with respect to their children's education records at elementary and secondary schools that are subject to FERPA's requirements. These rights transfer to the student when he or she attends a postsecondary institution at any age. Under FERPA, an eligible student must provide a signed and dated written consent before a school discloses personally identifiable information, such as financial aid records, grades, transcripts, account balance, student conduct, or placement scores from the student's education records. Students should be responsible for knowing the status of their progress. We realize that there may be situations when parents/guardians may want to access their son's/daughter's grades. Students have access to grades on their WNCC portal. If parents/guardians want access to grades or other personally identifiable information, their son or daughter will need to sign a release of information agreement. This form is found in the portal.

Parents/guardians wishing to access student information for dual enrollment through SHS will need to work through SHS Infinite Campus for progress monitoring; however, grades and attendance are only updated at semester. Parents/guardians wishing for full access will need to access the student's WNCC portal.

Academic Help
Any student taking a class through WNCC has access to Supplemental Instructors, paid tutors who have previously been highly successful in the courses. These Supplemental Instructors are available in the Math Center, the Writing Center, and in the department offices for the courses being taken. These centers are typically open during the day and evening.

Student Code of Conduct (including Academic Integrity)
Students are encouraged to go on the WNCC website to view the college's policies relating to academic integrity. Students are expected to know and understand the College's policies relating to student conduct and academic integrity and are held accountable for doing so. Please refer to the student handbook found on WNCC's web page.

SHS/WNCC Shuttle
All students and parents/guardians must sign a waiver for students attending courses on the WNCC campus indicating their preferred method of transportation, personal or school provided. These forms may be found in the counseling office. Students in need of transportation will be provided transportation through a school provided shuttle service at no additional cost.

All students attending courses on the WNCC Campus will be required to scan a QR Code, fill out the accompanied Google Form, and submit the Google Form daily in their WNCC classrooms to account for attendance.

Tuition
Scottsbluff Public Schools will pay the tuition for students enrolling in Dual Credit courses on the SHS Campus and taught by an SHS instructor AND those courses that are required as part of a student's Career Academy. Although SBPS will pay tuition, it is essential that all students qualifying for the free and reduced lunch program apply for the Access College Early College Scholarship program. Should a student fail or withdraw from a dual-credit course, the student will be responsible for reimbursement of tuition costs to the District.

Drops
Students selecting to drop a course prior to the WNCC drop deadline will receive a "W" at WNCC and will take a replacement course at SHS. Those students wishing to participate in an extracurricular activity must enroll in a credit recovery course in order to maintain eligibility for the dropped course. If a student selects to drop a course before the WNCC drop deadline, they may enroll in a credit recovery course to replace the grade of the WNCC course. If a student does not enroll and complete a credit recovery course to replace the WNCC course prior to the end of the semester, the student will receive an "F" on their SHS transcript for the WNCC course. Students choosing to drop a course after the WNCC drop deadline will receive a failing grade at both WNCC and SHS. Students that choose to drop a dual credit course will be responsible for reimbursement of tuition costs to the District.

Credits
High school credits will be calculated based on the number of College (WNCC) credits earned. ~~College (WNCC) credits earned and how they will be computed to high school credits~~. Two through four credit courses at WNCC will be computed as five credit courses on an SHS transcript. Six credit courses at WNCC will be computed as a ten credit course on an SHS transcript.

Grade Replacement
Students who fail or receive an unsatisfactory grade in a college course may retake the course at their own expense and may replace both their college and high school transcript grade.

Dual Credit Finals

Students attending WNCC courses on the WNCC campus are required to take the final at the predetermined time established by the WNCC finals schedule. If this time contradicts with a Scottsbluff High School course, students are expected to communicate with their SHS instructor prior to the absence and make arrangements for any coursework that may be missed due to the absence.

Students taking dual-credit courses on the SHS campus will adhere to the timelines of the corresponding college. The last day of class will correspond with the designated time of the final as determined by the college.

Academic Supports

Saturday School
Begins the third week of each semester. Available to all students. Located in the SHS Media Center from 9:00 - 11:00 am in the SHS Media Center.

After School Tutoring
Begins the third week of each semester. Available to all students. Located in the SHS Media Center from 3:30 - 4:30 pm, Mondays through Thursdays.

CATS Academic Support
Available from 9:25 - 9:50 am every day during students scheduled CATS time. Students must register for this class. Placement is based upon teacher and counselor recommendation and/or student request.

For more information, please visit the District Parent-Student Handbook, Section 7 "Support Services"

SECTION 8 – DRUGS, ALCOHOL, and TOBACCO

Vaping

Scottsbluff Public Schools believes illegal or unauthorized products or substances cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors. As such, all district-owned or operated facilities, grounds, and vehicles, as well as district-sponsored events, will be designated tobacco, alcohol, and drug-free. The use of all vaping products (nicotine, marijuana oil, or other substances) is prohibited on school grounds and in school buildings (SBPS Board Policies 1120 and 5104).

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco (Board Policy 5104)

The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol, or tobacco (including electronic nicotine delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution, or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant;
2. Possession of any prescription drug in an unlawful fashion;
3. Possession, use, distribution, or being under the influence of alcohol;
4. Possession, use, distribution, or being under the influence of any abusable glue, aerosol paint, or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes;
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes; and/or,
6. Possession, use, or distribution of any tobacco product (including electronic nicotine delivery systems).

Disciplinary Sanctions

Violation of any of the above-prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents/guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

For more information, please visit the District Parent-Student Handbook, Section 8 "Drugs, Alcohol, and Tobacco"

SECTION 9 – STUDENT CONDUCT

Student Conduct
Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose or interfere with the health, safety, well-being, or rights of other students, staff or visitors.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the District. This policy will also apply while on school-owned, operated, or chartered transportation, while attending or engaged in school activities, and while away from school grounds if misconduct will directly affect the good order, efficient management, and educational processes of the District.

Students who violate the code of conduct and administrative regulations supporting it will be subject to disciplinary measures including, but not limited to, removal from the classroom, detention, suspension, probation, and expulsion. The codes of conduct will include measures to prevent or discourage behavior which interferes with the educational program, behavior which disrupts the orderly and efficient operation of the school or the functioning of school activities, behavior which interferes with the maintenance of a learning environment, behavior that is violent or destructive, or behavior which interferes with the rights of other students to pursue their education. Procedures will be available to allow rights of due process for all students.

This disciplinary process is designed to create the expectation that the degree of discipline imposed by the school will be proportionate to the severity of the behavior of the particular student, the previous discipline history of the student, and other relevant factors. It will also include parental involvement processes designed to enable parents/guardians, teachers, and school administrators to work together to improve and enhance appropriate student behavior and academic performance. All student codes of conduct shall be submitted to the board for approval or review.

Conduct in the Building
If a student must be in the halls during class periods, please show courtesy to teachers and students in class by keeping as quiet as possible. There is to be no running, shouting, scuffling, pushing, and throwing objects in halls or classrooms. Improper language is not acceptable at any time. Students are not to bring in any outside food or drink into the school building, other than bottled water in its original container. Outside food or drink must be consumed before entering the building or be thrown away. Teachers will be asked to preserve instructional time by not allowing students to go to the cafeteria to eat during class times. Students may eat during designated breakfast time prior to 7:45 AM. All food bought in the cafeteria must remain in the cafeteria and should not be taken to classrooms or hallways. Drinks bought within the school building are permissible in the classroom. A teacher or any school personnel may correct a student for any of the above behaviors. Students are asked not to sit on tables in the cafeteria. Dispose of all waste items in waste containers on campus before you enter the building from the outside. Public displays of affection beyond holding hands are inappropriate and a disruption to the learning environment. Please use good judgment and avoid an embarrassing situation. Students are asked to refrain from such acts. Students in the halls without a pass will be taken to their class for the remainder of the period**.** Teachers may require students to come in after school to make up time missed from class and/or as part of restorative practices.

Scottsbluff High School Code of Ethics
We will:

- Be present, be engaged, and be productive.
- Be inclusive, be empathetic, and be understanding.
- Respect all students, staff, and property.
- Collaborate to achieve personal and academic goals

Academic Integrity (Board Policy 6287)
Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

Academic misconduct is defined as any type of cheating that occurs in relation to a formal academic exercise. This is subject but not limited to plagiarism, fabrication, deception, cheating, bribery, sabotage, and/or impersonation. Students found in violation of the Academic Integrity policy will face academic consequences as defined below, as well as, school discipline sanctions as outlined on the Progressive Discipline Chart. (Reference District Parent and Student Handbook, Section 9 - Student Conduct "Academic Integrity")

- First offense - The student receives a grade of zero for the assignment/assessment and parents/guardians are contacted by the teacher. The student will be required to redo the assignment/assessment for partial credit.

- Second offense - The student receives a grade of zero for the assignment/assessment, parents/guardians and student must meet with the teacher. The student will be required to redo the assignment/assessment for a significant loss of credit.
- Third offense - The student may lose credit for the class in which they cheated.

Bluffs Middle School Campus

Bluffs Middle School building and campus are off limits for high school students. Business that is to be conducted at Bluffs Middle School must take place after school through the Bluffs Middle School office.

Dances

A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances

In addition to all rules of student conduct in the Parent-Student Handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Scottsbluff Public Schools and their guests may attend.
   - No students below the 9th grade or individuals 21 years of age or older are allowed to attend SHS dances.
   - Personal identification will be required to enter all dances.
   - Student conduct and behavior must be appropriate for the school environment.
   - Once students enter the dance, they will not be allowed to return once they have left the dance.
   - Only students, who are in good standing deemed by the administration, will be allowed to participate and attend school dances. Good standing is defined as…
     - less than five "No Contact" ~~unexcused~~ absences in any one class, including CATS for the semester at the time of ticket purchase;
     - no more than one failing grade for the semester at the time of ticket purchase;
     - no more than three behavior referrals for the school year at the time of ticket purchase.

     This expectation applies to Homecoming, Winter Royalty, and Prom.
   - SHS students are required to pre-register their dates if they are not currently an SHS student; failure to pre-register will result in no admittance. Pre-registration of dates is accomplished by completing a guest form (available in the SHS Office) and submitting it to the SHS Office no later than 3:30 PM on the Wednesday prior to the dance. Dates/guests who are former SHS students must have had an acceptable school record and are subject to approval by building administration.
   - Prom is limited to juniors and seniors. Freshmen and sophomores may only attend if brought as a date by a junior or senior. Freshman and sophomore students must be present with their dates at both the time of purchasing their entrance ticket and entering the dance in order to be admitted into the dance.
   - Prom is a formal event and requires formal attire for the entirety of the dance. Students violating dress expectations will not be allowed to enter the dance or be required to leave the dance.
     - Formal attire includes, but is not limited, to dress slacks and coat, suits, tuxedos, and formal dresses. Prohibited attire includes, but is not limited to, hats, worn jeans, shorts, t-shirts, and other attire not formal in nature.
     - Any jeans worn must be dark in nature, new, pressed and accompanied with a jacket, button down shirt, and tie.

2. Prohibited Substances

Alcoholic beverages, illegal drugs, and tobacco (including electronic nicotine delivery systems) are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents/guardians may be contacted.

- Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student, or a student's date, is under the influence of alcohol or drugs.

3. Royalty Candidate Eligibility and Selection

The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by the principal for each dance at which royalty is to be selected. The principal will communicate with students to inform them of their eligibility and selection (when applicable).

Specific Dance Eligibility and Selection Requirements

- Homecoming/Winter Royalty Queen & King
  - Only a senior girl shall be eligible to be Queen and only a senior boy shall be eligible to be King.
  - To be eligible, a candidate must agree and be eligible to attend the Homecoming or Winter Royalty Dance and represent the school properly.
  - The Queen and King will be chosen from the qualified nominees by secret vote of the student body during Homecoming or Winter Royalty week. Crowning will be held at an appropriate fall sports event.

- Prom King and Queen
    - Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King.
    - To be eligible, a candidate must agree and be eligible to attend the Prom Dance and represent the school properly.
    - The Queen and King will be chosen from the qualified nominees by secret vote.

Personal Electronic Devices (PED)

Responsibility for Electronic Devices

The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents/guardians authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

PED Regulations

- PEDs will not be used for any reason in school restrooms, locker rooms, or classrooms, and use may be subject to disciplinary action.
- PEDs may be used by permission of the administration or counselors within SHS offices.
- PEDs may be used in the cafeteria (during assigned lunch, breakfast, or open period), hallways (during passing time and non-instructional time), and in commons areas (during non-instructional time).
- PEDs used on school property outside of school hours or while attending a school sponsored function, home or away, will be at the discretion of the supervising sponsor of the event, club, or organization.

Students using PEDs within the school are expected to utilize devices professionally and responsibly. Students will be held to the expectations for building technology.

PED Classroom Procedures and Expectations

When students enter their assigned classroom, they will be expected to place their phone and/or smart watch in an assigned PED storage location designated by the classroom instructor. At the end of each class period, students will be allowed time to retrieve their phone prior to the passing period. Students who fail to meet this expectation will incur the following consequences.

- First refusal – Teacher warning
- Second refusal – PED turned into the office and may be picked up at the end of the school day. Parent/guardian contact will be made by administration.
- Continued refusal – PED consistent with the Progressive Discipline Chart for student insubordination.

PED Building Expectations and Etiquette:

- Cell phones should not be used during emergency situations. PED's should be removed during emergency situations.
- Students will have their cell phones on vibrate during the school day. Alarms will not be used.
- Students will excuse themselves from phone calls (hang up) and/or put away their phones or PED's when an adult is addressing them during the school day and at school-related events and functions.
- Students will be allowed to use their cell phones and PED's during passing time and lunch with headphones in one ear only.
- The only person that should be able to hear the cell phone conversation or content from the PED should be the user.
- Students will be considered "in class" once the bell rings and their PED should be safely stored in the predetermined classroom location.

Inappropriate PED use during non-school hours or off school grounds, but related to school activity or having a nexus to the learning environment, may result in consequences up to recommendation for expulsion. Inappropriate PED use during school hours may result in consequences up to recommendation for expulsion. Examples include, but are not limited to, possession of and/or photos taken of exposed individuals, threats against another person, and those uses considered illegal by law.

Student PEDs, including, but not limited to, text messages and digital photos, may be searched by the District, under limited circumstances. Specifically, school officials may not search students' PEDs, including the accessing and reading of their text messages and digital photos, unless those officials: (1) have a reasonable suspicion, based on objective and articulable facts, that the search will provide evidence that the particular student was violating either the law or a school rule; and, (2) the scope of the search is reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the infraction.

The PED Policy is subject to change with notice from administration to students and parents/guardians.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

Students refusing a search, when justified by reasonable suspicion, will receive consequences consistent with students who are found in possession of items or substances prohibited within the school.

Parking and Driving Regulations

Students parking on campus in non-designated locations, in handicapped zones, or in visitor spaces will be subject to having their vehicle towed at the owner's expense. School officials will contact the towing company and the School Resource Officer. Students responsible for driving in a reckless manner on school property will be suspended from school for a minimum of five (5) days with

suspension possible up to and including expulsion from school, depending upon the severity of the reckless driving act. Upon return to school, the student will be banned from parking on campus for the remainder of the current school year.

General Traffic Regulations

- No vehicle may be operated on the parking lot at a speed greater than that which is reasonable for the prevailing conditions.
- No vehicle may be operated on the parking lot in a negligent, reckless, or willful reckless manner.
- No person shall ride on the top, hood, bed of a pickup, or fenders of a vehicle. It is unlawful for the vehicle operator to allow such operation.
- Drivers must stop if they witness an accident and report it to the police.
- It is unlawful to destroy any parking notice violation.

Students choosing to violate the stated regulations will be dealt with by the school and/or the Scottsbluff Police. The privilege to use the SHS parking lot could be taken away.

Student Vehicle Parking Rules

1. Student parking will be in the lot west of the main building, north in the baseball field parking area, and along the street on 2nd Avenue (north of 27th Street). Students parking in the lot west of the main building must have their parking pass visible for staff to view. All juniors and seniors will ~~be issued~~ have the opportunity to apply for a parking pass. Pass identification and locations are as follows:
    a. Seniors – Issued a "Red" pass for ~~reserved~~ designated parking on the south side of the parking lot west of the main building.
    b. Juniors - Issued a "White" pass for ~~reserved~~ designated parking on the north side of the parking lot west of the main building.
    c. Sophomores and Freshman – No pass issued but may park in the lot west of the pool facility, north in the baseball field parking area, or along 2nd Avenue (north of 27th Street)
2. Faculty parking is not to be used by students. Faculty parking is located on the north and south ends of the lot west of the main building, and on the north side of campus
3. To facilitate identification, automobiles are to be parked front end in first; only one stall per car.
4. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
5. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Students will be expected to follow general traffic regulations. Suspension of driving privileges, parking tickets, towing of vehicles, and/or suspension from school may occur when violations of these regulations occur.
6. All vehicles must be parked in authorized parking spaces. The discipline chart describes consequences for parking or driving violations.
7. Students with parking passes will lose their pass for the remainder of the semester upon their third offense. Continued offenses once the pass is lost will result in ISS. (See Progressive Discipline Chart).

Dress Code Expectations

Students are expected to dress in a way that is appropriate for the school setting. ~~Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school.~~ Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Specific expectations should be re-evaluated each year.

Examples of inappropriate dress may include but are not limited to:

- ~~Pajama apparel~~
- ~~Inappropriate tops or clothing~~
- ~~Shorts or pants worn below the waistline (with or without a belt)~~
- ~~Excessive holes and rips in pants and shorts~~
- ~~Inappropriate accessories (i.e. chains, gloves, sunglasses, etc.)~~
- ~~Spiked apparel~~
- Clothing that shows an inappropriate amount of bare skin or underwear, or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap, or any material that is sheer or lightweight enough to be seen through, or otherwise of an inappropriate size and fit so as to be revealing or drag on the ground
- Items or accessories that could reasonably cause a distraction (gloves, capes, costumes, sunglasses, etc.)
- Clothing or jewelry that advertises or promotes alcohol, tobacco, or illegal drugs
- Blankets
- Trench coats ~~worn during school hours and/or at activities~~
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel, etc.) or that would encourage "horse-play" or that would damage property (e.g., cleats)
- Headwear, including hats, caps, bandannas, and scarves
- Clothing or jewelry that exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning
- ~~Hoods, caps, or hats worn to cover the head in the building during school hours~~
- ~~Inappropriate slogans or lettering~~
- ~~Gang-related apparel (includes hair nets and bandanas)~~ Clothing or jewelry that is gang-related
- Book covers, notebooks, folders, etc., that have inappropriate signs, pictures, or language
- ~~Tobacco/alcohol/drug-related apparel~~
- ~~Vulgar or offensive content (guns, violence, sexual content, etc.)~~

- ~~Prescription sunglasses that are not transition prescription glasses~~

~~Students are required to adhere to the following guidelines:~~

- ~~The hem of the top must touch the hem of the pants in a standing position.~~
- ~~All shirts/tops must have two inch or wider straps on both shoulders~~
- ~~All clothing must cover undergarments~~
- ~~Tops or bottoms must provide adequate coverage of the body~~
- ~~Shirts and dresses must have fabric in the front, back, and on the sides. Fabric must cover all private parts and must not be see-through.~~

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia at any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments, or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin. No school staff shall permanently or temporarily alter or cut a student's hair.

The final decision regarding attire and grooming will be made by the principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the principal's office.

Students who are in violation of the school dress code will be educated on the reason the clothing is not allowed in the school setting, and:

- When personal clothing is available, be given the opportunity to change into educationally appropriate attire;
- Be given the opportunity to change into school issued clothing;
- When the first two are not viable options, the student's parent/guardian will be contacted to bring appropriate clothing for the student to wear;
- Students will not be allowed to return to classes until they are in compliance with the school dress code; and,
- Repeated violations could result in school consequences.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in Policy 5101.

Coaches, sponsors, or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups, or students who are representing the school as part of an extracurricular activity program.

Weapons

Scottsbluff Public Schools will not tolerate the possession of dangerous weapons by students on school district property or at school district-sponsored events. Possession includes having a weapon in a desk, backpack, locker, vehicle, or on a student's person. If a student carries, displays, or draws any dangerous weapon, look-alike weapon, any toy that looks like a weapon, or anything that could cause bodily harm, they may face consequences up to and including expulsion.

Guidelines for Suspended or Expelled Students

Students may not participate in activities during the term of suspension, including, but not limited to, concerts, school functions, and practices. All students suspended for disciplinary reasons will be expected to make up all assignments, i.e. term papers, final exams, etc. in their classes. They will have the potential to receive full credit for all makeup work turned in. Homework must be turned in to the teacher the day a student is scheduled to return for regular classes. Students that are suspended will be provided an education in accordance with state statute. Students suspended or expelled may not be on any Scottsbluff Public School District Properties without prior arrangements with an administrator of that building.

Restorative Practice

Restorative Practices reflect the philosophy that when a misbehavior occurs within a school, it affects those harmed, those causing the harm, and possibly others within the school community. The goal of Restorative Practices is to address conflict using open and respectful dialogue that focuses on the harm caused, strategies to repair this harm and the relationships of those involved, and strategies to stop the disruptive behavior. The goal of restorative practice is to foster new understanding through dialogue that results in a mutually-agreed resolution to the issue.

Restorative Supports: 3-5 days

Students will be assigned 3-5 days, after school from 3:25—5:30 of restorative support (RS) as outlined in the progressive discipline chart. Students will be required to complete the items listed on their specific RS worksheet during their assigned days. Scottsbluff High School utilizes Restorative Supports as a proactive and evidence-based initiative to help students manage their misbehavior. Restorative Practices are grounded in principles and values that: are needs-based, hold students accountable, are focused on repairing harms, and supporting meaningful outcomes. Restorative Practices will be integrated within existing discipline

measures and utilized as deemed appropriate.

In School Suspension (ISS):
ISS will be utilized as necessary as it aligns to the Scottsbluff High School Progressive Discipline chart. While in ISS, school work will be coordinated with the classroom teacher and the ISS supervisor. Students are expected to turn in cell phones and remain engaged in their coursework throughout the time they are assigned ISS.

SHS Discipline Matrix

School Wide Infractions	Formal Warning/ Parent/ Guardian Contact	In-School Suspension				Restorative Support 3:25—5:00		Out of School Suspension Days			Hearing for Expulsion
Disruption to the Educational Process		Class period	1	2	3	3	5	2	5	9	
Disruption to the learning environment	1	1				2	3	4+			
Insubordination/Willful Disobedience	1	1				2	3	4+			
Vulgarity/Profanity	1	1				2		3+			
Gross teacher disrespect/Profanity against a staff member						1	2+	1	2+		
Teacher Disrespect			1			1	2+	2	3+		
Threats of Physical Aggression against a staff member											1
Derogatory Language											
"Casual" use within student conversation or as slang.	1	1				2	3	4+			
"Aggressive" derogatory words, slurs, slogans, names used against a student or staff member.				1		1	2+		2+		
"Threatening" derogatory threats or acts of intimidation intended to victimize.							1+		1		
Health and Safety											
Use/possession of tobacco and alternative nicotine/vapor products				1		1	2+	2+			
Being on school property after having consumed alcohol or a controlled substance							1			1	2
Possession of alcohol, controlled substances, or drug paraphernalia on school property											1
Distribution of any non-prescription drug or medicine, herbal supplement or vitamin on school grounds							1+		1	2	3
Threaten/Intimidate/Haze/Bully another student							1+	1			
Sexual Harassment/Harassment							1+	1			
Sexual Assault							1			1	
Fighting							1			1	2
Assault							1			1	
Carrying, possession, or display of deadly weapons or dangerous objects							1		1		
Carrying, possession, or display of firearms											1
Use of a weapon or dangerous object in a threatening manner.											1
False fire alarms, bomb threats, incendiary, fireworks, smoke, or pepper mace											
Driving inappropriately											
Property Loss and Damage											
Vandalism											
Theft, possession of stolen goods							1	1			
Extortion							1		1		2

Legitimate Educational Purpose											
Cheating/academic misconduct											
Forgery - presenting false papers or fraudulent phone calls											
Parking Violations	1-3			4							
Unspecified inappropriate behavior											

NOTICE: Discipline procedures will be handled case by case. Consequences may vary from student to student and situation to situation. If students refuse to follow restorative practices, traditional consequences will be applied. When students are assigned to the office, actions taken are solely at the discretion of the administrator. Students who have been suspended or expelled from school may NOT be on any school grounds or at school activities without permission from an administrator.

False reporting will result in consequences consistent with the Scottsbluff High School Parent-Student Handbook or as deemed appropriate by the SHS administration.

With any school behavior offense covered by the law, law enforcement **will** be contacted for possible prosecution.

Special Note: Additional discipline may occur due to membership in extracurricular activities. Discipline procedures apply to buses, activities, and field trips.

For more information, please visit the District Parent-Student Handbook, Section 9 "Student Conduct"

SECTION 10 – ALTERNATIVE EDUCATION

Scottsbluff High School has developed a comprehensive Pyramid of Interventions to meet the needs of all students. SHS is dedicated to providing differentiated instruction to all students to help them meet their goals. In some cases, Alternative Education is necessary to provide students with educational opportunities. Student discipline for Alternative Education settings may vary from the SHS Parent-Student Handbook based on the situation, individual safety, and environmental safety. Consequences will be determined on an individualized basis (see ReConnect Parent-Student Handbook). Below is a brief overview of various alternative education strategies that will be employed by Scottsbluff High School.

Academic/Behavior Intervention Plan (ABIP)

SHS takes a proactive approach to help all students be successful. Our desire is to develop students who demonstrate commitment to excelling educationally. Our goal and intent is to build a long lasting academic and behavior plan, with a focus on freshmen and sophomore students. We will incorporate parent/guardian assistance to help provide a safe and positive environment for every student. Teachers, counselors, and administrators help students develop strategies for educational success throughout the school year. Review of grades, attendance, and behavior issues will be on-going topics of discussion during student meetings with their mentors. Primary focus will continue to be aimed at freshmen and sophomore students.

As a result of discussions regarding academic or behavior issues, consequences for unacceptable performance may be implemented. Students may lose privileges (i.e. open-campus for lunch, dances, other campus activities) if they are failing a class, have several behavior referrals, or if attendance, including tardies, is affecting time and/or performance in class. Loss of privileges, until improvement is demonstrated, may be implemented at any grade level if deemed appropriate by an administrator.

ABIP (12 Points Plan)

This intervention plan is used when a student's current academic performance is not progressing at the level expected of all SHS students. Their actions/behaviors are causing a disruption to the learning environment for students in our school. Criteria for being placed on the ABIP include:

Total of 12 points from the list below in any combination will result in the recommendation of removal from all classes for the remainder of the semester. The student will be offered a course for credit recovery to be completed off campus or in an alternative setting (Excel Academy or Re-Connect) by the end of the current semester. Students will be eligible for on campus classes the following semester if they successfully complete their academic plan.

- # - Discipline referrals written by a principal. Accumulative, entire year.
- # - Classes with 5 or more unexcused absences. Current semester
- # - Classes with grades below 60%. Current semester
- 12 - total in any combination

Once a student reaches 12 points, and prior to being placed on the ABIP plan, a meeting will be held with the student, parent/guardian, and grade level administrator. The student will be provided an opportunity to correct behaviors within a reasonable time frame. If these expectations are not met within the timeframe and maintained, the student will be placed on the ABIP plan.

Excel Academy (EA)

The Excel Academy is designed for those students who are at-risk of not graduating within a 4-year time period and are credit deficient. Students will be placed in the Excel Academy based on teacher, counselor, and administrator recommendations. Students will have the opportunity to recover credit through the Edgenuity online educational platform and will be placed on an Individualized Learning Plan (ILP). Students in the Excel Academy may have their schedule adjusted to meet their unique instructional needs.

Edgenuity
Edgenuity is an online educational platform. Students that are behind on credits will be assigned an Edgenuity online course to recover credit for failed courses. Students who are enrolled in a course for the entirety of the semester but fail a course will be eligible for credit recovery courses through Edgenuity. Students who are dropped from a course or fail to attend a course will be required to either retake the in-person course or will enroll in initial credit courses through Edgenuity.

Students enrolled in Edgenuity online courses are required to complete all tests and quizzes in-person. All tests and quizzes must be proctored by an instructor. Exceptions may be allowed for extenuating circumstances and with administrative approval.

Only Edgenuity initial credit courses can be counted toward a student's cumulative Grade Point Average (GPA), all other courses offered through Edgenuity will receive a letter grade but will not be factored into the student's GPA.

ReConnect
ReConnect is an off-campus program located at ~~2609 Broadway~~ 2512 2nd Avenue, Scottsbluff, NE 69361 created for junior and senior students. While integration into the traditional setting is emphasized, the goal through these specialized programs is independent commitment to quality education that is designed to meet the needs of each individual student. Students will be assigned to ReConnect based on the Scottsbluff High School Pyramid of Interventions. At some point the student may be referred to the ReConnect Program as a stand-alone intervention, or as an additional means of support.

Summer School
- Summer School is open to all SHS students from the last week of May through all of June.
- Classes are in session four days a week from 8:30am-11:30am.
- Summer School is an opportunity to recover credit or to get ahead on credits. Both face-to-face and online classes are available.
- Strong attendance is required; no more than two days of absences are allowed for a student to earn credit for the class.
- Behavior expectations of summer school are the same as during the school year. If behavior expectations cannot be met after one warning, the student will be required to leave Summer School.
- Registering for Summer School is done through the counseling office with the student's grade level counselor.

SECTION 11 – EXTRACURRICULAR ACTIVITIES

Extracurricular Activity Philosophy (Board Policy 5103)
Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally, and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill, and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety
The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents/Guardians
The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck, and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

All athletes and their parents/guardians must realize the risk of serious injury which may result from athletic participation. The following safeguards will be used to make every effort to eliminate injury:
1. Conduct a mandatory parent/guardian/athlete meeting prior to the start of the season to fully explain the athletic policies and to advise caution and warn parents/guardians and athletes of the potential for injury.
2. The parents/guardians of our athletes must assume and agree to be personally responsible for any emergency medical care that may become necessary for the student in the course of athlete activities or travel.

3. Instruct all athletes about the dangers of participation in the particular sport.

Scottsbluff High School Sports
The interscholastic athletic program consists of 11 sports for boys and 12 sports for girls. There are three athletic seasons and the sports are divided among these seasons as follows:

Fall Sports	Boys – Cross Country, Tennis, and Football Girls – Cross Country, Golf, Volleyball, and Softball Coed – Unified Bowling
Winter Sports	Boys – Basketball, Swimming, and Wrestling Girls – Basketball, Swimming, and Wrestling
Spring Sports	Boys – Track, Golf, Soccer, and Unified Track Girls – Track, Tennis, Soccer, and Unified Track Coed – Unified Track

~~Any student interested in athletics who is willing to commit to being a student/athlete should be able to find a place in the program.~~
Letter awards will be presented to those participants who fulfill the requirements established by the coach of each sport.

Extracurricular Activity Code of Conduct
Purpose of the Code of Conduct
Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Outside perception of our school is often based on student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the District's policies, procedures, and rules.

The purpose of the Scottsbluff High School Code of Conduct Policy, as it relates to activities, is to give students a reason to make healthy choices and avoid harmful substances and behaviors. Any violations of the policy will be addressed in a restorative manner that will encourage students and parents/guardians to value performance based activities.

Activities Subject to the Code of Conduct
The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the District which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to all school sponsored activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct policy will begin on Monday of Week 7 of the current NSAA calendar (first day of fall practice) and continue until Sunday of Week 7 of the following year NSAA calendar.

The Code of Conduct policy is a 365 day policy. The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if a Career Student Organization student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct throughout the entire year will affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline.
Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

2. Use of violence, force, coercion, threat, intimidation, bullying, harassment, or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray, unless a district administrator gives prior approval) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in an manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance, or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities, or tardiness to school, assigned classes, or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. ~~Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.~~
15. Willfully violating the behavioral expectations for those students riding Scottsbluff Public Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Determining a Violation has Occurred

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist;
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court;
3. When a student fails or refuses to submit to a court ordered or school ordered drug test;
4. When a student admits to violating one of the standards of the Code of Conduct;
5. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable; and/or,
6. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Reference Board Policy 5103 for Procedures for Extracurricular Discipline.

Extracurricular Activities and Discipline Suspensions

If a student participating in extracurricular activities is assigned out-of-school suspension, they are not allowed to attend practice or participate in a public performance during the suspension assignment. This includes weekend performances that fall between a Friday and Monday. If a student is assigned in-school suspension, they will not be allowed to attend practice or participate in public performance.

Drug and Alcohol Violations/Consequences

Classification of Activities:

Class One Activities are those that provide consistent practice and competitions. Class One Activities are as follows:

Athletics: Volleyball, Cross Country, Football, Tennis, Golf, Softball, Unified Bowling, Swimming, Basketball, Wrestling, Track, Unified Track, Soccer

Activities: Drill Team, Cheer, Speech

Class Two Activities are those that correlate with instruction/co-curricular programming. Class Two Activities are as follows:

DECA, Skills USA, FCCLA, ProStart, HOSA, Musical, Choralaires, 27th Street Singers, Mock Trial, FFA, Jazz Band, Orchestra, Journalism, Math Club, ESports, Play Production, Educators Rising.

If students are involved in multiple activities, the order of consequence will be determined by what is most immediate that the student is involved in. If they are not involved in an activity at the time of an occurrence, consequences will apply to the next activity.

Regarding Class Two Activities only, depending on the date of the infraction and the participant's prior record, consequences may involve a more restorative approach due to the number of competitions or performance dates. Consequences will be determined by SHS Administration, coach/sponsor, student and parents/guardians.

Personal Conduct and Activity Participation: Class One Activities

Students who are participating in or will participate in a Class One Activity that are found in possession or consumption of alcohol, narcotic, or other habit-forming substance will have the following consequences.

- First Offense – Suspension from 20% of public performances (Cheerleading and Drill Team will be based on 25 performances). With the coach/sponsor's approval, students suspended from performances may remain at practice and travel with the team. However, students may not be excused from the school day in order to do so.
- Second Offense – Suspension from 40% of public performances. With the coach/sponsor's approval and verified enrollment by parent/guardian and student in an approved drug and alcohol counseling program, students suspended from performances may remain at practice and travel with the team. However, students may not be excused from the school day in order to do so.
- Third Offense – Suspended from all public activity for the remainder of the policy year. With the coach/sponsor's approval and verified enrollment by parent/guardian and student in an approved drug and alcohol counseling program, students suspended from performances may remain at practice.

After the first offense, the suspended student and parents/guardians may opt to meet with an approved counselor for Drug and Alcohol evaluation and rehabilitation, then the suspended student may resume public performances after a suspension of 10% of the scheduled contests. The parent/guardian must attend the drug and alcohol evaluation with their student. A list of approved counselors will be in the Scottsbluff High School activities office. This reduction will not apply to second or third offenses.

This policy will be in effect for the entirety of the calendar year beginning the start of fall activities (according to the NSAA calendar). All suspension periods will begin on the day the student is formally notified by the Activities Director or any building administrator. If the student is not currently enrolled to participate in an extracurricular activity, the suspension will begin upon the students next season of participation. If the violation occurs at the end of the season, any unmet suspension will be carried over to the next season of participation.

Personal Conduct and Activity Participation: Class Two Activities

Students who are participating in or will participate in a Class Two Activity that are found in possession or consumption of alcohol, narcotic or other habit-forming substance will have the following consequences.

- First Offense – Suspended from all public performances involving extracurricular activities for 21 days or a minimum of 2 competitions or performance dates. With the coach/sponsor's approval, students suspended from performances may remain at practice and travel with the team. However, students may not be excused from the school day in order to do so.
- Second Offense – Suspended from all public performances involving extracurricular activities for 42 days or a minimum of four public performances. With the coach/sponsor's approval and verified enrollment by parent/guardian and student in an approved drug and alcohol counseling program, students suspended from performances may remain at practice and travel with the team. However, students may not be excused from the school day in order to do so.
- Third Offense – Suspended from all public performances for the remainder of the policy year. With the coach/sponsor's approval and verified enrollment by parent/guardian and student in an approved drug and alcohol counseling program, students suspended from performances may remain at practice.

After the first offense, the suspended student and parents/guardians may opt to meet with an approved counselor for Drug and Alcohol evaluation and rehabilitation, then the suspended student may resume public performances after a suspension of 10 days of all public

performances or a minimum of 1 competition or performance date. The parent/guardian must attend the drug and alcohol evaluation with their student. A list of approved counselors will be in the Scottsbluff High School activities office. This reduction will not apply to second or third offenses.

This policy will be in effect for the entirety of the calendar year beginning the start of fall activities (according to the NSAA calendar). All suspension periods will begin on the day the student is formally notified by the Activities Director or any building administrator. If the student is not currently enrolled to participate in an extracurricular activity, the suspension will begin upon the students next season of participation. If the violation occurs at the end of the season, any unmet suspension will be carried over to the next season of participation.

Students participating in or who will participate in extracurricular activities that are seen by staff or cited by law enforcement for Misdemeanor or Public Misconduct:
A student that is cited with a misdemeanor or public misconduct will be suspended from 50% of public performances involving extracurricular activities, but must continue to attend all scheduled practices. The suspended public performances will occur after, or on the day, the student is formally notified by the Activities Director or any building administrator. A second offense during the policy year will result in the student being suspended from ALL public performances.

- At the discretion of building administration, suspensions may be reduced through an effective restorative approach strategy.

Students participating in or who will participate in extracurricular activities that are found in possession of or cited by law enforcement for Tobacco or Alternative Nicotine/ Vapor Products, Chewing or Smoking:
Students found in possession or using tobacco or alternative nicotine/vapor products, chewing, or smoking will be suspended from participating in extracurricular activities for 10% of public performances. A second offense during the policy year will result in the student being suspended from participating in extracurricular activities (public performances) for 20% of public performances. A third offense during the policy year will result in the student being suspended from all extracurricular activities (public performances) for the remainder of the policy year.

- Students who complete a drug and alcohol counseling course with their parent/guardian, and have attended 5 days of Restorative Supports after school to complete an on-line Health Course that emphasizes use of nicotine, may have their suspension reduced by 50% on the 1st offense.
- Students with a second or third offense may not reduce the suspension.

Students participating in or who will participate in extracurricular activities that are cited by law enforcement for Felony:
Students cited with a felony will be addressed by the Scottsbluff High School Administration as per State Law and Board Policy.

Letters and Post-Season Honors
A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. If the student suspended from activities has committed ONE violation, the student may be considered for post season awards, and recognition at the coach's discretion.
3. Not eligible to letter or receive any post season awards if the student suspended from activities has TWO or more violations in the same season. If the violations occur within one activity season, the student may be eligible to letter or receive post season awards for a separate activity upon the coach, sponsor, and Activity Director's approval.

Attendance and Activity Participation
Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy may lose eligibility to participate in extracurricular activities.
2. Be on time for all scheduled practices, contests, and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, students must be in attendance for the full day. A student who is not in attendance for any part of the full day must have approval by the principal or Athletic Director in order to be eligible for the contest, performance, or activity.
4. Any student that has a ~~unexcused~~ "No Contact" absence by parent/guardian or school during the school day will not be eligible to participate in practice or game/performance the day of the absence.

Every attempt should be made to be in attendance the day of a contest.

Forms Required for Activity Participation

- **Physical examination** – A yearly physical examination is required. The physical form must be completed by a physician and submitted to the coach prior to participation. The physical covers all sports for the entire year. The form will be kept on file in the activities office.
- **Parental Consent Form/NSAA Eligibility** – This form contains directory information on the student, provides for parent/guardian permission and responsibility, and also student consent to abide by rules and be responsible for school equipment.
- **Emergency Medical Authorization** – Each athlete's parents/guardians shall complete an Emergency Medical Authorization form giving permission for treatment by a physician or hospital when the parents/guardians are not available. The form will be kept in the medical kit for availability at all practices and contests.
- **Mandatory Drug Testing for Students Involved in Extracurricular Activities**

NSAA Eligibility
Participation in athletics, cheerleading, drill team, music, and drama is regulated by the Nebraska School Activities Association and the Nebraska Coaches Association.

NCAA Eligibility Requirements
On or after August 1, 1996, a student entering a Division I institution directly out of high school must have graduated from high school with a minimum GPA of 2.000 (based on a maximum of 4,000) in a core curriculum of at least 13 academic courses, including four of English, two years in mathematics, two years in social studies, two years in science, and two years in additional core classes, as well as, 820 recentered SAT (700 non centered SAT) or a 18 on the ACT with a high school GPA of 2.500. If a student has below a 2.5 high school GPA, the ACT, RC, SAT, SAT scores vary according to the Initial-Eligibility Index. The core curriculum courses for Scottsbluff High School are registered and confirmed with the NCAA.

Students must have passed 20 credit hours the immediate preceding semester and must be carrying 20 credit hours. A complete listing of requirements is listed on the back of the parental consent form and is available from the Activities Office.

SHS Academic Eligibility Policy for Athletics/Activities
Purpose

1. To make the student aware of low academic performance and hopefully encourage him/her to raise their performance level before it is too late.
2. While activities are extremely important to both the students and the school, the major purpose of the students should be to obtain an academic education.
3. Design an eligibility policy that will attempt to keep the students in school on a long-term basis and not just until the end of the semester.
4. Have a policy that is reasonable to implement.
5. Have a policy that is fair and attempts to retain the students rather than force them out.
6. Normally a student that puts forth enough effort to be successful in academics will be your most dependable athlete/activity participant.
7. Help a student learn time management skills to balance and prioritize curricular and extracurricular activities.

Eligibility Policy
Prior to the beginning of a season, all participants must be deemed eligible under NSAA regulations by having successfully completed 20 credit hours the previous semester and must be enrolled in at least 20 credit hours in the semester of participation.

Students attending an authorized Rule 13 school (exempt or part-time enrollments) must have successfully completed 20 credit hours for the immediate preceding semester. The student must be continuously enrolled in at least twenty credit hours, and a minimum of five credits must be from the District in order to maintain eligibility.

On the third Wednesday of each semester, and every Wednesday thereafter, students' grades will be checked weekly. If the grade check reveals an F, the student will be subject to the following academic eligibility policy:

Ineligibility
A student earning F's will not be allowed to participate in any public performance, competition, or activity until all grades are passing. (**see singular exception below).

Teachers must follow the Parent-Student Handbook regarding the amount of time allowed a student to make-up homework or tests due to any excused absence. Grades will be checked weekly during the sports season/activity and all student's, coach/sponsor's, and counselor's will be notified via email of their eligibility status. The student is to discuss their ineligibility with the teacher, coach/sponsor and parents/guardians.

Upon successfully attaining a passing grade in a class, the teacher of record will notify SHS Administration to indicate passing status.

The **first** time a student becomes ineligible, (receives an F) he/she may petition a principal to be placed on ACADEMIC PROBATION & RECOVERY. See below.

Students who drop a class with an "F" must stay on track to complete their Edgenuity course within the semester, or will be considered ineligible to participate.

Academic Probation and Recovery
Students failing one class may be placed on academic probation and recovery. They may then attend practice and/or participate in a performance, competition, or activity after meeting with the teacher and notifying administration of the academic recovery plan that is established between the teacher and student. Probationary status is granted for the period of one week. Probationary status may be used only once per season/activity. Students in year-long activities may access academic probation once a semester. The academic probation is removed upon teacher verification that the student is passing.

Activities Which Fall Under the Eligibility Policy Include:
Athletics DECA Musical Journalism Drill Team Mock Trial

Cheerleading	FFA	Speech	Choralaires	Jazz Band	Show Choir
Orchestra	Skills USA	E-Sports	Play Production	ESports	Math Club
FCCLA	ProStart	HOSA	Educators Rising		
*Clubs					

**Applies to travel only*

Criteria Used to Exempt an Activity from the Eligibility Policy

- The activity must be composed of the entire class;
- Grades are given for a performance or activity; and,
- There are district-approved academic standards.

Conflicts in Extracurricular Activities

An individual student who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of a conflict of obligations. The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities and to this end, will attempt to schedule events in a manner so as to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about becoming a member of too many activities where conflicts are bound to occur. When conflicts do occur, the student should notify the faculty sponsors involved immediately.

When conflicts do arise, the sponsors will determine a solution and communicate with the student. If a solution cannot be found, the Athletic Director and/or principal will make a decision based on the following:

1. The relative importance of each event;
2. The importance of each event to the student;
3. The relative contribution of the student to each activity;
4. Time frames of scheduled events; and,
5. Parent/guardian communication.

Once the decision has been made and the student has followed that decision, he/she will not be penalized in any way by the faculty sponsor. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

Insurance Coverage

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent, or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

The following is an effort to clarify the insurance coverage carried by the Nebraska School Activities through the Nationals Sports Underwriters, Ltd. Association covers member schools (SHS) in all activities under the jurisdiction of the Association. This does not include Bluffs Middle School. This coverage is intended to provide catastrophic insurance to anyone whose medical expenses exceed $25,000 within one year of injury. The Scottsbluff School District encourages all of their member students to purchase student accident insurance. There are a variety of coverages available that fit student needs. Some examples of these are as follows: School time Accident Policy, 24-Hour Accident Coverage, Football Only Coverage. Pamphlets are available through the Activities Office or online at www.sas.mn.com.

Activity Trips

On trips, participants represent the community, the school, and the sponsors (see Extracurricular Activity Code of Conduct). Therefore, it is expected that all concerned will dress in an appropriate manner when traveling and conduct themselves in a manner in keeping with this code whether on a bus, in restaurants, or in motels. Overnight lodging costs will be the responsibility of the District. Travel schedules will be organized with the activity sponsors and coaches. When provided in advance by the teacher, all work missed due to trips should be made up before the student leaves.

Checkout Procedure

Candidates for athletic teams must complete the requirements listed below before checking out equipment or participating in school sponsored practice sessions:

1. Must have earned 20 credit hours the previous semester;
2. Must complete all signed agreements and permissions through the Activities Office; and,
3. Must purchase an activity ticket - cost $45.00.

Activity Tickets

Activity tickets are sold year around and cost $45.00. An activity ticket admits the purchaser to all home athletic events, except varsity tournaments, identified conference tournaments, and NSAA-sponsored events (i.e. playoffs and district contests). The activity ticket helps to support many activities. Members of all activities MUST purchase an activity ticket or complete the fee waiver form and be approved in the fee waiver program.

Rules for School Equipment

All athletes must observe the following rules concerning school equipment:

1. Students are financially responsible for all equipment checked out to them and will be financially responsible for any checked out items lost, damaged, or stolen.
2. All equipment from one sport must be checked in before the student will be eligible for another sport.
3. Treat all equipment as if it were your personal property – keep it in a locked locker and wash it consistently.
4. It is absolutely forbidden for anyone to wear equipment from another school.

Practice Regulations

Rules and regulations regarding practice regulations are available through each activities coach's handbook and will be consistently administered.

Administrative and Teaching Personnel – Authorized Actions

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent/guardian to such counseling or evaluation. (Laws 1976; 1994 - 79-4,172)

Procedure for Handling any Parent-Activity Participant Concerns

In order to resolve any conflicts or potential problems, anyone connected to the Scottsbluff High School Activities Program is encouraged to use the following line of authority:

1. Head Coach or Sponsor
2. Activities Director
3. High School Principal
4. Superintendent
5. School Board

Drugs/Paraphernalia or Alcohol Protocol for Coaches and Sponsors of Activities or Athletics

The following procedures will be followed by all coaches and sponsors in the event there is suspicion of drug/alcohol use by a student. Students refusing to submit to a test, if reasonable suspicion exists, will fall under the consequence listed in the Parent-Student Handbook for possession or being under the influence and law enforcement will be contacted.

Drugs or Alcohol Suspected

1. Stay with the student or students until help is available.
2. Everyone and everything in the room/intermediate area must stay where it is.
3. Call a building administrator.
4. Call the local police, or the highway patrol, to administer a breathalyzer test.
5. If the student test is positive – call the parents/guardians to pick up their child (based on release by law enforcement if applicable).
6. If the student's test is negative – call the parents/guardians and inform them why their child was checked for being under the influence.

Possession of Drugs, Paraphernalia or Alcohol

1. Stay with the student or students until help is available.
2. Everyone and everything in the room/intermediate area must stay where it is.
3. Call a principal from the list below.
4. Call and request a DRE or highway patrolman to collect the evidence and administer any necessary tests.
5. Call the parents/guardians and inform them they must pick up their child immediately (based on release by law enforcement if applicable).

Any Crime Suspected or Committed

1. Call 911 or Highway Patrol (1-800-525-5555). Examples may include but are not limited to assault, shoplifting, vandalism, etc.

Miscellaneous Subjects

At the beginning of practice for a sport, there will be a two-week trial period in which a student may elect to switch from one sport to another without penalty. Athletes who drop from a sport after this two week period are not permitted to change sports until the regular season is completed -- unless previously agreed upon by the coaches of both sports involved.

If a student's team is involved in a playoff or postponed games, the coaches of the two sports involved will decide whether the student may begin participation in another sport commencing with the opening day of practice or wait until after the playoff or postponed game has been completed.

Conference Membership

Scottsbluff High School is a member of the Western Conference.

Athletic Awards

- Certificates – Single-sport letter award and three-sport participant
- Medal – Three-sport letter award (three letters in a year as a participant, not manager)
- Chenille S – Awarded to 1st time letter winners by the Scottsbluff Booster Club.

Scottsbluff High School Student Activity Participants

To build great teams, it takes hard work and dedication of many individuals and many years. As a member of an interscholastic team, an activity participant has certain responsibilities to uphold.

Our tradition has been to compete so that honor comes to our community, our school, and our athletes. Such a tradition is worthy of the best efforts of all concerned: the followers, coaching staff, athletes, and student body. We will maintain respect for our school, our community, and most of all, our opponents.

Responsibilities to Yourself

We hold all activity participants to a high standard, in that, certain responsibilities are imposed on student/athletes above and beyond a traditional student. A participant is one who accepts these responsibilities and broadens himself/herself and develops strength of character. Participants owe it to themselves to get the greatest possible good from their school experiences: their studies, participation in the other co-curricular activities, as well as from athletics.

Responsibilities to the School

By being an activity participant, you have the responsibility to your school to do your best and to follow the guidelines set forth. As an athlete you are representing your school and your community. You assume a leadership role when you are on a school-sponsored team.

The student body, community, and other communities judge our school based on your conduct and attitudes, both in and out of competition. *Student participants are role models for younger generations. Keep this in mind as you compete for our school.*

Expectations of SHS Student Activity Participants

1. Follow all training rules, school rules and regulations.
2. Pursue victory with honor, by exhibiting good sportsmanship toward the opponents, officials, teammates and fans.
3. Work to excel in academics.
4. Put team goals ahead of personal goals.
5. Be a role model for all students before, during, and after school.
6. Have pride in yourself, your team, and your school.
7. Respect, but never fear the opponent. Work harder than the competition both in and out of season and never quit.
8. Be on time and be prepared for practices, meetings, and competitions.

Mandatory Drug Testing Policy for Students Involved in Extracurricular Activities (Board Policy 5104)

The Board of Education for Scottsbluff Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. This policy statement should qualify our position on student drug and alcohol use. Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy.

The purpose of this policy is as follows:

1. To provide for the health and safety of all students;
2. To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
3. To identify students who use illegal drugs and/or alcohol; and,
4. To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

Guidelines for all current students participating in extracurricular activities or students that have voluntarily been placed in the pool at the request of their parent/guardian:

1. Random Testing - The Board authorizes random, unannounced screening of all students participating in extracurricular activities or those students that have been voluntarily placed in the pool by their parent/guardian. The list of students that make up the pool will be updated upon receipt of a signed consent form. Students who have been selected will be required to report to the designated collection site for testing.
2. Consent - Each student wishing to participate in any extracurricular activity and the students that have voluntarily been placed in the pool at the request of their parent/guardian shall consent in writing to drug testing pursuant to the District's drug testing program. Parents/guardians wanting to voluntarily place their students in the pool must complete the General Authorization Form available through the SHS office or school website. No student shall be allowed to participate in any extracurricular activity absent such consent.
3. Removal From the Random Testing List - Students who quit or are cut from an activity, prior to being selected for random testing, may request their name be dropped from the testing list. A request form must be signed by the student and his/her parents/guardians to be dropped. However, students may volunteer to remain in the pool even though he/she is not part of the activity. Students who have submitted at least two negative test results without any positive results may be dropped from the testing list.

4. BMS Continued Testing - Students entering SHS from BMS will continue under the 365 day drug testing period and are subject to continued testing until the 365 day time period is complete.
5. There is an obligation to continue support for students who test positive. Drug testing during the summer will provide another reason for a student to refrain from the use of drugs or alcohol. Any student who has tested positive during a random test will continue to be tested through the summer months. The Drug Program Coordinator will contact the student to establish a location and time for the test to take place.

Refusal to Submit to Drug Use Test
A participating student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year.

Once a student is entered into the drug testing pool, their name will remain in the drug testing pool for 365 days, unless the parent/guardian signs consent to drop the student from the drug testing pool or upon student graduation.

Positive Test Results
Whenever a student's test result indicates the presence of an illegal drug (positive test), the following will occur: This includes students involved in extracurricular activities and students that have been voluntarily placed in the pool at the request of their parent/guardian. If the sample tests positive, the custodial parent/legal guardian will be notified and a meeting will be scheduled with the Scottsbluff High School Drug Program Coordinator, the student, and the custodial parent/legal guardian.

First Positive Test
- DPC meeting with parent/guardian and student;
- Student notified of a requirement to miss five days of practice for the extracurricular activity. The student will also be ineligible to publicly perform in any activity for 14 calendar days. If the end of the activity precedes the end of the 14 days, the remaining days will carry over to the next activity so the student completes the required number of days;
- Written proof of alcohol/drug use assessment by a drug counselor is required. Follow through of the recommended drug assistance program session with the counselor is strongly encouraged. A district-administered negative test must be provided before the student may return to the activity; and.
- Follow-up drug testing, a minimum of once a month, will commence after the first parent/guardian meeting for the next 12 months or end upon graduation at SHS.

Second Positive Test
- DPC meeting with parent/guardian and the student;
- Suspension of the privilege to participate in practice and extracurricular activities for 30 calendar days. If the end of the activity precedes the end of the 30 days, the remaining days will carry over to the next activity so that the student completes the required number of days;
- An additional five sessions of drug counseling must be completed before the student may petition to return to activities. A district-administered negative test must be provided before the student may return to the activity; and,
- Follow-up drug testing for the next 12 months will begin upon notification of the second positive test, or end upon graduation from SHS.

Third Positive Test (within two consecutive years)
- DPC meeting with parent/guardian and student;
- Suspension of eligibility to participate in practice and extracurricular activities for one year from the date of the third positive test meeting, or end upon graduation from SHS. A district-administered negative test must be provided before the student may return to the activity; and,
- Follow-up drug testing will continue for 12 months from the date of the meeting.

Fourth Positive Test (during high school career of a student)
- DPC meeting with the parent/guardian and student;
- Suspension of eligibility to participate in activities for the remainder of the student's time as a student at SHS; and,
- *Students will be removed from monthly test requirements.*

<u>Clubs and Organizations</u>
Most clubs are open to anyone interested in joining. A few clubs will have standards that must be met and maintained for participation. Special interest groups wishing to organize a club must first have the permission of the administration and must coincide with the mission and vision of the school. Any kind of initiation or "hazing" requirement is not permitted. All fundraisers will require written permission of the building principals.

The Superintendent and the Board of Education shall approve formal student organizations, provide adequate supervision, and administer student finances for student organizations and activities. Student organizations, as a vital part of the total education program, should accomplish the following criteria:

1. Extend and reinforce the instructional program.
2. Give students practice in democratic self-government.
3. Develop student morale and support for the school.
4. Honor outstanding student achievement.

5. Provide wholesome social and recreational activities.

Scottsbluff High School provides many opportunities for students through clubs and organization. Students are encouraged to find clubs and organizations that match their interests, join, and become involved. Clubs and organizations provide excellent opportunities to meet peers with common interests, further pursue personal interests, and provide opportunities to serve others. An organization is as active as its membership. A student may be president of more than one organization. If academic performance of the student becomes unsatisfactory, he/she will be required by the administration to reduce the number of presidencies held. In addition to the five departmental organizations of Band, Choir, Orchestra, Bluff and Echoes, SHS provides the following organizations.

Honor Clubs/Organizations

International Thespian Society

The mission of the International Thespian Society (ITS) is to honor student achievement in the theatre arts. High school inductees are known as Thespians. ITS is a division of the Educational Theatre Association (EdTA). The Thespian troupe is a subset of the theatre arts program. It is the student honor society, a separate student organization, and membership is earned.

National Honor Society

The Scottsbluff Chapter of the National Honor Society (NHS) is an honorary organization for students demonstrating excellence in scholarship, leadership, character, and service. For a student to be invited to apply for NHS membership, the student must be enrolled in greater than 50% of their classes at SHS, working toward an SHS diploma, have a 3.500 unweighted GPA or higher, and must perform a minimum of 20 hours of community service. To maintain membership, all NHS members must complete 10 hours of community service annually, maintain a GPA of 3.5 or higher, maintain 50% or greater enrollment standards, and submit the proper paperwork to the Chapter Adviser.

According to Article VIII of the Scottsbluff High School NHS bylaws, Section I, “Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.” Selection of members is done in the following way, as outlined in Article IX: Selection of Members: “To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen students are not eligible.) Candidates must have been in attendance at the school the equivalent of one semester… Section 3: The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council’s deliberations.”

With respect to students transferring from other high schools, according to Article VIII, Section 6, “An NHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.”

Students may be removed from National Honor Society for disciplinary reasons. According to Article X of the Scottsbluff High School NHS bylaws, “Section 1. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties. Section 2. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned. Section 3. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings. Section 4. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. (Note: This hearing is required and is considered "due process" for all members). Section 5. For purposes of dismissal, a majority vote of the Faculty Council is required. Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the District. Section 7. NASSP shall hear no appeals in dismissal cases. Section 8. NHS members represent Scottsbluff High School academically.

NHS members failing to submit community service hours by the deadline will not be issued honor cords at graduation.

National Forensic League

National Forensic League is an organization of students either interested in or involved in speech and debate activities. Members earn national degrees and recognition as their skills and experience increase. These students frequently attend speech and debate tournaments in Nebraska and Wyoming. The members of this organization have competed successfully with students from Nebraska, Colorado, Wyoming, South Dakota, Utah, Montana, and Hawaii.

Service Clubs

Student Senate

The Student Senate is a representative body with the purpose of promoting the interests of the student body, providing a forum for student expression, increasing the understanding and cooperation between students, faculty, and administrators, and coordinating all student activities. A copy of the constitution may be received from any Student Senate sponsor**.**

Key Club

Key Club is an organization dedicated to community service. Membership is open to all interested students. Dues are $10.00 for the year.

Other Clubs/Organizations

DECA
DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management. Programs and activities are tailored to specific career interest of students and include technical, economic, communication, human relations, employability, and consumer skills. DECA provides career, academic, and leadership activities directly related to attainment of specific occupational and professional skills.

Educators Rising
Educators Rising is a national career and student organization. Membership is open to students in grades 10-12. Educators Rising provides students who are passionate about education with hands-on teaching experience, tools and techniques, and cultivates the skills necessary to be successful in the field while sustaining interest in the profession.

FCCLA
FCCLA (Family Career & Community Leaders of America) is a national student organization that helps youth become strong leaders in families, careers, and communities through family and consumer science education. Membership is open to students in grades 9-12 who are taking or have been enrolled in family and consumer sciences classes. Several chapter activities are combined with classroom work.

FFA
FFA is a national organization for students studying vocational agriculture. It serves to motivate the systematic instruction offered to students of agricultural education and to provide further training in the broad field of agriculture. Any student from 14 through 21 who is enrolled in agricultural education may join FFA.

German Club
Membership in German club is open to all students in German classes. The club sponsors many cultural activities, including the Oktoberfest, International Christmas dinner, and a Maifest. German traditions and customs along with student interactions are promoted.

HOSA – Future Health Professionals
Health Occupations Students of America is a national student organization for students enrolled in the health career education classes. HOSA develops health career knowledge, skill, and leadership, therefore, helping the student meet the needs of the health career community. HOSA provides educational opportunities through guest speakers, meetings, community projects, health care industry tours, job shadowing, conferences, and state and national competitive events.

SkillsUSA
SkillsUSA is a partnership of students, teachers, and industry representatives working together to ensure America has a skilled workforce. SkillsUSA is a national organization serving teachers and high school and college students who are preparing for careers in technical, skilled, and service occupations, including health occupations. SkillsUSA's mission is to empower its members to become world-class workers, leaders, and responsible American citizens.

ProStart
A national Career and Technical Education program for students enrolled in culinary courses. From culinary techniques to management skills, ProStart's industry driven program provides real world educational opportunities and builds a foundation of practical skills to last a lifetime. ProStart gives students a platform to discover new interests and talents, opening the door to careers in all aspects of the foodservice industry. All facets of the restaurant and foodservice industry are explored, with competitive events and recognition programs included to enhance the opportunities available for students. Partnerships are built to support the students between industry leaders within local communities, state, and restaurant associations.

Math Club
Math Club is open to all students in grades 9-12. The club competes at contests at the University of Nebraska-Lincoln, Colorado State University, and Chadron State College. The purpose of Math Club is to generate interest in mathematics, to cover math which does not appear in our traditional curriculum, and to refine and bolster critical thinking and problem solving skills.

Mock Trial
Mock Trial is open to all students in grades 9-12. The purpose of Mock Trial is to give students exposure to court proceedings and the trial process. Students will compete against other schools in Western Nebraska in a trial selected by the Nebraska Bar Association. This is an excellent club for students with an interest in law or becoming an attorney.

~~**Bearcats4Diversity**~~
~~The purpose of the Bearcats4Diversity is to provide an safe environment for students of diverse backgrounds to meet, seek educational opportunities, and collaborate. Students participate in a variety of educational and social activities including but not limited to discussion on current events and school culture, attending guest speakers, providing training opportunities for staff and students, working with student senate and administration on school policy, and advocating and celebrating the diversity within the SHS student and staff body.~~

S-Club
This is a club for athletic letter winners. Its purpose is to promote athletics, school spirit, and sportsmanship at SHS. Students who letter in sports are eligible for membership.

Spanish Club
Spanish Club membership is open to any student who is currently taking Spanish or has taken Spanish anytime during their high school career. Spanish Club celebrate Mexican holidays, like "Cinco de Mayo" and the 16th of September. A dinner is held at the end of the year for the senior members of the club.

E-Sports
E-Sports is a club that is designed for students interested in computer simulated gaming. Students within the club are teamed with other students based on talent and interest and compete with other students within the club and other schools in a variety of computer simulated games.

Quiz Bowl
Quiz Bowl is open to all students in grades 9-12. The club competes in contests around the region on a wide range of academic content. The purpose of Quiz Bowl is to generate student interest in academics and encourage students to expand their knowledge across various fields of academic study, and to encourage critical thinking and problem solving skills in a competitive environment.

~~**Student Fee Waivers**~~
~~**Deadlines for Waiver Requests**~~

1. ~~Participation Fees or Specialized Equipment or Attire - The end of the first week of practice for a particular sport or activity.~~
2. ~~Course project materials - The district may choose to allow students to purchase course projects through completion of a purchase request form, typically prior to beginning the project.~~

~~Parents or students eligible for waivers shall complete and submit a Student Fee Waiver Application. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the United States Department of Agriculture Child Nutrition programs.~~

~~The school district will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed.~~

~~The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook.~~

SECTION 12 - NOTIFICATIONS TO PARENTS/GUARDIANS AND STUDENTS

Student Fee Waiver Procedures (Board Policy 5416)
The Board recognizes that while certain fees, specialized equipment, or specialized attire are appropriate and authorized, some students and their families are not financially able to afford them. The District will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Waivers must be requested prior to the waiver deadline date. Waivers will not be approved retroactively for fees previously paid or specialized items, or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived. The following deadlines will apply to requests for waivers:

Participation Fees or Specialized Equipment or Attire
The end of the first week of practice for a particular sport or activity.

Course Project Materials
The District may choose to allow students to purchase course projects through completion of a purchase request form, typically prior to beginning the project.

Parents/guardians or students eligible for waivers shall make an application on the form provided by the District. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

The District will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed. The District will annually notify parents/guardians and students of the waiver. The student fee policy and guidelines will be published annually in the Parent-Student Handbook.

Student Fees Policy (Board Policy 5416 - Student Fees)
The Board of Education of Scottsbluff Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parent/guardian have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent/guardian contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. Board policy 5416.1 provides further specifics of student fees and materials required of students. Parents/guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

Guidelines for Non-Specialized Attire Required for Specified Courses and Activities. Students have the responsibility to furnish and wear non-specialized attire meeting general district grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses, and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course, or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical, or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

Personal or Consumable Items & Miscellaneous.

- Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
- General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses. A specific class supply list will be published annually for elementary and middle school students. The list may include refundable damage or loss deposits required for usage of certain district property.
- Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents/guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
- Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
- Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- Parking. Students may be required to pay for parking on school grounds or to school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.
- Extracurricular Activities-Specialized Equipment or Attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T- shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal

or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

Extracurricular Activities-Fees for Participation. Any fees for participation in extracurricular activities are further specified in Board policy 5416.1. Admission fees are charged for extracurricular activities and events.

Postsecondary Education Costs. Students are responsible for postsecondary education costs for courses offered off- campus that are not part of the students' Career Academy graduation requirements. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a dual credit course taken at Scottsbluff High School taught by a Scottsbluff High School instructor or a course taken through a postsecondary institution as part of the student's Career Academy graduation requirements. These courses shall be offered without charge for tuition, books, or other fees.

Transportation Costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

Copies of Student Files or Records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents/guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents/guardians of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

Participation in Before-and-After-School or Pre-Kindergarten Services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

Participation in Summer School or Night School. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

Breakfast and Lunch Programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced- price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for:

1. Participation in extracurricular activities; and,
2. Use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents/guardians must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fees policy in the Parent-Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the Parent-Student Handbook). The Parent-Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for:

1. Participation in extracurricular activities;
2. Postsecondary education costs; and,
3. Summer school or night school.

Scottsbluff High School Student Fees

Secondary Program	**General Description of Fee** or **Material**	$ **Amount of Fee (Anticipated or Maximum) or Specific Material Required**

Physical Education Classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt, lock for PE locker, unless otherwise specified
Art and Shop Classes and Special Projects, Science Classes	Appropriate clothing (non-specialized attire) Safety glasses-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective safety glasses for Science classes.
Music-Optional Band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology, & Marketing	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced Math or Science Classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.

School Meals		Breakfast (Grades 6-12)--$2.40 Lunch (Grades 6-8)--$3.40 Lunch (Grades 9-12)--$3.65 Chef Special at Lunch--$4.65 Milk (Grades 6-12)--$.60 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-Secondary Education Classes	Tuition and fees for college courses taken for credit.	Identified classes not paid for by the District will be paid for by the student.
End-of-Year Lost or Damaged Books	Damage fee or replacement cost	Fees and fines up to $5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of $60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Approximately $55.
College Entrance Tests and Preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, PACT, and ACT test, are optional and to be paid directly to the private companies involved.
AP Testing	Fee per test	$98
Summer School Courses	Classes offered during the summer, or at night, if any	If a fee is charged students may be responsible.
Locker Usage	Use of school padlock	$10.00 fee if damaged or not returned at the end of the year.
Extracurricular and Other Programs	**General Description of Fee or Material**	**$ Amount of Fee (Anticipated or Maximum) or Specific Material Required**
Athletic Programs		

Admission	Spectator fees for admission to events	$6.00 per event maximum. Students may purchase an Activity Ticket not to exceed $45.00 per year. For District and Conference

		events hosted by the School, cost to be set by NSAA. Students participating in activities/athletics must purchase an activity ticket.	
Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to the student's physician or clinic.	
Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, nonrequired gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag (to be checked out each year) & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
		Cheerleading	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
Travel Meals	Meals	Students are responsible for their own meals while traveling.	
Locker Use	Padlock for locker	$10.00 fee if damaged or not returned at the end of the year.	

Camps and Clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues are required. Annual dues not to exceed $25.00 per club.
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. High School uniforms for the marching band will be supplied by the school; students may be required to pay a band uniform fee of $20.00. High School Uniform Shoes - $45 For Middle School Band Students a $20.00 uniform cleaning fee is requested.
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of $130.00
Clubs/Organizations		
Basic Nursing	Basic Nursing Assistant State Registration Fee	$75
Cheerleading	Uniforms	Shoes - $125 Camp Uniforms - $400

		Camp attendance is optional.
Choir	Attire	Choir Outfit Rental/Cleaning - $20 Show Choir Outfit Rental/Cleaning - $40 Travel Fees - $125 to $400
DECA	Membership Travel	Membership Dues - $25 Based on current travel costs
Drill Team	Uniforms National Trip	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories Based on current travel costs
Educators Rising	Membership Dues Membership Polo Travel Fees	$30 $25 Based on current travel costs
Family and Consumer Science (FACS) Courses	Foods Advanced Foods Culinary/ProStart	$20 $25 $40
FFA	Uniforms /Travel Fees	$75 Based on current travel costs

Future Career/ Community Leaders (FCCLA)	Membership Dues Membership Polo/Red Jacket Travel Fees	$30 $25 - $90 Based on current travel costs
HOSA	Membership Dues Competition Travel Fees	$25 $10 Based on current travel costs
Key Club	Membership Dues	$10
Medication Aide	State Test Fee & Application	$53
National Honor Society & National Junior Honor Society	Membership Dues	$20
Orchestra	Instrument Uniform Rental	Varies $20 to $50
Senior Graduation	Cap and Gown Breakfast	$36 $15
Skilled and Technical Science Courses	Advanced Woods Manufacturing Intro to Skilled & Technical Science	$35 $25
SkillsUSA	Membership Dues Travel Fees	$25 $50 to $150
Spanish Club	Membership Dues	$5
Spanish Heritage/AP Spanish	CLEP Test Testing Center Fee	$95 $15
World Languages – Seal of Biliteracy	Fee	$10
Social & Recognition Activities		
1. School Plays, Musicals and Social Activities	Admission to events	$10.00 per play or activity
2. School Dances	Admission to prom, homecoming, etc.	Up to $10.00 per event
3. Class Dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed $50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.

4. Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.
5. Senior Recognition Assessment	Optional graduation Activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed $50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events, etc.	If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

For more information, please visit the District Parent-Student Handbook, Section 10 "State and Federal Programs"

SECTION 13 – FORMS



APPLICATION FOR FEE WAIVER AND SHARING INFORMATION CONSENT SCOTTSBLUFF PUBLIC SCHOOLS

Fee Waiver Request

The Nebraska Public Elementary and Secondary Student Fee Authorization Act allows fee waivers for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The fee waivers give qualifying students the right to not have to pay certain student fees and to be provided with specialized materials or equipment to participate in certain activities. Specifically, the fee waiver applies to:

a. Participation in extracurricular activities; and,
b. Use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

Board Policy 5416 – Student Fees Policy states, "Students or their parents or guardians must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials."

To request a fee waiver, or to decline a fee waiver, complete the following:

❑ No, I **DO NOT** want information from my Application for Free or Reduced Meals share for purposes of the fee waiver program.

❑ Yes, I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Student Name: _____ Student Number: _____

Activity or Course: _____

Describe fee waiver or materials or equipment requested, including amount if known:

_____

_____

_____

Activity or Course: _____

Describe fee waiver or materials or equipment requested, including amount if known:

_____

_____

_____

Activity or Course: _____

Describe fee waiver or materials or equipment requested, including amount if known:

_____

_____

_____

Parent/Guardian Signature: _____ Date: _____

Principal/Designee Signature: _____ Date: _____

Sharing Information Consent

To save you time and effort, the information you give on your Application for Free or Reduced Meals may be shared with other programs for which your children may qualify.

For the fee waiver program, we must have your permission to share your Application for Free or Reduced Meals information in order to confirm your eligibility for a fee waiver. However, in no event will the manner in which you complete the consent form change whether your child gets free or reduced-price meals.

❑ No, I **DO NOT** want information from my Application for Free or Reduced Meals share for purposes of the fee waiver program.

❑ Yes! I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Student's Name: _____ School: _____

Student Identification Number: _____

Parent/Guardian Name: _____

Address: _____

Parent/Guardian Signature: _____ Date: _____

Once this fee waiver application form is turned into the school completed correctly, the school will verify the student's free and reduced lunch status. The school will also review the items on the application to ensure consistency with the School Board's policy. The fee waived items for your student are covered by the District as long as your student is actively participating in fundraising (if applicable), and contributing to their activity.

NDE 08-4200

Scottsbluff Public Schools
Parent-Student Permission Information Record Sheet

Please check all appropriate responses , sign the signature lines, and return to the school office. All forms are due back five (5) school days after you have received them. The parent(s)/guardian(s) and child's signatures and checked responses are the only signatures required for the below listed forms.

Printed Student's Name_____ **Grade Level** _____

SCHOOL AND DISTRICT STUDENT-PARENT HANDBOOKS RESPONSE SHEET

_____ Yes, I hereby acknowledge that thecurrent School and Districtwide Parent-Student Handbooks are available online on the District website at www.sbps.net . Hard copies of the handbooks are available only by request from the front office. I have reviewed the handbooks with my child(ren), including the behavior guidelines, student conduct, discipline rules, expulsion procedures, and information about Safe and Drug-Free Schools. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also acknowledges that it is understood that the District's policies of non-discrimination and equity policies and that specific complaint and grievance procedures that should be used to respond to harassment or discrimination exist in the Districtwide Handbook. Signing below acknowledges receipt of the student handbook in a satisfactory manner via the Internet.

TRIP PERMISSION

By keeping this permission on file in our school office, this prevents parents from signing and returning a form each time their student goes on a trip. You will be notified at least 48 hours in advance via ParentSquare if your student will be leaving our campus for a field trip. You **WILL NOT** have to give your permission if you give permission here. This permission form is good for this current school year only . You will only need to notify the teachers about individual field trips if you **DO NOT WANT YOUR STUDENT TO GO ON THAT PARTICULAR FIELD TRIP** . Please ask the teacher questions concerning the field trip before you say your child cannot participate in the field trip. Please consider allowing your child to be a part of each school activity so they will get more out of their school experiences. _____ Yes, I give my permission for my student to go on all field trips at any time during the current school year that the teacher(s) may deem necessary. All precautions will be taken to prevent any accident, and I do hereby release the Scottsbluff Public School District, its agents, or employees from any liability resulting from any accident involving my student while on a field trip. In case of emergency, I hereby authorize a representative of the Scottsbluff Public School District to seek medical attention for my student. _____ No, I do not give permission for my student to go on all field trips during the current school year.

PICTURE – NEWS RELEASE

_____ Yes, I hereby give permission for my child to be photographed, filmed, or videotaped for use by Scottsbluff Public Schools.

_____ No, I do not give permission for my child to be photographed, filmed, or videotaped for publication.

HEALTH CONDITIONS

_____ I givepermission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel.

TITLE I REQUIREMENT(*Elementary Only*)

_____ Yes, I havereviewedthe Title I Parent Involvement Policy section of this handbook and the elementary school parent-student compact. I shall inform the school of any changes I would like to suggest be made to these documents.

TELEPHONE NUMBER(S): Provision of your telephone numbers(s) provides expressed consent to the School District to contact you with important information and urgent notifications.

RESPONSIBLE USE AGREEMENT FOR COMPUTERS AND NETWORKS

_____Yes, both the student and parent/guardian acknowledge they have read and agree to adhere to the outlined responsibilities in the Responsible Use Agreement and understand that failure to comply may result in disciplinary action as determined by the school's policies.

Student's Signature _____ **Date:** _____

Parent/Guardian Signature _____ **Date:** _____

AUTHORIZATION FORM FOR DECLINING TO COMPLETE AND SUBMIT THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) PRIOR TO GRADUATION FROM A PUBLIC HIGH SCHOOL

The Free Application for Federal Student Aid (FAFSA) informs postsecondary institutions about student eligibility for grants, work-study opportunities, and student loans. In addition, some scholarship providers require information from student FAFSA's to determine eligibility and award amounts. Financial aid awards based on submitting a completed FAFSA help students pay for educational expenses after high school, reducing barriers to postsecondary education.

Neb. Rev. Stat. § 79-729, provides that, beginning in school year 2024-2025, each public high school student must complete and submit to the United States Department of Education a FAFSA prior to graduating from high school except as otherwise provided on this form.

A public high school student is **not** required to complete and submit a FAFSA if this form is completed for the student, signed, and submitted to the high school principal and one of the following options applies:

OPTION 1: A parent or legal guardian of or a person standing in loco parentis to the student authorizes the student to decline to complete and submit a FAFSA;
OPTION 2: The student who is 19 years of age or older or an emancipated minor declines to complete and submit a FAFSA; or
OPTION 3: The high school principal or the high school principal's designee authorizes the student to decline to complete and submit a FAFSA for good cause as determined by the principal or principal's designee.

Signing and submitting this form does not prohibit a student from completing and submitting a FAFSA at any time, now or in the future.

Opt-Out Authorization

_____ _____ _____, born on __/__/____, shall not be
Student's First Name Student's Middle Name Student's Last Name
required to complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduating from high school.

I am:

___ The student's parent or legal guardian or a person standing in loco parentis to the student, and I authorize the student to decline to complete and submit a FAFSA.

___ A student who is 19 years of age or older or an emancipated minor and I am declining to complete and submit a FAFSA.

____The high school principal or the high school principal's designee who has determined that there is good cause to authorize the student to decline to complete and submit a FAFSA.

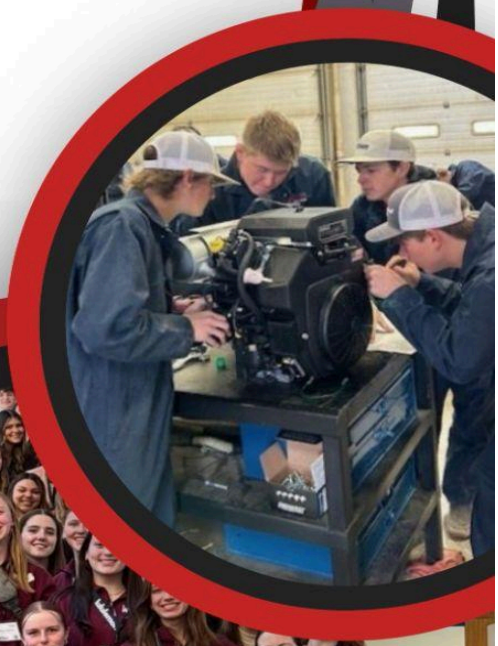
_____ _____
Signature Date

Return to Local School-Do Not Return to NDE

2025 - 2026

SCOTTSBLUFF HIGH SCHOOL

PARENT-STUDENT HANDBOOK







SCOTTSBLUFF HIGH SCHOOL



Scottsbluff High School Parent-Student Handbook Foreword

This handbook is intended to be used by students, parents/guardians, and staff as a guide to the rules, regulations, and general information about Scottsbluff High School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents/guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

The policies of the Board of Education may cover areas not addressed in this handbook. Every parent/guardian and student should familiarize themselves with Board policies online at: www.sbps.net

SECTION 1 – GENERAL INFORMATION

Mission Statement of Scottsbluff Public Schools
Every Child, Every Day

Vision Statement of Scottsbluff High School
Where all students will learn in a safe, supportive environment where there are high expectations, partnerships with the community, and comprehensive programs.

SHS Bell Schedule

9th Grade			10th Grade			11-12th Grade		
1st Period	7:45	8:30	1st Period	7:45	8:30	1st Period	7:45	8:30
2nd Period	8:35	9:20	2nd Period	8:35	9:20	2nd Period	8:35	9:20
CATS	9:25	9:50	CATS	9:25	9:50	CATS	9:25	9:50
3rd Period	9:55	10:40	3rd Period	9:55	10:40	3rd Period	9:55	10:40
9th Grade Lunch	10:40	11:20	4th Period	10:45	11:30	4th Period	10:45	11:30
4th Period	11:20	12:05	10th Grade Lunch	11:30	12:10	5th Period	11:35	12:20
5th Period	12:10	12:55	5th Period	12:10	12:55	11th-12th Grade Lunch	12:20	1:00
6th Period	1:00	1:45	6th Period	1:00	1:45	6th Period	1:00	1:45
7th Period	1:50	2:35	7th Period	1:50	2:35	7th Period	1:50	2:35
8th Period	2:40	3:25	8th Period	2:40	3:25	8th Period	2:40	3:25

For more information, please visit the District Parent-Student Handbook, Section 1 "General District Information"

SCOTTSBLUFF PUBLIC SCHOOLS
EVERY CHILD, EVERY DAY

25-26 PRE-K - 12 CALENDAR

AUGUST
T = 17 S = 12

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

SEPTEMBER
T = 21 S = 19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER
T = 23 S = 20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER
T = 17 S = 17

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

DECEMBER
T = 15 S = 13.5

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY
T = 20 S = 18

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY
T = 19 S = 18

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH
T = 22 S = 19

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL
T = 19 S = 19

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY
T = 16 S = 13.5

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

K-12 START & END TIMES

School	Start	End
BMS	7:45	3:00
SHS	7:45	3:25
Lake Minatare	8:05	3:20
Lincoln Heights	7:55	3:10
Longfellow	7:50	3:05
Westmoor	8:00	3:15
Roosevelt	8:05	3:20

PRE-K START & END TIMES

Full Day	8:00	3:00
AM Session	8:15	11:15
PM Session	12:15	3:15

TOTAL ATTENDANCE DAYS

STUDENT = 169 DAYS*
STAFF = 189 DAYS

QUARTER 1 = 43 DAYS
QUARTER 2 = 38.5 DAYS
QUARTER 3 = 45 DAYS
QUARTER 4 = 42.5 DAYS

1ST SEMESTER = 81.5 DAYS
2ND SEMESTER = 87.5 DAYS

**BASED ON GRADES 9-12*

Calendar dates and times are subject to change.

Snow Days: After three snow days, each additional snow day will add a workday for staff.

www.sbps.net

August
1-6: New Teacher Orientation
7-13: Staff Development
12-13: PK Home Visits
14: PK Staff Head Start Training
14: K-12 Students-1st Day of School
18-19: PK Students-1st Day of School

September
1: No School for Students/Staff
2: PD/Workday-No School for Students
19: PD Day-No School for Students
22: No School-PK-8 Students

October
16: End of 1st Quarter
16: No School-PK-5 Students
17: PD/Workday-No School for Students
22: PK-12 Parent-Teacher Conferences (4:00-8:00 PM)
23: PK-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
24: No School for Students/Staff

November
26-28: No School for Students/Staff

December
1: PD/Workday-No School for Students
19: End of Semester-11:30 AM Dismissal
19: No School for PK Students
22-31: No School for Students/Staff

January
1-2: No School for Students/Staff
5: PD/Workday-No School for Students
6: 1st Day of Second Semester
23: PD Day-No School for Students
23: PK Staff Head Start Partnership Training

February
13: No School for Students/Staff
16: ESU PD Day-No School for Students
17: No School-PK-8 Students

March
12: End of 3rd Quarter
13: PD/Workday-No School for Students
18: PK Home Visits - No School for PK (8:00 AM-3:30 PM)
18: K-12 Parent-Teacher Conferences (4:00-8:00 PM)
19: K-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
19: PK Home Visits-No School for PK (8:00 AM-8:00 PM)
20: No School for Students/Staff

April
2-6: No School for Students/Staff
7: No School-PK-5 Students
30: PK Parent/Teacher Conferences (4:00-8:00 PM)

May
1: PK Parent-Teacher Conferences (8:00 AM-3:30 PM) No School for PK
4: PD Day-No School for Students
17: Graduation
20: Last Day for PK Students
21: Last Day for K-12-11:30 AM Dismissal
22: Last Day for Staff

SECTION 2 – COMMUNICATION

SCOTTSBLUFF HIGH SCHOOL CONTACT INFORMATION			
Department	**Staff**	**Email**	**Phone**
Administration	**Justin Shaddick, Principal** **Matt Huck, Assistant Principal** **Kelli Jensen, Assistant Principal** **Kenna Urwiller, Assistant Principal** **Crystal Abrams, Building Secretary** **Kelsey Koke, Attendance Secretary**	**jshaddick@sbps.net** **mhuck@sbps.net** **kjensen@sbps.net** **kurwiller@sbps.net** **cabrams@sbps.net** **kkoke@sbps.net**	**(308) 635-6230**
Counseling	**Cherokee Rotherham, 9th Grade Counselor** **Scott Harvey, 10th Grade Counselor** **Andreana Fertig-Marlow, 11th Grade Counselor** **Brenda Anderson, 12th Grade Counselor, Department Chair** **Terry Fisher-Edens, Licensed Mental Health Therapist** **Rachel Delle, Licensed Mental Health Therapist** **Shalee Jobman, Student Outreach Facilitator** **Angie Figg, Registrar** **Jude Jones, Registrar** **Natalie Ferguson, Counseling Secretary**	**crotherham@sbps.net** **sharvey@sbps.net** **amarlow@sbps.net** **branderson@sbps.net** **tfisher-edens@sbps.net** **rdelle@sbps.net** **sjobman@sbps.net** **afigg@sbps.net** **jjones@sbps.net** **nferguson@sbps.net**	**(308) 635-6245**
Activities	**Nate Rock, Assistant Principal/Activities** **Cyndi Ramos, Activities Secretary**	**nrock@sbps.net** **cramos@sbps.net**	**(308) 635-6235**
Media Center	**Tammy Harrison, Media Specialist** **Kasey Mueller, Media Center Assistant**	**tharrison@sbps.net** **kamueller@sbps.net**	**(308) 635-6246**
Special Education	**Stacy Moore, Special Education Coordinator** **Kacey Sell, Special Education Secretary**	**smoore@sbps.net** **ksell@sbps.net**	**(308) 635-6250**

School Newsletter
Scottsbluff High School newsletters are published and distributed monthly via ParentSquare and are available on the Scottsbluff High School webpage. Newsletters contain information in regard to upcoming events/activities, recognitions, and important reminders for parents/guardians, and students.

Teacher Websites
All teachers have a teacher website with information pertaining to each individual class taught by the instructor. Teacher websites contain the classroom syllabus, teacher schedules, contact information, access to Google Classrooms, along with other pertinent parent/guardian, and student information.

Infinite Campus Portal
The Infinite Campus Parent Portal may be used by parents/guardians, and students to access grade reports, missing assignments, lunch balances and payments, student fines and fees, etc. All parents/guardians, and students are strongly encouraged to utilize the application to monitor student progress.

ParentSquare
ParentSquare messaging is utilized by teachers, the school, and the District, as the primary method of communication for notifications.

Parents & Guardians: If You Have A Concern, Question, or Compliment

SBPS understands that when parents/guardians, families, and guardians have concerns, they would like a quick resolution. Below is suggested guidance for parents/guardians, families, and guardians to communicate their concerns through the appropriate channels. It is not required that parents/guardians follow the steps outlined below, but we provide this guidance to help you connect with the person who can best respond to you accurately and promptly.

1. Talk to your student's teacher.
Teachers represent the first step in resolving concerns because they are knowledgeable about your student and the school program. Communicate with teachers through email, ParentSquare, or phone calls. A conference or meeting

might be scheduled with the teacher.

2. Talk to your student's principal.
If the problem is not resolved during the conference between you and the teacher, the next step may be a conference between you, your student, the teacher, and the principal.

3. If the problem is not resolved at the building level, contact our District Office.
If you are not sure who to contact, visit our website. https://www.sbps.net/

For more information, please visit the District Parent-Student Handbook, Section 2 "Communication"

SECTION 3 – EMERGENCY INFORMATION

Emergency Response Plan (Board Policy 6115)
Emergency response plans and directions for tornado, evacuation, lockdown, secure, hold, and shelter have been developed. To be in compliance with the fire code, there are to be nine fire evacuation exercises each school year. Two tornado drills are to be exercised and two lockdown drills practiced each school year.

Since many parents/guardians may not be at home, all children and faculty will be normally retained at the school building in case of extreme emergency. The school notification system will be activated to inform parents/guardians regarding where children may be picked up at school or at the evacuation site.

Tornado Procedures
Tornado alert drills are conducted periodically to provide information regarding the indoor survival procedure. Teachers will advise their classes concerning the area to which they will proceed. Everyone is directed to the first floor nearest an all-enclosed area.
The student should:
1. Walk quickly, do not run.
2. Remain alert for additional or changed instructions from a faculty member.
3. Proceed to the far end of an assembly area so that entrances will not be blocked.

In the event of a tornado ALERT, staff and students will be notified and given directions to evacuate the most dangerous portions of the building. Escape plans move the entire student body into two basic safe areas identified by the fire department. Students will be given directions by their teachers for specific evacuation procedures and a drill will be held early in the spring.

Parents/guardians should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning unless a parent/guardian is present to pick the student up. Tornado safety procedures are practiced regularly by students and staff members. Also, parents/guardians are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Fire Drills
Fire drills are held at regular intervals throughout the school year. Directions posted in each room should be followed carefully. Every person in the building must leave promptly and quietly at the sound of the fire alarm.
The students should:
1. Walk quickly, do not run.
2. Walk in single file with classmates unless directed to do otherwise.
3. Not wait in line to use a specified exit if another is free.
4. Move away from the exit after leaving the building to make room for those following.
5. Return to the building when signaled by one of the principals.

Each class has special instructions to follow during a fire drill. Listen carefully to your teacher for additional directions. Students not in a supervised class area are to exit via the nearest door and join the rest of the student body. Doors to all rooms are to be left closed. Do not crowd or talk and remain alert for additional directions. Do not attempt to take books or wraps with you. However, girls should take their purses. Once outside, remain out of the fire lanes and stay out of the path of any vehicles. You will be instructed when to reenter the building.

For more information, please visit the District Parent-Student Handbook, Section 3 "Emergency Information"

Section 4 - BUILDING INFORMATION AND SCHOOL PROPERTY

Building Hours
Unless special activities (such as tutoring, club meetings, extracurricular activities), a Zero Hour class, or student breakfast make it necessary, students should not be in the building before 7:35 AM or after 3:45 PM. Students entering the building prior to 7:35 AM for a reason other than those listed above, must have a note from a teacher or building administrator to enter the building. If not involved in special activities, students must clear the building by 3:45 PM. Practices, rehearsals, or meetings in SHS, without a sponsor being present, are not permitted.

Extreme Weather Provision
In the event of inclement weather conditions, wind chill of zero degrees or below, students will be allowed to enter the building at 7:00 AM and exit the building by 4:00 PM but must remain in the SHS Cafeteria/Commons.

Entering and Leaving the Building
All students and visitors are required to enter the building through the main south entrance of the building. Students may exit the building through alternate doors, but are not allowed to exit through the staff entrances and exits located on the north side of the building or the locker room doors.

Visitors
All visitors must report to the security office located in the SHS main entrance vestibule to sign in to receive a visitor's pass with security. All visitors are required to show a valid, government-issued ID. Only parents/guardians and those having school-related business will be allowed to remain during the school day. Personal guests of individual students will not be permitted during regular school hours. The school requests that any items needing to be delivered to students are dropped off at the main office rather than delivered directly to the student in his or her classroom.

Anyone may enter the school parking areas if their intent is to leave or pick up an SHS student and if this visitor will adhere to the following:

1. Drive in a normal and safe manner.
2. Remain in his/her vehicle while waiting.
3. Not wait for an excessive period of time, which would be defined as loitering.

Anyone violating the above policies will be warned about his/her behavior and told that if this persists he/she will be considered a trespasser and then referred to the proper law enforcement authorities. Any such incident is to be brought to the attention of an administrative staff member with a complete description of individuals and vehicles involved as soon as possible.

Announcements
Daily announcements and the Pledge of Allegiance will be read over the intercom daily during CATS period. Announcements must pertain to general school business, authorized organizations, and school-related activities. Information to be included in the announcements must be submitted through the shared Google Document "SHS Announcements," and must be submitted prior to the time of reading announcements. Submitted announcements must be brief and concise and written exactly as they are to be read.

Telephones
A student courtesy phone is available for students to make local calls up to three minutes in the main office. Any calls made by students during class time require the teacher's permission.

Telephone Messages for Students
Telephone messages for students will be accepted only from parents/guardians. Parents/guardians are asked to avoid such calls unless the message is extremely important. The room call sound system will not be used to interrupt classes except for extreme emergencies.

Change of Student Information
If there is a change to student household information (telephone number, address, guardianship, etc), please report these changes to the SHS Main Office as soon as possible to ensure correct student contact information is on record with the school.

Cafeteria
School breakfasts, lunches and a la carte items (if offered) are available for purchase. For the convenience of our students, funds may be deposited into the students' Infinite Campus accounts. More information regarding online meal payments is available online at: https://www.sbps.net/cms/One.aspx?portalId=392832&pageId=506002. To charge a meal or an a la carte item, the student must have adequate funds in their account. If a student does not have adequate funds in the account or money for that day, an alternate meal will be provided. Students qualifying for free meals may also maintain an account for a la carte items.

Students' cost for breakfast is $2.40, lunch cost is $3.65, and the chef special at lunch cost is $4.65. All meals are served in the cafeteria. Sack lunches and other food should also be consumed in the cafeteria. Students must remain in the cafeteria during the lunch hours, unless receiving permission from a staff member. Free or reduced meal applications may be picked up in the main office or accessed online at: https://www.sbps.net/cms/one.aspx?pageId=505792.

Closed Campus
Freshmen and sophomores attending Scottsbluff High School will remain on campus throughout the school day. Students may only leave if signed out by the parent/guardian in the front office.

Open Campus – Privilege
Scottsbluff High School presently operates under an "Open Campus" policy for 11th and 12th grade students. This simply means that during a free period and over the lunch period, the individual has the authority to remain and study in the building or leave the campus.

Any junior or senior enrolled in a Zero Hour class, any junior or senior enrolled in one or more courses on the WNCC Campus, and any senior that has earned 210 or more credits after their junior year may be allowed an "Open" period in their schedules. An additional open period may be granted to seniors undergoing extenuating circumstances with administrative approval. Students who choose to remain in the building during an "Open" period are expected to be in the student niche area, the Media Center, or the cafeteria. There is to be no loitering in the halls. Those who choose to leave the campus must accept the responsibility to return in time for all later classes. Missing or reporting late for classes after voluntarily leaving the campus may result in a truancy being registered or loss of other campus privileges (See Academic/Behavior Intervention Plan below). In such cases, any students leaving the campus and then returning to class late, must report to the office before going to class.

Library Media Center
The SHS Library/Media Center is a place for research, pleasure reading, word processing, and academic assistance. Students coming into the Center must find a quiet place to read and work individually with resource materials. Students are welcome to the Media Center from 7:45 AM to 3:45 PM or for after school tutoring.

The Library/Media Center is the central hub for the school. The Library/Media Center is available for students, staff members, and parent/guardian support. Students may use the Library/Media Center to access information using print or digital materials. Students are able to access print materials and online reference sources such as World Book Online, EBSCOHost, and Destiny, an online card catalog. The library staff also supports students by providing Chromebook and technology support and repairs. Students are encouraged to use the Library/Media Center to find a book to read or a quiet place to study and focus on academic work. Food is not allowed in the library. In addition to supporting students, the Library/Media Center is also a support to parents/guardians for technology questions/concerns, Chromebook payments, and Infinite Campus support.

Pride and Care of Scottsbluff High School
Scottsbluff High School prides itself on the aesthetics, maintenance, and cleanliness of the facility. Careful use of the building and grounds is essential to maintaining these characteristics and educational effectiveness. Students are expected to refrain from doing anything to tarnish or damage school property, and are encouraged to discourage others who would vandalize or knowingly damage the school. If students cause any damage to the building (broken windows, etc.), they should report it promptly so that it may be repaired in a timely fashion. Breaking of equipment or damage to the building will result in a parent conference and/or payment for damages. Where the minor does not make restitution, the parent/guardian shall be held liable. Willful damage or destruction of school property will result in school discipline and/or referral to law enforcement agencies.

Posters and Signs
All posters and signs on display at SHS need to be approved by an administrator prior to being displayed on school grounds. Posters and signs should be placed on designated locations throughout the building through administrative or custodial guidance. Once posters or signs are displayed within the school, students are expected to refrain from defacing the posters or signs. Students found defacing these materials will be subject to school sanctions.

Gifts and Parties
Classroom groups are not to collect money for gifts for teachers. During school hours there are to be no parties, except for special occasions and advanced administrative approval must be given. Flower or gift deliveries will not be accepted and should not be delivered to school.

Student Representative on the School Board
Each year a student will sit as a nonvoting member on the Scottsbluff Board of Education. This position will allow the school Board to be informed about the student concerns in the high school. A main purpose of this position is to build improved communications between the students and administration. Election for this position will be held in the spring of each school year by the Student Senate. Any sophomore, junior, or senior may run. After being elected, the representative must become a member of the Student Senate. The representative will attend all regular monthly Board meetings and other meetings to which they are invited. The representative will attend the meetings from the time elected through the summer until the next representative is chosen. For more information, see the Student Senate Sponsor or the building principal.

Teacher Schedule
Teachers are responsible for providing basic knowledge, direction, and motivation to all students. Given the challenge of meeting these needs, it is difficult for an instructor to spend the necessary class time to resolve an individual student academic problem or concern. Students experiencing these problems or concerns are encouraged to make arrangements with their teachers for a conference or special help during a teacher's planning period or before or after school. A teacher's daily schedule will be posted in the classroom, so students can schedule a time with their teacher to discuss and address these issues outside of class time.

Food and Drink Guidelines

- Food is not allowed in classrooms and other carpeted areas, such as hallways and the auditorium.
- Drinks
  - Only water is allowed in classroom areas.
    - Outside water bottles are allowed, as long as they are clear, with a lid that seals
  - Drinks purchased in the building, with sealable lids, are permissible within the building. All other drinks must be consumed in the cafeteria.

Lockers

All 9th grade students will be assigned a locker at the beginning of the school year. Students in grades 10-12 may request a school locker to store their personal belongings and will be issued on a first come, first served basis. Lockers are issued at the first of the year. Students are not to change lockers after assignments have been made in the fall unless the office has been notified and approval given. Do not bring or leave in your lockers such things as calculators, money, or other valuables. The school cannot be responsible for theft or damage to such possessions. Students must be aware that the security of the locker will be breached if the combination is shared with others and the dial is not turned each time you close the locker.

Lost and Found

The best assurance against loss and confusion about ownership is to mark clothing and all books with your name and KEEP YOUR LOCKER LOCKED. Loss of property should be reported to your teacher and the school office. Items found will be kept in the lost and found which is located in the office. If you find lost articles, please give them to a teacher or turn them in to the SHS Office. All accumulated articles will be cleared during Winter Break and again at the end of the school year. Unclaimed items of clothing will be donated to a local welfare agency.

For more information, please visit the District Parent-Student Handbook, Section 4 "Use of Buildings and Grounds"

SCOTTSBLUFF PUBLIC SCHOOLS ATTENDANCE GUIDELINES

School Excused Absences

Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed: "impossible or impracticable barriers outside the control of the parent, guardian, or child prevent a student from attending school. The parent or guardian must provide the school with documnentation to demonstrate the absence was beyond the control of the parent, guardian, or child. This could include, but is not limited to, documented illness (including physical or mental illness), court or death of a family member.

CODE	DESCRIPTION
MD Medical Excused	• Medical absence is excused by a health provider and is **documented with a note from the provider.**
MDN Medical Health Office Staff	• Medical absence is **excused by school health staff.**
CT Court	• Legal matters which cannot be arranged at a time other than during school hours. **A dated court document must be provided to be excused**.
BER Bereavement	• The student is attending a funeral. • Death or serious illness of the student's family member. • Up to five days per year may be BER. Additional days with administrator approval.

** Criteria for School Excused Absences and Not School Excused Absences can be found in Nebraska Revised Statute 79-201.

Not School Excused Absences

Absences that are Not School Excused may result in a report to the county attorney and may be classified as follows: "Parent or guardian-acknowleged absences are those in which the parent or guardian communicated with the school in the prescribed manner that the child is absent and is the parent or guardian's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments (without documentation).

CODE	DESCRIPTION
NC No Contact	• Failure to call in the student's absence within 48 hours.
IL Illness	• Personal Illness - The parent/guardian notifies the school within 48 hours that the student is ill **(without documentation)**.
PQ Parent Request	• The parent requests that the student be absent from school. This includes, but is not limited to, vacations and medical appointments **(without documentation)**.
EL Early Leave	• Elementary Only - Early departures may accumulate to the equivalence of absences and be subject to Nebraska State Statute. • When an elementary student checks out of school early and misses more than 1/2 of the instructional time in the afternoon session (1 1/2 hours), they will be deemed absent for that session.
UAPT Unexcused Appointment Less Than 90 Minutes	• **Elementary Only** - Any unexcused appointment less than 90 minutes, including a dental or medical appointment without a provider note, will be considered UAPT. Unexcused appointments may accumulate to the equivalence of absences and be subject to the Nebraska State Statute. • Any unexcused appointment over 90 minutes is counted as a half-day PQ absence.
TD Tardy	• Tardies may accumulate to the equivalence of absences and be subject to Nebraska Statute. • **Elementary** - Students are marked tardy if they arrive after the first 15 minutes of school start time. • **BMS & SHS** - A student is tardy if they arrive late to a class within the first 15 minutes of class. A student arriving after the first 15 minutes will be marked as an unexcused absence.
TDA Tardy Absent	• **Elementary Only** - If the student arrives after 90 minutes of the start time, they are marked TDA.

SCOTTSBLUFF PUBLIC SCHOOLS ATTENDANCE GUIDELINES

Administrative Absences

Students will be assigned an excused administrative absence from school by the principal or the principal's designee for the following reasons:

CODE	DESCRIPTION
AD Administrative	• Determined by the building principal.
AT Athletic Event	• Students must be attending a school-sponsored athletic activity.
AV Admin College Visits	• **High School Only** - First two college visits.
AC Activity Other Than Athletic	• Students must be attending a school-sponsored activity.
WE Weather Related	• This code is only used **with Superintendent notification.**

Discipline-Related Absences

Discipline-related absences will not result in a report to the county attorney. Students will be assigned an excused adminstrative absence from school by the principal or the principal's designee for the following reasons:

CODE	DESCRIPTION
OS Out-of-School Suspension	• Students who are suspended and do not attend an alternate setting to receive instruction will be coded as OS.
OSPR Out-of-School Suspension with Offsite Services	• Students who are suspended and attend an alternate setting to receive instruction will be coded OSPR.
IS In-School Suspension	• Students who are placed in in-school suspension will be coded IS.
XP Expulsion	• Students who are expelled and do not attend an alternate setting to receive instruction will be coded at XP.
XPR Expulsion with Off-Site Services	• Students who are expelled and attend an alternate setting to receive instruction will be coded as XPR.
EX Emergency Exclusion	• Determined by the Superintendent or designee if a student poses a health, safety, or other risk.

Attendance Policy
The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and individual study in order to reach the goal of maximum educational benefit for each student. While it is true that written work can be completed despite a student's absence from class, class instruction and presentation, discussions, audio-visual presentations, and student-teacher interaction can never be made up for by an individual student who has missed them. This is the essence of schooling. A student's contribution to and achievement in class are directly related to attendance. It is critical for both students and parents/guardians to understand that students miss an essential portion of their education when they are absent from class.

SHS Daily Attendance Policy
Students who are absent without a parent/guardian contact (No Contact), will receive an automated daily phone call when the student is absent one or more periods during the day. Failure to attend school on a consistent basis will result in the actions aligned to Board Policy and Nebraska State Statute. Absences will be determined by a daily absence count and/or an hourly equivalent of a school day. Attendance is accrued throughout the entirety of the school year. The bulleted list below serves as general guidelines addressing chronic absenteeism. The school is aware that each student's situation is different, and each student will be treated on a case-by-case basis. Not School Excused Absences include, but are not limited to, vacations, undocumented illness, undocumented medical appointments, or other absences in which the parent/guardian has not communicated a reason for the student's absence.

- 5 days of Not School Excused Absences - Parent/guardian will receive a phone call from school personnel providing notification of absences.
- 10 days of Not School Excused Absences - Parent/guardian will receive a letter from the school which will include a letter from the County Attorney's Office. A meeting will take place with school personnel to create an attendance plan requiring signatures from the school personnel, parent/guardian, and student.
- 15 days of Not School Excused Absences - Parent/guardian will receive a letter from the school and the student may be referred to diversion.
- 20 days of Not School Excused Absences - Parent/guardian will receive a letter from the school and may be referred to the County Attorney's Office for truancy. The referral to the county attorney will include all documented supports and resources that have been implemented leading to the excessive absenteeism. An alternative education plan may be created and the student may no longer be eligible to participate in school-related functions.

SHS Class Period Attendance Policy
Students who fail to attend a class without a parent/guardian contact within the first 48 hours of the absence occurring will be coded as a "No Contact," or "NC" within Infinite Campus. Students who accrue 15 "No Contact" absences within a single class period are in jeopardy of losing credit for their class. Parents/guardians will receive a call from the school at 5, 10, and 15 days informing them of the "No Contact" absences. Once the student accrues 15 "No Contact" absences, the parent/guardian and student will be given the following options:

- The student may stay in the course for no credit, but they will be eligible for a credit recovery course upon completion of the in-person class.
- The student can elect to transfer immediately to an initial-credit online course.
- Or, the student may petition for the loss of credit and stay in the course if the student is passing or close to passing. This will require a meeting initiated by the student and parent/guardian with the counselor, teacher, and administration to develop an attendance plan requiring the student to attend all remaining class periods. The student will only be allowed to petition one time during a semester per course.

SHS Tardy Policy
A tardy is a failure by a student to be in his/her classroom when the tardy bell rings. Tardy students should report directly to class. Teachers will record tardies on Infinite Campus. If students are seen loitering in the school without a pass, they will be escorted to their assigned classroom by school personnel. The consequences for tardies will be as follows:

- Tardy 1-2: Teacher warning
- Tardy 3: Five minute detention with teacher
- Tardy 4: Five minute detention with teacher and parent/guardian phone call by the student
- Tardy 5 and Greater: Lunch detention for the fifth tardy and each tardy beyond

Detentions will be served with the teacher to allow time for the student to attain any information missed due to the tardy. Date and time of the detention will be set at the teacher's discretion. The teacher will record each tardy from five and beyond on the designated tardy sheet. Each class will be viewed independently; students who have multiple detentions from multiple teachers have the responsibility to communicate with those teachers to make up a detention time. Failure to serve detention with the designated teacher may result in a consequence of willful disobedience/insubordination and an automatic lunch detention will be assigned. The tardy count for student's classes will reset at the end of the semester.

Students who are tardy for a final exam will not be allowed to enter the class and will be required to make up their final exam during the designated make-up time.

Tardy vs. Absent
A student late to class within the first 15 minutes of class will be counted tardy. A student missing more than 15 minutes of class will be

counted absent.

Reporting Absences
Parents/guardians must call Scottsbluff High School (635-6230) whenever their student will be absent, late to school, or will need to leave early. Any absence not called in within 48 hours will be listed as a “No Contact” (coded NC in Infinite Campus) absence/truancy. After 48 hours, parents/guardians will not be allowed to alter the student’s attendance. Failure to contact the school for a student's absence may result in the student serving detention, loss of class credit, and/or loss of school privileges. The attendance office prefers to speak to the parents/guardians of students directly, but will accept written notes (hard copy or electronic) excusing the student's absence. Families wishing to avoid any inconvenience by the school's automated notification system should call the attendance office (635-6230) by 8:00 AM to report the student's absence.

Notification Procedure for Absences with No Parent/Guardian Contact
Any time a student has an absence without a contact from a parent/guardian from one or more class periods, Scottsbluff High School will notify the parents/guardians at their last known phone number using an automated notification system. This message will be sent out daily around 6:00 PM. The recorded message alerts parents/guardians to the fact that their child has had one or more period(s) of absences without parent/guardian contact on a certain date. If a parent/guardian receives a recorded message, the parent/guardian needs to call the attendance office to check on and/or provide a reason for the period(s) absent. Although the recorded message does not specify the period(s) of absence, it does alert parents/guardians to the fact that their child has had an absence(s) for a specific date(s). For parents/guardians with multiple students, the message will indicate which child has a recorded absence. All absences, Not School Excused, count against the total for “excessive absences.”

Prearranged Absences
Prearranged absences are to be used when students know they will be absent for family vacations, college visitations, doctor appointments, or other matters. Parents/guardians and students should avoid all absences during the final week of each semester because they may negatively impact a student’s grade.

Permit to Leave the Building
If a student is to be absent for only a part of the day, he/she should obtain a "Permit to Leave Building" or "Blue Slip" from the office. These permits will be issued by parent/guardians’ request. Except in the case of emergencies, the permit request must be turned in to the office no later than 9:30 AM. All requests must be in writing or by telephone from a parent/guardian. Students must sign the checkout sheet in the office when they leave and return to the building. Permits will not be issued without parent/guardian’s request. Each period of the day is part of the entire school schedule and should be the first responsibility of the student. Arrangements should be made to complete business outside of school hours

Checking In or Out of School
Students who return from a prearranged absence must immediately go to the attendance office and receive a pass before reporting to class. A student who needs to leave for any reason must sign out from the attendance office prior to leaving school. Failure to do so may result in a “No Contact” absence. Students leaving school for local dental or medical appointments must have a dismissal blue slip from the office to present to his/her teacher at the time of leaving.

Making Up Work Due to Absence
Making up work is the responsibility of the student. A student, immediately upon return from any absence, should check with each of his/her teachers about missing assignments, tests, quizzes, etc. Students with prearranged absences must meet with their teachers to obtain homework and assignments and are encouraged to complete assignments, quizzes, or tests prior to the absence. Students have one school day for every day missed from class to make up assignments or tests in that class.

One Day Absence – Immediately upon returning to school after the absence, the student must visit with all teachers to turn in assignments due the day of the absence, and ask for assignments given the day of the absence. The student must also make arrangements to take quizzes or tests missed the day of the absence. Teachers (with guidance from the principal) may extend the time allowed to turn in assignments or to take tests or quizzes.

Multiple Day Absences – Students missing multiple school days are granted one school day for each day missed to make up assignments, tests, or quizzes. The student is responsible to make contact with the teacher the day of his/her return to school to turn in assignments due the first day of the absence, and obtain a list of work he/she must do to be caught up with the other students in the class. Teachers (with guidance from the principal) may extend the time allowed to turn in assignments or to take tests or quizzes.

In case of extended illness, when assignments are being sent home or to a hospital through the student’s counselor or teacher, the length of time allowed for makeup will be agreed upon by the teachers (with guidance from the principal). However, the minimum amount of time for work to be completed may never be shorter than the guideline established within this policy.

Since the State of Nebraska (Rule 10) establishes the amount of seat time (hours) required for students to receive credit for a class, excessive absences may keep credit from being extended to a student.

Extended Leave Guidelines
If a student is going to be out of school for an extended period of time due to circumstances beyond their control, the high school wants to ensure that school and academics are not compromised. In order to help facilitate this process and help support students, the following guidelines have been established.

Step 1 - Call the school at (308) 635-6230 to notify our attendance secretary the known dates of the student's absence.
Step 2 - The Homework Liaison will be in contact with you to coordinate homework and pick-up of any needed supplies and/or materials.
Step 3 - All teachers have their classes, content, and materials available on the SHS website at https://www.sbps.net/shs. From this website, click on the "Classrooms" tab at the top of the page and select your student's teacher from the dropdown menu. Once on the teacher's webpage, students and parents/guardians can find the teacher syllabus containing their policies and procedures, or students may log directly into their Google Classroom.
Step 4 - If the student is having difficulty accessing any information, email the teacher directly using their sbps.net teacher email. If a response is not received immediately, teachers are providing instruction throughout the day, so their response may be delayed. If immediate assistance is needed, please contact the student's counselor or administrator and they will assist in either answering questions or facilitate communication in a timely manner in order to answer your questions.
Step 5 - Most homework may be turned in through Google Classroom assignment submission. If there are assignments that must be turned in through paper copy, these may be submitted upon the student's return.
Step 6 - Upon your student's return from extended leave, they will meet with a counselor to review grades, missing assignments, and help the student facilitate the transition process.

For more information, please visit the District Parent and Student Handbook, Section 5 "Student Attendance"

SECTION 6 – SCHOLASTIC ACHIEVEMENT

Report to Parents/Guardians
Report cards are designed to help pupils and parents/guardians measure the student's progress toward the goals and objectives of the subject. This evaluation will be made four times a year. Since this report is for the student and his/her parent/guardian, it becomes their property for whatever use desired. In an effort to keep parents/guardians informed of classroom performance, parents/guardians will have access to student grades via the Infinite Campus Portal located on the school's website and a confidential password may be obtained through the principal's office. (A hard copy will be sent upon request.)

Grading Policy
Points are awarded to students for work graded by teachers. The corresponding letter grade in the Scottsbluff Public Schools is:

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
0-59	=	F

Parents/guardians must be notified by the teacher before an F can be given as a final grade for a semester. Notification of a student failing a class will take place during the final grading period, unless the student is dropped from a class for attendance, behavior points, or continual disruption in a class.

In all classes (with the exception of certain Advanced Placement, Dual Credit, and intervention classes), student grades must be weighted using a 70/30 ratio.

70% of a student's grade must be based on student performance on standards driven, benchmark assessments including items such as:

- major assignments;
- major tests;
- major essays;
- major presentations;
- and major projects.

30% of a student's grade is based on student performance on daily work assignments

Students who do not submit assessments or fail to complete an assessment satisfactorily will be expected to complete the assessment before or after school, during lunch, and/or at Saturday School.

Semester Examinations
Semester comprehensive examinations will be given in all classes at the end of each semester during a specified testing schedule. These examinations are required for all students and students are required to be in attendance for all their tests through the semester check out. Students who are tardy for a final exam will not be allowed to enter the class and will be required to make up their final exam

during the designated make-up time.

Students leaving prior to final examinations must be excused by SHS administration. Students will be required to provide written rationale for the absence and will be required to arrange times with all teachers for early final testing.

Students who are unable to attend finals due to illness or due to injury must provide a doctor's note with specific directions detailing the inability to complete the final examination at the predetermined time. Students unable to complete finals due to medical purposes will be required to make up the final examination in the first week of the second semester. Students requiring makeup finals during the second semester will make arrangements with administration and the teacher to determine a reasonable time for the makeup. Only students providing medical documentation will be allowed to make up a final examination.

Graduation Requirements

CREDIT HOURS NEEDED FOR GRADUATION - 270	
CAREER ACADEMY Pre-Academy Course(s) Foundational Academy or Pathway Courses ● Successful completion of two Foundational Career Academies OR one Foundational Career Academy AND one Specialized Academy Pathway is required for graduation. ● Courses may count toward completion of both a Foundational Career Academy and core content requirements. However, they may only be counted once toward total hours needed for graduation (270).	**70** 10 60
ENGLISH English 9 or Honors English 9 English 10 or Honors English 10 English Elective	**40** 10 10 20
MATH Algebra I Geometry or Advanced Geometry or Accelerated Geometry/Algebra 2 Math Elective	**30** 10 10 10
SCIENCE Physical Science Biology Science Elective	**30** 10 10 10
SOCIAL SCIENCES Geography/World History American History Elective American Government Social Sciences Elective	**30** 10 10 5 5
PHYSICAL EDUCATION	**10**
PERSONAL FINANCE	**5**
COMPUTER SCIENCE AND TECHNOLOGY "This requirement is for the class of 2028 and beyond"	**5**

FAFSA Completion
Each senior student shall also complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduation unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the principal, if the principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Opt-out forms can be found at the bottom of this handbook or in the SHS Counseling Office.

CHOICES Career Academy Graduation Requirements
CHOICES is a specialized program focusing on community outreach and service learning. Students attending CHOICES will satisfactorily complete regular coursework with a required Community Outreach class credit counting toward their Career Academy credit hour requirements. CHOICES students must complete 270 credit hours for graduation. Students who transfer out of the CHOICES program will not be penalized by attending CHOICES and their counselor will complete a credit evaluation.

Class Rankings, Grade Point Average, and Graduation Honor Recognition
The official grade point average (GPA) of graduating students is based on a minimum of eight semesters of studies in order to allow students sufficient opportunity for demonstrating achievement. Current GPAs will be sent to colleges and universities who request information for admission. Following graduation, the official GPA will be furnished to post-secondary institutions upon request. Students approved and who complete early graduation requirements (Board Policy 5206) will receive their official GPA based upon completed semesters. Scottsbluff Public Schools utilizes the Laude Recognition System for recognizing Scottsbluff High School students graduating with honors. In order to be recognized, seniors must meet the following criteria:

Summa Cum Laude
4.0 grade point average or above

Magna Cum Laude
3.9-3.99 grade point average

Cum Laude
3.75-3.89 grade point average

*Beginning with the class of 2029, students who drop a course with an “F” or fail a course will not be eligible for Summa Cum Laude honors.

Grade Point Average
The cumulative grade point average (GPA) of a student at the end of eight semesters of high school will be used to determine graduation honors as computed by the Scottsbluff High School Counseling Office. The GPA will be calculated on a weighted scale. Only Advanced Placement (AP) and designated dual credit courses offered through Scottsbluff Public Schools will be used for weighting purposes. Transfer students may use AP courses from the school of origination in the weighting process. In order to be eligible for graduation honors, a student must complete all Scottsbluff High School graduation requirements and must be registered as a full-time Scottsbluff High School student (20 credits per semester) during their entire senior year. For further information on the weighting process, see the table below along with identified courses to be weighted.

Weighted Scale

Grade	Regular Points	Weighted Points
A 90 – 100	4.0	5.0
B 80 – 89	3.0	4.0
C 70 – 79	2.0	3.0
D 60 – 69	1.0	2.0

Weighted Courses
AP Chemistry
AP Calculus AB
AP Calculus BC
AP English Language and Composition
AP Physics
AP PreCalculus
AP Spanish
AP Statistics
AP United States History
AP World History
College Algebra
Composition 1
Composition 2
General Biology
Principles of Marketing
*If additional AP courses are added, they will be added to the list of weighted courses.

Grade Classification
Students are classified by their graduation year. Those students not meeting the following credit requirements will be considered to be on “Academic Probation” and not on track for graduating with their class.

Senior	At least 186 credit hours
Junior	At least 125 credit hours
Sophomore	At least 65 credit hours

Graduation
Only students who have successfully completed all academic requirements, with no less than the minimum number of credits required for graduation, and in good standing deemed by the administration, will be allowed to participate in the Senior Academic Award Ceremony and/or the Graduation Ceremony. This includes appropriate attendance in all classes, good academic standing in all classes, and all fines and fees paid. Seniors who participate in inappropriate actions during the graduation ceremony will be required to complete specified community service prior to receiving their diploma.

Students expelled in the final quarter of their senior year will not be allowed to participate in the Scottsbluff High School

Commencement Ceremony, however, parents/guardians and students may petition to the building administration for exception demonstrating previous school records of positive attendance, behavior, and academic performance.

For more information, please visit the District Parent-Student Handbook, Section 6 "Scholastic Achievement"

SECTION 7 – SUPPORT SERVICES

Counseling Services
The Counseling Department offers students an opportunity for educational, vocational, and personal counseling. Counselors are available to provide assistance on an individual and/or group basis where problems and concerns are apparent to address such areas as academic progress, vocational planning, social and emotional adjustment, etc. Testing is also provided by the department, when appropriate, in combination with counseling. Visit counselors often and take full advantage of the various guidance services.

Authorization for Release of Educational Records
In accordance with the Federal Privacy Rights of Parents and Student Act, signed consent forms are necessary in order for the Scottsbluff Public Schools to release academic and other pertinent educational information to any specified individual or agency. However, Federal Law 99.31 states; "No parent signature is required for educational records sent to another educational agency. Psychological data still requires the authorization of the parent before it can be sent and should only be sent to a corresponding psychologist."

Educational Planning Program
Each year SHS works in conjunction with EducationQuest, the Nebraska Associate of Collegiate Registrars and Admissions Officers (NACRAO) organization, colleges, universities, vocational/technical schools, the Armed Forces, and other post-secondary programs to coordinate informational events and visits. These are designed to provide information about opportunities available to our students and are announced through the counseling web page, on social media, and through the ParentSquare app.

Permanent Record Folder
A record folder is kept in the counseling office for every student who is a student at SHS. Information recorded includes attendance, classes taken, grades, and test scores. This information is frequently used when answering inquiries from parents/guardians, other educational institutions, and prospective employers. Students and parents/guardians may request counselors to show them this information.

Registration Procedures
Students choose their courses in the spring of the previous year. If students have a concern or discover a mistake in their schedule, contact their grade level counselor prior to the beginning of each semester if changes are necessary. Once the semester begins, few schedule changes will be honored.

Students adding or dropping a class must do so within the first five days of the semester in which the course starts. Adds or drops after the five-day period must be coordinated through an administrator//school counselor and drops may result in an "F-0%."

At the request of the teacher and counselor, a student may be dropped from a course for up to three weeks without penalty and be placed into an appropriate replacement course.

Students who are administratively removed from a class after the five days will be placed in an alternative learning setting for the remainder of the semester and may receive an F-0%" on their permanent record.

If it is necessary to do an administrative "change of schedule" regarding a student, appropriate forms will be taken by that student to the teachers of the old and new classes for their signature. The completed form will be returned by the student to their counselor. Failure to complete this procedure may result in jeopardizing the student's grade standing and attendance.

Student Withdrawal or Transfer
Any student withdrawing from all classes or transferring to another school must notify the office and go through his or her counselor. Failure to follow these directions and settle all obligations with the school, such as the return of books and supplies or payment of fees and fines, may result in the withholding of school records. Please follow your counselor's directions and check out properly. Parents/guardians will always be contacted regardless of the reason for withdrawing from school.

Testing Program
If you plan to continue your education beyond high school, you may be required to take one or more of the College Entrance Examination Board Tests - The Scholastic Aptitude Test (SAT I and/ or II) or the ACT, which is a state-required test that all Scottsbluff High School students must complete during the Spring Semester of their Junior cohort year. Most colleges and scholarship sponsors require that applicants submit scores on one or more of these tests. College admissions officials and scholarship program sponsors use the test scores, your school record, and other criteria to assess your ability to do college work and to assist in placement in an appropriate program of study on campus. To decide if you should take one or more of these tests, you must know the test requirements of the college and scholarship programs in which you are interested. Counselors will help you find this information or you may write directly to the colleges or scholarship program sponsors. These tests are usually taken during the junior year or the first semester of the

senior year. They can also be taken at any time in grades 9 through 12. Full information about these tests, including fees and location of test centers, can be obtained from the counselors.

Dual Credit Courses
All students electing to enroll in dual credit courses are required to abide by the policies and procedures of both Scottsbluff High School and the governing post-secondary institution. Should a conflict arise in policy or procedure, the post-secondary institution's policy and/or procedure will supersede those of Scottsbluff High Schools.

WNCC Guidelines
Registration
WNCC registration for high school students takes place in April for fall classes and in November for spring classes. The registration process involves meeting with school counselors and WNCC college advisors. In order to register, students must complete a WNCC registration form and an SHS contract for college course enrollment. Information for completion of this process will take place prior to registration for WNCC classes.

Basic Skills Assessment
Either the ACT, SAT, or WNCC ACCUPLACER test is used for placement in courses requiring an assessment score prerequisite.

The test is administered to:
- Students enrolling in English or Mathematics courses
- Students enrolling in courses with English, Reading, or Math prerequisites

The high school counselors have a parameter sheet explaining the scores needed for college class entrance requirements.

Grades and Credits
In order for a course to be transferable, a student must earn a minimum grade of 70% in a college course as compared to 60% at Scottsbluff High School.

WNCC Academic Probation and Suspension
Students are considered to be making satisfactory progress if they have a WNCC GPA of 2.00 (70%) or higher.

The purpose of academic probation is to warn students of their unsatisfactory academic progress. Academic probation may also pose a problem in obtaining financial aid for college after high school. Students are placed on academic suspension after they are on probation for one semester and satisfactory academic progress has not been made.

WNCC Portal
Each student taking a college class will log into their WNCC portal. To log in, a student will go to www.wncc.edu**,** then click on "MyWNCC" in the upper right-hand corner of the page. If students are taking a class on the WNCC campus, it is important to get logged onto the portal as quickly as possible as classroom materials will be accessed through Blackboard. Students can view their schedule, instructor name, grades, and request transcripts on the portal. See your counselor or a WNCC advisor for further information.

Transferology and Transfer Nebraska
Transferology is a nation-wide network designed to help students explore their college transfer options. The website for Transferology is www.transferology.com. Students wanting to transfer within the state of Nebraska should visit https://transfer.nebraska.edu/ . Dual credit grades lower than a "C" on the college level may not transfer to other colleges or apply to a specific program of study.

Family Educational Rights and Privacy Act (FERPA)
FERPA is a federal law that protects the privacy of student education records. FERPA gives parents/guardians certain rights with respect to their children's education records at elementary and secondary schools that are subject to FERPA's requirements. These rights transfer to the student when he or she attends a postsecondary institution at any age. Under FERPA, an eligible student must provide a signed and dated written consent before a school discloses personally identifiable information, such as financial aid records, grades, transcripts, account balance, student conduct, or placement scores from the student's education records. Students should be responsible for knowing the status of their progress. We realize that there may be situations when parents/guardians may want to access their son's/daughter's grades. Students have access to grades on their WNCC portal. If parents/guardians want access to grades or other personally identifiable information, their son or daughter will need to sign a release of information agreement. This form is found in the portal.

Parents/guardians wishing to access student information for dual enrollment through SHS will need to work through SHS Infinite Campus for progress monitoring; however, grades and attendance are only updated at semester. Parents/guardians wishing for full access will need to access the student's WNCC portal.

Academic Help
Any student taking a class through WNCC has access to Supplemental Instructors, paid tutors who have previously been highly successful in the courses. These Supplemental Instructors are available in the Math Center, the Writing Center, and in the department offices for the courses being taken. These centers are typically open during the day and evening.

Student Code of Conduct (including Academic Integrity)
Students are encouraged to go on the WNCC website to view the college's policies relating to academic integrity. Students are expected to know and understand the College's policies relating to student conduct and academic integrity and are held accountable for doing so. Please refer to the student handbook found on WNCC's web page.

SHS/WNCC Shuttle
All students and parents/guardians must sign a waiver for students attending courses on the WNCC campus indicating their preferred method of transportation, personal or school provided. These forms may be found in the counseling office. Students in need of transportation will be provided transportation through a school provided shuttle service at no additional cost.

All students attending courses on the WNCC Campus will be required to scan a QR Code, fill out the accompanied Google Form, and submit the Google Form daily in their WNCC classrooms to account for attendance.

Tuition
Scottsbluff Public Schools will pay the tuition for students enrolling in Dual Credit courses on the SHS Campus and taught by an SHS instructor AND those courses that are required as part of a student's Career Academy. Although SBPS will pay tuition, it is essential that all students qualifying for the free and reduced lunch program apply for the Access College Early College Scholarship program. Should a student fail or withdraw from a dual-credit course, the student will be responsible for reimbursement of tuition costs to the District.

Drops
Students selecting to drop a course prior to the WNCC drop deadline will receive a "W" at WNCC and will take a replacement course at SHS. Those students wishing to participate in an extracurricular activity must enroll in a credit recovery course in order to maintain eligibility for the dropped course. If a student selects to drop a course before the WNCC drop deadline, they may enroll in a credit recovery course to replace the grade of the WNCC course. If a student does not enroll and complete a credit recovery course to replace the WNCC course prior to the end of the semester, the student will receive an "F" on their SHS transcript for the WNCC course. Students choosing to drop a course after the WNCC drop deadline will receive a failing grade at both WNCC and SHS. Students that choose to drop a dual credit course will be responsible for reimbursement of tuition costs to the District.

Credits
High school credits will be calculated based on the number of College (WNCC) credits earned. Two through four credit courses at WNCC will be computed as five credit courses on an SHS transcript. Six credit courses at WNCC will be computed as a ten credit course on an SHS transcript.

Grade Replacement
Students who fail or receive an unsatisfactory grade in a college course may retake the course at their own expense and may replace both their college and high school transcript grade.

Dual Credit Finals
Students attending WNCC courses on the WNCC campus are required to take the final at the predetermined time established by the WNCC finals schedule. If this time contradicts with a Scottsbluff High School course, students are expected to communicate with their SHS instructor prior to the absence and make arrangements for any coursework that may be missed due to the absence.

Students taking dual-credit courses on the SHS campus will adhere to the timelines of the corresponding college. The last day of class will correspond with the designated time of the final as determined by the college.

Academic Supports
Saturday School
Begins the third week of each semester. Available to all students. Located in the SHS Media Center from 9:00 - 11:00 am in the SHS Media Center.

After School Tutoring
Begins the third week of each semester. Available to all students. Located in the SHS Media Center from 3:30 - 4:30 pm, Mondays through Thursdays.

CATS Academic Support
Available from 9:25 - 9:50 am every day during students scheduled CATS time. Students must register for this class. Placement is based upon teacher and counselor recommendation and/or student request.

For more information, please visit the District Parent-Student Handbook, Section 7 "Support Services"

SECTION 8 – DRUGS, ALCOHOL, and TOBACCO

Vaping
Scottsbluff Public Schools believes illegal or unauthorized products or substances cause material and substantial disruption to the

school environment or present a threat to the health and safety of students, employees, or visitors. As such, all district-owned or operated facilities, grounds, and vehicles, as well as district-sponsored events, will be designated tobacco, alcohol, and drug-free. The use of all vaping products (nicotine, marijuana oil, or other substances) is prohibited on school grounds and in school buildings (SBPS Board Policies 1120 and 5104).

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco (Board Policy 5104)

The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol, or tobacco (including electronic nicotine delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution, or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant;
2. Possession of any prescription drug in an unlawful fashion;
3. Possession, use, distribution, or being under the influence of alcohol;
4. Possession, use, distribution, or being under the influence of any abusable glue, aerosol paint, or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes;
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes; and/or,
6. Possession, use, or distribution of any tobacco product (including electronic nicotine delivery systems).

Disciplinary Sanctions

Violation of any of the above-prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents/guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

For more information, please visit the District Parent-Student Handbook, Section 8 "Drugs, Alcohol, and Tobacco"

SECTION 9 – STUDENT CONDUCT

Student Conduct

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose or interfere with the health, safety, well-being, or rights of other students, staff or visitors.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the District. This policy will also apply while on school-owned, operated, or chartered transportation, while attending or engaged in school activities, and while away from school grounds if misconduct will directly affect the good order, efficient management, and educational processes of the District.

Students who violate the code of conduct and administrative regulations supporting it will be subject to disciplinary measures including, but not limited to, removal from the classroom, detention, suspension, probation, and expulsion. The codes of conduct will include measures to prevent or discourage behavior which interferes with the educational program, behavior which disrupts the orderly and efficient operation of the school or the functioning of school activities, behavior which interferes with the maintenance of a learning environment, behavior that is violent or destructive, or behavior which interferes with the rights of other students to pursue their education. Procedures will be available to allow rights of due process for all students.

This disciplinary process is designed to create the expectation that the degree of discipline imposed by the school will be proportionate to the severity of the behavior of the particular student, the previous discipline history of the student, and other relevant factors. It will also include parental involvement processes designed to enable parents/guardians, teachers, and school administrators to work together to improve and enhance appropriate student behavior and academic performance. All student codes of conduct shall be submitted to the Board for approval or review.

Conduct in the Building

If a student must be in the halls during class periods, please show courtesy to teachers and students in class by keeping as quiet as possible. There is to be no running, shouting, scuffling, pushing, and throwing objects in halls or classrooms. Improper language is not acceptable at any time. Students are not to bring in any outside food or drink into the school building, other than bottled water in its

original container. Outside food or drink must be consumed before entering the building or be thrown away. Teachers will be asked to preserve instructional time by not allowing students to go to the cafeteria to eat during class times. Students may eat during designated breakfast time prior to 7:45 AM. All food bought in the cafeteria must remain in the cafeteria and should not be taken to classrooms or hallways. Drinks bought within the school building are permissible in the classroom. A teacher or any school personnel may correct a student for any of the above behaviors. Students are asked not to sit on tables in the cafeteria. Dispose of all waste items in waste containers on campus before you enter the building from the outside. Public displays of affection beyond holding hands are inappropriate and a disruption to the learning environment. Please use good judgment and avoid an embarrassing situation. Students are asked to refrain from such acts. Students in the halls without a pass will be taken to their class for the remainder of the period**.** Teachers may require students to come in after school to make up time missed from class and/or as part of restorative practices.

Scottsbluff High School Code of Ethics

We will:

- Be present, be engaged, and be productive.
- Be inclusive, be empathetic, and be understanding.
- Respect all students, staff, and property.
- Collaborate to achieve personal and academic goals

Academic Integrity (Board Policy 6287)

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

Academic misconduct is defined as any type of cheating that occurs in relation to a formal academic exercise. This is subject but not limited to plagiarism, fabrication, deception, cheating, bribery, sabotage, and/or impersonation. Students found in violation of the Academic Integrity policy will face academic consequences as defined below, as well as, school discipline sanctions as outlined on the Progressive Discipline Chart. (Reference District Parent and Student Handbook, Section 9 - Student Conduct "Academic Integrity")

- First offense - The student receives a grade of zero for the assignment/assessment and parents/guardians are contacted by the teacher. The student will be required to redo the assignment/assessment for partial credit.
- Second offense - The student receives a grade of zero for the assignment/assessment, parents/guardians and student must meet with the teacher. The student will be required to redo the assignment/assessment for a significant loss of credit.
- Third offense - The student may lose credit for the class in which they cheated.

Bluffs Middle School Campus

Bluffs Middle School building and campus are off limits for high school students. Business that is to be conducted at Bluffs Middle School must take place after school through the Bluffs Middle School office.

Dances

A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances

In addition to all rules of student conduct in the Parent-Student Handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Scottsbluff Public Schools and their guests may attend.
   - No students below the 9th grade or individuals 21 years of age or older are allowed to attend SHS dances.
   - Personal identification will be required to enter all dances.
   - Student conduct and behavior must be appropriate for the school environment.
   - Once students enter the dance, they will not be allowed to return once they have left the dance.
   - Only students, who are in good standing deemed by the administration, will be allowed to participate and attend school dances. Good standing is defined as…
     - less than five "No Contact" absences in any one class, including CATS for the semester at the time of ticket purchase;
     - no more than one failing grade for the semester at the time of ticket purchase;
     - no more than three behavior referrals for the school year at the time of ticket purchase.

     This expectation applies to Homecoming, Winter Royalty, and Prom.
   - SHS students are required to pre-register their dates if they are not currently an SHS student; failure to pre-register will result in no admittance. Pre-registration of dates is accomplished by completing a guest form (available in the SHS Office) and submitting it to the SHS Office no later than 3:30 PM on the Wednesday prior to the dance. Dates/guests who are former SHS students must have had an acceptable school record and are subject to approval by building administration.

- Prom is limited to juniors and seniors. Freshmen and sophomores may only attend if brought as a date by a junior or senior. Freshman and sophomore students must be present with their dates at both the time of purchasing their entrance ticket and entering the dance in order to be admitted into the dance.
- Prom is a formal event and requires formal attire for the entirety of the dance. Students violating dress expectations will not be allowed to enter the dance or be required to leave the dance.
    - Formal attire includes but is not limited to dress slacks and coat, suits, tuxedos, and formal dresses. Prohibited attire includes, but is not limited to, hats, worn jeans, shorts, t-shirts, and other attire not formal in nature.
    - Any jeans worn must be dark in nature, new, pressed and accompanied with a jacket, button down shirt, and tie.

2. Prohibited Substances

Alcoholic beverages, illegal drugs, and tobacco (including electronic nicotine delivery systems) are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents/guardians may be contacted.

- Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student, or a student's date, is under the influence of alcohol or drugs.

3. Royalty Candidate Eligibility and Selection

The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by the Principal for each dance at which royalty is to be selected. The Principal will communicate with students to inform them of their eligibility and selection (when applicable).

Specific Dance Eligibility and Selection Requirements

- Homecoming/Winter Royalty Queen & King
    - Only a senior girl shall be eligible to be Queen and only a senior boy shall be eligible to be King.
    - To be eligible, a candidate must agree and be eligible to attend the Homecoming or Winter Royalty Dance and represent the school properly.
    - The Queen and King will be chosen from the qualified nominees by secret vote of the student body during Homecoming or Winter Royalty week. Crowning will be held at an appropriate fall sports event.

- Prom King and Queen
    - Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King.
    - To be eligible, a candidate must agree and be eligible to attend the Prom Dance and represent the school properly.
    - The Queen and King will be chosen from the qualified nominees by secret vote.

Personal Electronic Devices (PED)

Responsibility for Electronic Devices

The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents/guardians authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

PED Regulations

- PEDs will not be used for any reason in school restrooms, locker rooms, or classrooms, and use may be subject to disciplinary action.
- PEDs may be used by permission of the administration or counselors within SHS offices.
- PEDs may be used in the cafeteria (during assigned lunch, breakfast, or open period), hallways (during passing time and non-instructional time), and in commons areas (during non-instructional time).
- PEDs used on school property outside of school hours or while attending a school sponsored function, home or away, will be at the discretion of the supervising sponsor of the event, club, or organization.

Students using PEDs within the school are expected to utilize devices professionally and responsibly. Students will be held to the expectations for building technology.

PED Classroom Procedures and Expectations

When students enter their assigned classroom, they will be expected to place their phone and/or smart watch in an assigned PED storage location designated by the classroom instructor. At the end of each class period, students will be allowed time to retrieve their phone prior to the passing period. Students who fail to meet this expectation will incur the following consequences.

- First refusal – Teacher warning
- Second refusal – PED turned into the office and may be picked up at the end of the school day. Parent/guardian contact will be made by administration.
- Continued refusal – PED consistent with the Progressive Discipline Chart for student insubordination.

PED Building Expectations and Etiquette:

- Cell phones should not be used during emergency situations. PED's should be removed during emergency situations.
- Students will have their cell phones on vibrate during the school day. Alarms will not be used.

- Students will excuse themselves from phone calls (hang up) and/or put away their phones or PED's when an adult is addressing them during the school day and at school-related events and functions.
- Students will be allowed to use their cell phones and PED's during passing time and lunch with headphones in one ear only.
- The only person that should be able to hear the cell phone conversation or content from the PED should be the user.
- Students will be considered "in class" once the bell rings and their PED should be safely stored in the predetermined classroom location.

Inappropriate PED use during non-school hours or off school grounds, but related to school activity or having a nexus to the learning environment, may result in consequences up to recommendation for expulsion. Inappropriate PED use during school hours may result in consequences up to recommendation for expulsion. Examples include, but are not limited to, possession of and/or photos taken of exposed individuals, threats against another person, and those uses considered illegal by law.

Student PEDs, including, but not limited to, text messages and digital photos, may be searched by the District, under limited circumstances. Specifically, school officials may not search students' PEDs, including the accessing and reading of their text messages and digital photos, unless those officials: (1) have a reasonable suspicion, based on objective and articulable facts, that the search will provide evidence that the particular student was violating either the law or a school rule; and, (2) the scope of the search is reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the infraction.

The PED Policy is subject to change with notice from administration to students and parents/guardians.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

Students refusing a search, when justified by reasonable suspicion, will receive consequences consistent with students who are found in possession of items or substances prohibited within the school.

Parking and Driving Regulations

Students parking on campus in non-designated locations, in handicapped zones, or in visitor spaces will be subject to having their vehicle towed at the owner's expense. School officials will contact the towing company and the School Resource Officer. Students responsible for driving in a reckless manner on school property will be suspended from school for a minimum of five (5) days with suspension possible up to and including expulsion from school, depending upon the severity of the reckless driving act. Upon return to school, the student will be banned from parking on campus for the remainder of the current school year.

General Traffic Regulations

- No vehicle may be operated on the parking lot at a speed greater than that which is reasonable for the prevailing conditions.
- No vehicle may be operated on the parking lot in a negligent, reckless, or willful reckless manner.
- No person shall ride on the top, hood, bed of a pickup, or fenders of a vehicle. It is unlawful for the vehicle operator to allow such operation.
- Drivers must stop if they witness an accident and report it to the police.
- It is unlawful to destroy any parking notice violation.

Students choosing to violate the stated regulations will be dealt with by the school and/or the Scottsbluff Police. The privilege to use the SHS parking lot could be taken away.

Student Vehicle Parking Rules

1. Student parking will be in the lot west of the main building, north in the baseball field parking area, and along the street on 2nd Avenue (north of 27th Street). Students parking in the lot west of the main building must have their parking pass visible for staff to view. All juniors and seniors will have the opportunity to apply for a parking pass. Pass identification and locations are as follows:
    a. Seniors – Issued a "Red" pass for designated parking on the south side of the parking lot west of the main building.
    b. Juniors - Issued a "White" pass for designated parking on the north side of the parking lot west of the main building.
    c. Sophomores and Freshman – No pass issued but may park in the lot west of the pool facility, north in the baseball field parking area, or along 2nd Avenue (north of 27th Street)
2. Faculty parking is not to be used by students. Faculty parking is located on the north and south ends of the lot west of the main building, and on the north side of campus
3. To facilitate identification, automobiles are to be parked front end in first; only one stall per car.
4. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
5. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Students will be expected to follow general traffic regulations. Suspension of driving privileges, parking tickets, towing of vehicles, and/or suspension from school may occur when violations of these regulations occur.
6. All vehicles must be parked in authorized parking spaces. The discipline chart describes consequences for parking or driving violations.
7. Students with parking passes will lose their pass for the remainder of the semester upon their third offense. Continued offenses once the pass is lost will result in ISS. (See Progressive Discipline Chart).

Dress Code Expectations (Board Policy 5101)
Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Specific expectations should be re-evaluated each year and be consistent with the Parent-Student Handbook.

Examples of inappropriate dress may include, but are not limited to, the following.

- Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an inappropriate size and fit so as to be revealing or drag on the ground.
- Items or accessories that could reasonably cause a distraction (gloves, capes, costumes, sunglasses, etc.)
- Clothing or jewelry that advertises or promotes alcohol, tobacco, or illegal drugs.
- Blankets
- Trench coats
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel, etc.) or that would encourage “horse-play” or that would damage property (e.g., cleats).
- Headwear, including hats, caps, bandannas, and scarves.
- Clothing or jewelry that exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning.
- Clothing or jewelry that is gang related
- Book covers, notebooks, folders, etc., that have inappropriate signs, pictures, or language.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia at any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments, or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the Administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student’s gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student’s hair. The final decision regarding attire and grooming will be made by the principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the principal’s office.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in Board Policy 5101.

Students who are in violation of the school dress code will be educated on the reason the clothing is not allowed in the school setting, and

1. When personal clothing is available, be given the opportunity to change into educationally appropriate attire.
2. Be given the opportunity to change into school issued clothing.
3. When the first two are not viable options, the student’s parent/guardian will be contacted to bring appropriate clothing for the student to wear.
4. Students will not be allowed to return to classes until they are in compliance with the school dress code.
5. Repeated violations could result in school consequences.

Coaches, sponsors, or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups, or students who are representing the school as part of an extracurricular activity program.

Guidelines for Suspended or Expelled Students
Students may not participate in activities during the term of suspension, including, but not limited to, concerts, school functions, and practices. All students suspended for disciplinary reasons will be expected to make up all assignments, i.e. term papers, final exams, etc. in their classes. They will have the potential to receive full credit for all makeup work turned in. Homework must be turned in to the teacher the day a student is scheduled to return for regular classes. Students that are suspended will be provided an education in accordance with state statute. Students suspended or expelled may not be on any Scottsbluff Public School District Properties without prior arrangements with an administrator of that building.

Restorative Practice
Restorative Practices reflect the philosophy that when a misbehavior occurs within a school, it affects those harmed, those causing the harm, and possibly others within the school community. The goal of Restorative Practices is to address conflict using open and respectful dialogue that focuses on the harm caused, strategies to repair this harm and the relationships of those involved, and strategies to stop the disruptive behavior. The goal of restorative practice is to foster new understanding through dialogue that results in a mutually-agreed resolution to the issue.

Restorative Supports: 3-5 days
Students will be assigned 3-5 days, after school from 3:25—5:30 of restorative support (RS) as outlined in the progressive discipline chart. Students will be required to complete the items listed on their specific RS worksheet during their assigned days. Scottsbluff High School utilizes Restorative Supports as a proactive and evidence-based initiative to help students manage their misbehavior. Restorative Practices are grounded in principles and values that: are needs-based, hold students accountable, are focused on repairing harms, and supporting meaningful outcomes. Restorative Practices will be integrated within existing discipline measures and utilized as deemed appropriate.

In School Suspension (ISS):
ISS will be utilized as necessary as it aligns to the Scottsbluff High School Progressive Discipline chart. While in ISS, school work will be coordinated with the classroom teacher and the ISS supervisor. Students are expected to turn in cell phones and remain engaged in their coursework throughout the time they are assigned ISS.

SHS Discipline Matrix											
School Wide Infractions	**Formal Warning/ Parent or Guardian Contact**	**In-School Suspension**				**Restorative Support 3:25—5:00**		**Out of School Suspension Days**			**Hearing for Expulsion**
Disruption to the Educational Process		**Class period**	**1**	**2**	**3**	**3**	**5**	**2**	**5**	**9**	
Disruption to the learning environment	1	1				2	3	4+			
Insubordination/Willful Disobedience	1	1				2	3	4+			
Vulgarity/Profanity	1	1				2		3+			
Gross teacher disrespect/Profanity against a staff member						1	2+	1	2+		
Teacher Disrespect			1			1	2+	2	3+		
Threats of Physical Aggression against a staff member											1
Derogatory Language											
"Casual" use within student conversation or as slang.	1	1				2	3	4+			
"Aggressive" derogatory words, slurs, slogans, names used against a student or staff member.				1		1	2+		2+		
"Threatening" derogatory threats or acts of intimidation intended to victimize.							1+		1		
Health and Safety											
Use/possession of tobacco and alternative nicotine/vapor products				1		1	2+	2+			
Being on school property after having consumed alcohol or a controlled substance							1			1	2
Possession of alcohol, controlled substances, or drug paraphernalia on school property											1
Distribution of any non-prescription drug or medicine, herbal supplement or vitamin on school grounds							1+		1	2	3
Threaten/Intimidate/Haze/Bully another student							1+	1			
Sexual Harassment/Harassment							1+	1			
Sexual Assault							1			1	
Fighting							1			1	2
Assault							1			1	
Carrying, possession, or display of deadly weapons or dangerous objects							1		1		
Carrying, possession, or display of firearms											1
Use of a weapon or dangerous object in a threatening manner.											1
False fire alarms, bomb threats, incendiary, fireworks, smoke, or pepper mace											

Driving inappropriately											
Property Loss and Damage											
Vandalism											
Theft, possession of stolen goods							1	1			
Extortion							1		1		2
Legitimate Educational Purpose											
Cheating/academic misconduct											
Forgery - presenting false papers or fraudulent phone calls											
Parking Violations	1-3			4							
Unspecified inappropriate behavior											

NOTICE: Discipline procedures will be handled case by case. Consequences may vary from student to student and situation to situation. If students refuse to follow restorative practices, traditional consequences will be applied. When students are assigned to the office, actions taken are solely at the discretion of the administrator. Students who have been suspended or expelled from school may NOT be on any school grounds or at school activities without permission from an administrator.

False reporting will result in consequences consistent with the Scottsbluff High School Parent-Student Handbook or as deemed appropriate by the SHS administration.

With any school behavior offense covered by the law, law enforcement **will** be contacted for possible prosecution.

Special Note: Additional discipline may occur due to membership in extracurricular activities. Discipline procedures apply to buses, activities, and field trips.

For more information, please visit the District Parent-Student Handbook, Section 9 "Student Conduct"

SECTION 10 – ALTERNATIVE EDUCATION

Scottsbluff High School has developed a comprehensive Pyramid of Interventions to meet the needs of all students. SHS is dedicated to providing differentiated instruction to all students to help them meet their goals. In some cases, Alternative Education is necessary to provide students with educational opportunities. Student discipline for Alternative Education settings may vary from the SHS Parent-Student Handbook based on the situation, individual safety, and environmental safety. Consequences will be determined on an individualized basis (see ReConnect Parent-Student Handbook). Below is a brief overview of various alternative education strategies that will be employed by Scottsbluff High School.

Academic/Behavior Intervention Plan (ABIP)
SHS takes a proactive approach to help all students be successful. Our desire is to develop students who demonstrate commitment to excelling educationally. Our goal and intent is to build a long lasting academic and behavior plan, with a focus on freshmen and sophomore students. We will incorporate parent/guardian assistance to help provide a safe and positive environment for every student. Teachers, counselors, and administrators help students develop strategies for educational success throughout the school year. Review of grades, attendance, and behavior issues will be on-going topics of discussion during student meetings with their mentors. Primary focus will continue to be aimed at freshmen and sophomore students.

As a result of discussions regarding academic or behavior issues, consequences for unacceptable performance may be implemented. Students may lose privileges (i.e. open-campus for lunch, dances, other campus activities) if they are failing a class, have several behavior referrals, or if attendance, including tardies, is affecting time and/or performance in class. Loss of privileges, until improvement is demonstrated, may be implemented at any grade level if deemed appropriate by an administrator.

ABIP (12 Points Plan)
This intervention plan is used when a student's current academic performance is not progressing at the level expected of all SHS students. Their actions/behaviors are causing a disruption to the learning environment for students in our school. Criteria for being placed on the ABIP include:

Total of 12 points from the list below in any combination will result in the recommendation of removal from all classes for the remainder of the semester. The student will be offered a course for credit recovery to be completed off campus or in an alternative setting (Excel Academy or Re-Connect) by the end of the current semester. Students will be eligible for on campus classes the following semester if they successfully complete their academic plan.

- # - Discipline referrals written by a principal. Accumulative, entire year.
- # - Classes with 5 or more unexcused absences. Current semester
- # - Classes with grades below 60%. Current semester
- 12 - total in any combination

Once a student reaches 12 points, and prior to being placed on the ABIP plan, a meeting will be held with the student, parent/guardian, and grade level administrator. The student will be provided an opportunity to correct behaviors within a reasonable time frame. If these expectations are not met within the timeframe and maintained, the student will be placed on the ABIP plan.

Excel Academy (EA)
The Excel Academy is designed for those students who are at-risk of not graduating within a 4-year time period and are credit deficient. Students will be placed in the Excel Academy based on teacher, counselor, and administrator recommendations. Students will have the opportunity to recover credit through the Edgenuity online educational platform and will be placed on an Individualized Learning Plan (ILP). Students in the Excel Academy may have their schedule adjusted to meet their unique instructional needs.

Edgenuity
Edgenuity is an online educational platform. Students that are behind on credits will be assigned an Edgenuity online course to recover credit for failed courses. Students who are enrolled in a course for the entirety of the semester but fail a course will be eligible for credit recovery courses through Edgenuity. Students who are dropped from a course or fail to attend a course will be required to either retake the in-person course or will enroll in initial credit courses through Edgenuity.

Students enrolled in Edgenuity online courses are required to complete all tests and quizzes in-person. All tests and quizzes must be proctored by an instructor. Exceptions may be allowed for extenuating circumstances and with administrative approval.

Only Edgenuity initial credit courses can be counted toward a student's cumulative Grade Point Average (GPA), all other courses offered through Edgenuity will receive a letter grade but will not be factored into the student's GPA.

ReConnect
ReConnect is an off-campus program located at 2512 2nd Avenue, Scottsbluff, NE 69361 created for junior and senior students. While integration into the traditional setting is emphasized, the goal through these specialized programs is independent commitment to quality education that is designed to meet the needs of each individual student. Students will be assigned to ReConnect based on the Scottsbluff High School Pyramid of Interventions. At some point the student may be referred to the ReConnect Program as a stand-alone intervention, or as an additional means of support.

Summer School
- Summer School is open to all SHS students from the last week of May through all of June.
- Classes are in session four days a week from 8:30am-11:30am.
- Summer School is an opportunity to recover credit or to get ahead on credits. Both face-to-face and online classes are available.
- Strong attendance is required; no more than two days of absences are allowed for a student to earn credit for the class.
- Behavior expectations of summer school are the same as during the school year. If behavior expectations cannot be met after one warning, the student will be required to leave Summer School.
- Registering for Summer School is done through the counseling office with the student's grade level counselor.

SECTION 11 – EXTRACURRICULAR ACTIVITIES

Extracurricular Activity Philosophy (Board Policy 5103)
Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally, and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill, and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety
The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents/Guardians
The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries

to the head, neck,and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

All athletes and their parents/guardians must realize the risk of serious injury which may result from athletic participation. The following safeguards will be used to make every effort to eliminate injury:

1. Conduct a mandatory parent/guardian/athlete meeting prior to the start of the season to fully explain the athletic policies and to advise caution and warn parents/guardians/athletes of the potential for injury.
2. The parents/guardians of our athletes must assume and agree to be personally responsible for any emergency medical care that may become necessary for the student in the course of athlete activities or travel.
3. Instruct all athletes about the dangers of participation in the particular sport.

Scottsbluff High School Sports

The interscholastic athletic program consists of 11 sports for boys and 12 sports for girls. There are three athletic seasons and the sports are divided among these seasons as follows:

Fall Sports	Boys – Cross Country, Tennis, and Football Girls – Cross Country, Golf, Volleyball, and Softball Coed – Unified Bowling
Winter Sports	Boys – Basketball, Swimming, and Wrestling Girls – Basketball, Swimming, and Wrestling
Spring Sports	Boys – Track, Golf, Soccer, and Unified Track Girls – Track, Tennis, Soccer, and Unified Track Coed – Unified Track

Letter awards will be presented to those participants who fulfill the requirements established by the coach of each sport.

Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Outside perception of our school is often based on student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the District's policies, procedures, and rules.

The purpose of the Scottsbluff High School Code of Conduct Policy, as it relates to activities, is to give students a reason to make healthy choices and avoid harmful substances and behaviors. Any violations of the policy will be addressed in a restorative manner that will encourage students and parents/guardians to value performance based activities.

Activities Subject to the Code of Conduct

The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the District which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to all school sponsored activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct policy will begin on Monday of Week 7 of the current NSAA calendar (first day of fall practice) and continue until Sunday of Week 7 of the following year NSAA calendar.

The Code of Conduct policy is a 365 day policy. The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if a Career Student Organization student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct throughout the entire year will affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline.
Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment, or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray, unless a district administrator gives prior approval) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in an manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance, or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities, or tardiness to school, assigned classes, or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Willfully violating the behavioral expectations for those students riding Scottsbluff Public Schools buses or vehicles used for activity purposes.
15. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
16. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
17. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
18. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
19. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Determining a Violation has Occurred

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist;
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court;
3. When a student fails or refuses to submit to a court ordered or school ordered drug test;
4. When a student admits to violating one of the standards of the Code of Conduct;

5. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable; and/or,
6. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred;

Reference Board Policy 5103 for Procedures for Extracurricular Discipline.

Extracurricular Activities and Discipline Suspensions

If a student participating in extracurricular activities is assigned out-of-school suspension, they are not allowed to attend practice or participate in a public performance during the suspension assignment. This includes weekend performances that fall between a Friday and Monday. If a student is assigned in-school suspension, they will not be allowed to attend practice or participate in public performance.

Drug and Alcohol Violations/Consequences

Classification of Activities:

Class One Activities are those that provide consistent practice and competitions. Class One Activities are as follows:

Athletics: Volleyball, Cross Country, Football, Tennis, Golf, Softball, Unified Bowling, Swimming, Basketball, Wrestling, Track, Unified Track, Soccer

Activities: Drill Team, Cheer, Speech

Class Two Activities are those that correlate with instruction/co-curricular programming. Class Two Activities are as follows:

DECA, Skills USA, FCCLA, ProStart, HOSA, Musical, Choralaires, 27th Street Singers, Mock Trial, FFA, Jazz Band, Orchestra, Journalism, Math Club, ESports, Play Production, Educators Rising.

If students are involved in multiple activities, the order of consequence will be determined by what is most immediate that the student is involved in. If they are not involved in an activity at the time of an occurrence, consequences will apply to the next activity.

Regarding Class Two Activities only, depending on the date of the infraction and the participant's prior record, consequences may involve a more restorative approach due to the number of competitions or performance dates. Consequences will be determined by SHS Administration, coach/sponsor, student and parents/guardians.

Personal Conduct and Activity Participation: Class One Activities

Students who are participating in or will participate in a Class One Activity that are found in possession or consumption of alcohol, narcotic, or other habit-forming substance will have the following consequences.

- First Offense – Suspension from 20% of public performances (Cheerleading and Drill Team will be based on 25 performances). With the coach/sponsor's approval, students suspended from performances may remain at practice and travel with the team. However, students may not be excused from the school day in order to do so.
- Second Offense – Suspension from 40% of public performances. With the coach/sponsor's approval and verified enrollment by parent/guardian and student in an approved drug and alcohol counseling program, students suspended from performances may remain at practice and travel with the team. However, students may not be excused from the school day in order to do so.
- Third Offense – Suspended from all public activity for the remainder of the policy year. With the coach/sponsor's approval and verified enrollment by parent/guardian and student in an approved drug and alcohol counseling program, students suspended from performances may remain at practice.

After the first offense, the suspended student and parents/guardians may opt to meet with an approved counselor for Drug and Alcohol evaluation and rehabilitation, then the suspended student may resume public performances after a suspension of 10% of the scheduled contests. The parent/guardian must attend the drug and alcohol evaluation with their student. A list of approved counselors will be in the Scottsbluff High School activities office. This reduction will not apply to second or third offenses.

This policy will be in effect for the entirety of the calendar year beginning the start of fall activities (according to the NSAA calendar). All suspension periods will begin on the day the student is formally notified by the Activities Director or any building administrator. If the student is not currently enrolled to participate in an extracurricular activity, the suspension will begin upon the students next season of participation. If the violation occurs at the end of the season, any unmet suspension will be carried over to the next season of participation.

Personal Conduct and Activity Participation: Class Two Activities

Students who are participating in or will participate in a Class Two Activity that are found in possession or consumption of alcohol, narcotic or other habit-forming substance will have the following consequences.

- First Offense – Suspended from all public performances involving extracurricular activities for 21 days or a minimum of 2 competitions or performance dates. With the coach/sponsor's approval, students suspended from performances may remain at practice and travel with the team. However, students may not be excused from the school day in order to do so.
- Second Offense – Suspended from all public performances involving extracurricular activities for 42 days or a minimum of four public performances. With the coach/sponsor's approval and verified enrollment by parent/guardian and student in an approved drug and alcohol counseling program, students suspended from performances may remain at practice and travel with the team. However, students may not be excused from the school day in order to do so.

- Third Offense – Suspended from all public performances for the remainder of the policy year. With the coach/sponsor's approval and verified enrollment by parent/guardian and student in an approved drug and alcohol counseling program, students suspended from performances may remain at practice.

After the first offense, the suspended student and parents/guardians may opt to meet with an approved counselor for Drug and Alcohol evaluation and rehabilitation, then the suspended student may resume public performances after a suspension of 10 days of all public performances or a minimum of 1 competition or performance date. The parent/guardian must attend the drug and alcohol evaluation with their student. A list of approved counselors will be in the Scottsbluff High School activities office. This reduction will not apply to second or third offenses.

This policy will be in effect for the entirety of the calendar year beginning the start of fall activities (according to the NSAA calendar). All suspension periods will begin on the day the student is formally notified by the Activities Director or any building administrator. If the student is not currently enrolled to participate in an extracurricular activity, the suspension will begin upon the students next season of participation. If the violation occurs at the end of the season, any unmet suspension will be carried over to the next season of participation.

Students participating in or who will participate in extracurricular activities that are seen by staff or cited by law enforcement for Misdemeanor or Public Misconduct:
A student that is cited with a misdemeanor or public misconduct will be suspended from 50% of public performances involving extracurricular activities, but must continue to attend all scheduled practices. The suspended public performances will occur after, or on the day, the student is formally notified by the Activities Director or any building administrator. A second offense during the policy year will result in the student being suspended from ALL public performances.

- At the discretion of building administration, suspensions may be reduced through an effective restorative approach strategy.

Students participating in or who will participate in extracurricular activities that are found in possession of or cited by law enforcement for Tobacco or Alternative Nicotine/ Vapor Products, Chewing or Smoking:
Students found in possession or using tobacco or alternative nicotine/vapor products, chewing, or smoking will be suspended from participating in extracurricular activities for 10% of public performances. A second offense during the policy year will result in the student being suspended from participating in extracurricular activities (public performances) for 20% of public performances. A third offense during the policy year will result in the student being suspended from all extracurricular activities (public performances) for the remainder of the policy year.

- Students who complete a drug and alcohol counseling course with their parent/guardian, and have attended 5 days of Restorative Supports after school to complete an on-line Health Course that emphasizes use of nicotine, may have their suspension reduced by 50% on the 1st offense.
- Students with a second or third offense may not reduce the suspension.

Students participating in or who will participate in extracurricular activities that are cited by law enforcement for Felony:
Students cited with a felony will be addressed by the Scottsbluff High School Administration as per State Law and Board Policy.

Letters and Post-Season Honors
A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. If the student suspended from activities has committed ONE violation, the student may be considered for post season awards, and recognition at the coach's discretion.
3. Not eligible to letter or receive any post season awards if the student suspended from activities has TWO or more violations in the same season. If the violations occur within one activity season, the student may be eligible to letter or receive post season awards for a separate activity upon the coach, sponsor, and Activity Director's approval.

Attendance and Activity Participation
Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy may lose eligibility to participate in extracurricular activities.
2. Be on time for all scheduled practices, contests, and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, students must be in attendance for the full day. A student who is not in attendance for any part of the full day must have approval by the principal or Athletic Director in order to be eligible for the contest, performance, or activity.
4. Any student that has a "No Contact" absence by parent/guardian or school during the school day will not be eligible to participate in practice or game/performance the day of the absence.

Every attempt should be made to be in attendance the day of a contest.

Forms Required for Activity Participation

- **Physical examination** – A yearly physical examination is required. The physical form must be completed by a physician and submitted to the coach prior to participation. The physical covers all sports for the entire year. The form will be kept on file in the activities office.

- **Parental Consent Form/NSAA Eligibility** – This form contains directory information on the student, provides for parent/guardian permission and responsibility, and also student consent to abide by rules and be responsible for school equipment.
- **Emergency Medical Authorization** – Each athlete's parent/guardian shall complete an Emergency Medical Authorization form giving permission for treatment by a physician or hospital when the parent/guardian is not available. The form will be kept in the medical kit for availability at all practices and contests.
- **Mandatory Drug Testing for Students Involved in Extracurricular Activities**

NSAA Eligibility
Participation in athletics, cheerleading, drill team, music, and drama is regulated by the Nebraska School Activities Association and the Nebraska Coaches Association.

NCAA Eligibility Requirements
On or after August 1, 1996, a student entering a Division I institution directly out of high school must have graduated from high school with a minimum GPA of 2.000 (based on a maximum of 4,000) in a core curriculum of at least 13 academic courses, including four of English, two years in mathematics, two years in social studies, two years in science, and two years in additional core classes, as well as, 820 recentered SAT (700 non centered SAT) or a 18 on the ACT with a high school GPA of 2.500. If a student has below a 2.5 high school GPA, the ACT, RC, SAT, SAT scores vary according to the Initial-Eligibility Index. The core curriculum courses for Scottsbluff High School are registered and confirmed with the NCAA.

Students must have passed 20 credit hours the immediate preceding semester and must be carrying 20 credit hours. A complete listing of requirements is listed on the back of the parental consent form and is available from the Activities Office.

SHS Academic Eligibility Policy for Athletics/Activities
Purpose
1. To make the student aware of low academic performance and hopefully encourage him/her to raise their performance level before it is too late.
2. While activities are extremely important to both the students and the school, the major purpose of the students should be to obtain an academic education.
3. Design an eligibility policy that will attempt to keep the students in school on a long-term basis and not just until the end of the semester.
4. Have a policy that is reasonable to implement.
5. Have a policy that is fair and attempts to retain the students rather than force them out.
6. Normally a student that puts forth enough effort to be successful in academics will be your most dependable athlete/activity participant.
7. Help a student learn time management skills to balance and prioritize curricular and extracurricular activities.

Eligibility Policy
Prior to the beginning of a season, all participants must be deemed eligible under NSAA regulations by having successfully completed 20 credit hours the previous semester and must be enrolled in at least 20 credit hours in the semester of participation.

Students attending an authorized Rule 13 school (exempt or part-time enrollments) must have successfully completed 20 credit hours for the immediate preceding semester. The student must be continuously enrolled in at least twenty credit hours, and a minimum of five credits must be from the District in order to maintain eligibility.

On the third Wednesday of each semester, and every Wednesday thereafter, students' grades will be checked weekly. If the grade check reveals an F, the student will be subject to the following academic eligibility policy:

Ineligibility
A student earning F's will not be allowed to participate in any public performance, competition, or activity until all grades are passing. (**see singular exception below).

Teachers must follow the Parent-Student Handbook regarding the amount of time allowed a student to make-up homework or tests due to any excused absence. Grades will be checked weekly during the sports season/activity and all student's, coach/sponsor's, and counselor's will be notified via email of their eligibility status. The student is to discuss their ineligibility with the teacher, coach/sponsor and parents/guardians.

Upon successfully attaining a passing grade in a class, the teacher of record will notify SHS Administration to indicate passing status.

The **first** time a student becomes ineligible, (receives an F) he/she may petition a principal to be placed on ACADEMIC PROBATION & RECOVERY. See below.

Students who drop a class with an "F" must stay on track to complete their Edgenuity course within the semester, or will be considered ineligible to participate.

Academic Probation and Recovery
Students failing one class may be placed on academic probation and recovery. They may then attend practice and/or participate in a

performance, competition, or activity after meeting with the teacher and notifying administration of the academic recovery plan that is established between the teacher and student. Probationary status is granted for the period of one week. Probationary status may be used only once per season/activity. Students in year-long activities may access academic probation once a semester. The academic probation is removed upon teacher verification that the student is passing.

Activities Which Fall Under the Eligibility Policy Include:

Athletics	DECA	Musical	Journalism	Drill Team	Mock Trial
Cheerleading	FFA	Speech	Choralaires	Jazz Band	Show Choir
Orchestra	Skills USA	E-Sports	Play Production	ESports	Math Club
FCCLA	ProStart	HOSA	Educators Rising		
*Clubs					

**Applies to travel only*

Criteria Used to Exempt an Activity from the Eligibility Policy

- The activity must be composed of the entire class;
- Grades are given for a performance or activity; and,
- There are district-approved academic standards.

Conflicts in Extracurricular Activities

An individual student who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of a conflict of obligations. The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities and to this end, will attempt to schedule events in a manner so as to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about becoming a member of too many activities where conflicts are bound to occur. When conflicts do occur, the student should notify the faculty sponsors involved immediately.

When conflicts do arise, the sponsors will determine a solution and communicate with the student. If a solution cannot be found, the Athletic Director and/or principal will make a decision based on the following:

1. The relative importance of each event;
2. The importance of each event to the student;
3. The relative contribution of the student to each activity;
4. Time frames of scheduled events; and,
5. Parent/guardian communication.

Once the decision has been made and the student has followed that decision, he/she will not be penalized in any way by the faculty sponsor. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

Insurance Coverage

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent, or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

The following is an effort to clarify the insurance coverage carried by the Nebraska School Activities through the Nationals Sports Underwriters, Ltd. Association covers member schools (SHS) in all activities under the jurisdiction of the Association. This does not include Bluffs Middle School. This coverage is intended to provide catastrophic insurance to anyone whose medical expenses exceed $25,000 within one year of injury. The Scottsbluff School District encourages all of their member students to purchase student accident insurance. There are a variety of coverages available that fit student needs. Some examples of these are as follows: School time Accident Policy, 24-Hour Accident Coverage, Football Only Coverage. Pamphlets are available through the Activities Office or online at www.sas.mn.com.

Activity Trips

On trips, participants represent the community, the school, and the sponsors (see Extracurricular Activity Code of Conduct). Therefore, it is expected that all concerned will dress in an appropriate manner when traveling and conduct themselves in a manner in keeping with this code whether on a bus, in restaurants, or in motels. Overnight lodging costs will be the responsibility of the District. Travel schedules will be organized with the activity sponsors and coaches. When provided in advance by the teacher, all work missed due to trips should be made up before the student leaves.

Checkout Procedure

Candidates for athletic teams must complete the requirements listed below before checking out equipment or participating in school sponsored practice sessions:

1. Must have earned 20 credit hours the previous semester;
2. Must complete all signed agreements and permissions through the Activities Office; and,
3. Must purchase an activity ticket - cost $45.00.

Activity Tickets
Activity tickets are sold year around and cost $45.00. An activity ticket admits the purchaser to all home athletic events, except varsity tournaments, identified conference tournaments, and NSAA-sponsored events (i.e. playoffs and district contests). The activity ticket helps to support many activities. Members of all activities MUST purchase an activity ticket or complete the fee waiver form and be approved in the fee waiver program.

Rules for School Equipment
All athletes must observe the following rules concerning school equipment:

1. Students are financially responsible for all equipment checked out to them and will be financially responsible for any checked out items lost, damaged, or stolen.
2. All equipment from one sport must be checked in before the student will be eligible for another sport.
3. Treat all equipment as if it were your personal property – keep it in a locked locker and wash it consistently.
4. It is absolutely forbidden for anyone to wear equipment from another school.

Practice Regulations
Rules and regulations regarding practice regulations are available through each activities coach's handbook and will be consistently administered.

Administrative and Teaching Personnel – Authorized Actions
Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent/guardian to such counseling or evaluation. (Laws 1976; 1994 - 79-4,172)

Procedure for Handling any Parent-Activity Participant Concerns
In order to resolve any conflicts or potential problems, anyone connected to the Scottsbluff High School Activities Program is encouraged to use the following line of authority:

1. Head Coach or Sponsor
2. Activities Director
3. High School Principal
4. Superintendent
5. School Board

Drugs/Paraphernalia or Alcohol Protocol for Coaches and Sponsors of Activities or Athletics
The following procedures will be followed by all coaches and sponsors in the event there is suspicion of drug/alcohol use by a student. Students refusing to submit to a test, if reasonable suspicion exists, will fall under the consequence listed in the Parent-Student Handbook for possession or being under the influence and law enforcement will be contacted.

Drugs or Alcohol Suspected

1. Stay with the student or students until help is available.
2. Everyone and everything in the room/intermediate area must stay where it is.
3. Call a building administrator.
4. Call the local police, or the highway patrol, to administer a breathalyzer test.
5. If the student test is positive – call the parents/guardians to pick up their child (based on release by law enforcement if applicable).
6. If the student's test is negative – call the parents/guardians and inform them why their child was checked for being under the influence.

Possession of Drugs, Paraphernalia or Alcohol

1. Stay with the student or students until help is available.
2. Everyone and everything in the room/intermediate area must stay where it is.
3. Call a principal from the list below.
4. Call and request a DRE or highway patrolman to collect the evidence and administer any necessary tests.
5. Call the parents/guardians and inform them they must pick up their child immediately (based on release by law enforcement if applicable).

Any Crime Suspected or Committed

1. Call 911 or Highway Patrol (1-800-525-5555). Examples may include but are not limited to assault, shoplifting, vandalism, etc.

Miscellaneous Subjects
At the beginning of practice for a sport, there will be a two-week trial period in which a student may elect to switch from one sport to another without penalty. Athletes who drop from a sport after this two week period are not permitted to change sports until the regular season is completed -- unless previously agreed upon by the coaches of both sports involved.

If a student's team is involved in a playoff or postponed games, the coaches of the two sports involved will decide whether the student

may begin participation in another sport commencing with the opening day of practice or wait until after the playoff or postponed game has been completed.

Conference Membership
Scottsbluff High School is a member of the Western Conference.

Athletic Awards
- Certificates – Single-sport letter award and three-sport participant
- Medal – Three-sport letter award (three letters in a year as a participant, not manager)
- Chenille S – Awarded to 1st time letter winners by the Scottsbluff Booster Club.

Scottsbluff High School Student Activity Participants
To build great teams, it takes hard work and dedication of many individuals and many years. As a member of an interscholastic team, an activity participant has certain responsibilities to uphold.

Our tradition has been to compete so that honor comes to our community, our school, and our athletes. Such a tradition is worthy of the best efforts of all concerned: the followers, coaching staff, athletes, and student body. We will maintain respect for our school, our community, and most of all, our opponents.

Responsibilities to Yourself
We hold all activity participants to a high standard, in that, certain responsibilities are imposed on student/athletes above and beyond a traditional student. A participant is one who accepts these responsibilities and broadens himself/herself and develops strength of character. Participants owe it to themselves to get the greatest possible good from their school experiences: their studies, participation in the other co-curricular activities, as well as from athletics.

Responsibilities to the School
By being an activity participant, you have the responsibility to your school to do your best and to follow the guidelines set forth. As an athlete you are representing your school and your community. You assume a leadership role when you are on a school-sponsored team.

The student body, community, and other communities judge our school based on your conduct and attitudes, both in and out of competition. *Student participants are role models for younger generations. Keep this in mind as you compete for our school.*

Expectations of SHS Student Activity Participants
1. Follow all training rules, school rules and regulations.
2. Pursue victory with honor, by exhibiting good sportsmanship toward the opponents, officials, teammates and fans.
3. Work to excel in academics.
4. Put team goals ahead of personal goals.
5. Be a role model for all students before, during, and after school.
6. Have pride in yourself, your team, and your school.
7. Respect, but never fear the opponent. Work harder than the competition both in and out of season and never quit.
8. Be on time and be prepared for practices, meetings, and competitions.

Mandatory Drug Testing Policy for Students Involved in Extracurricular Activities (Board Policy 5104)
The Board of Education for Scottsbluff Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. This policy statement should qualify our position on student drug and alcohol use. Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy.

The purpose of this policy is as follows:
1. To provide for the health and safety of all students;
2. To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
3. To identify students who use illegal drugs and/or alcohol; and,
4. To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

Guidelines for all current students participating in extracurricular activities or students that have voluntarily been placed in the pool at the request of their parent/guardian:
1. Random Testing - The Board authorizes random, unannounced screening of all students participating in extracurricular activities or those students that have been voluntarily placed in the pool by their parent/guardian. The list of students that make up the pool will be updated upon receipt of a signed consent form. Students who have been selected will be required to report to the designated collection site for testing.
2. Consent - Each student wishing to participate in any extracurricular activity and the students that have voluntarily been placed in the pool at the request of their parent/guardian shall consent in writing to drug testing pursuant to the District's drug testing program. Parents/guardians wanting to voluntarily place their students in the pool must complete the General Authorization

Form available through the SHS office or school website. No student shall be allowed to participate in any extracurricular activity absent such consent.

3. Removal From the Random Testing List - Students who quit or are cut from an activity, prior to being selected for random testing, may request their name be dropped from the testing list. A request form must be signed by the student and his/her parents/guardians to be dropped. However, students may volunteer to remain in the pool even though he/she is not part of the activity. Students who have submitted at least two negative test results without any positive results may be dropped from the testing list.
4. BMS Continued Testing - Students entering SHS from BMS will continue under the 365 day drug testing period and are subject to continued testing until the 365 day time period is complete.
5. There is an obligation to continue support for students who test positive. Drug testing during the summer will provide another reason for a student to refrain from the use of drugs or alcohol. Any student who has tested positive during a random test will continue to be tested through the summer months. The Drug Program Coordinator will contact the student to establish a location and time for the test to take place.

Refusal to Submit to Drug Use Test
A participating student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year.

Once a student is entered into the drug testing pool, their name will remain in the drug testing pool for 365 days, unless the parent/guardian signs consent to drop the student from the drug testing pool or upon student graduation.

Positive Test Results
Whenever a student's test result indicates the presence of an illegal drug (positive test), the following will occur: This includes students involved in extracurricular activities and students that have been voluntarily placed in the pool at the request of their parent/guardian. If the sample tests positive, the custodial parent/legal guardian will be notified and a meeting will be scheduled with the Scottsbluff High School Drug Program Coordinator, the student, and the custodial parent/legal guardian.

First Positive Test
- DPC meeting with parents/guardians and student;
- Student notified of a requirement to miss five days of practice for the extracurricular activity. The student will also be ineligible to publicly perform in any activity for 14 calendar days. If the end of the activity precedes the end of the 14 days, the remaining days will carry over to the next activity so the student completes the required number of days;
- Written proof of alcohol/drug use assessment by a drug counselor is required. Follow through of the recommended drug assistance program session with the counselor is strongly encouraged. A district-administered negative test must be provided before the student may return to the activity; and,
- Follow-up drug testing, a minimum of once a month, will commence after the first parent/guardian meeting for the next 12 months or end upon graduation at SHS.

Second Positive Test
- DPC meeting with parents/guardian and the student;
- Suspension of the privilege to participate in practice and extracurricular activities for 30 calendar days. If the end of the activity precedes the end of the 30 days, the remaining days will carry over to the next activity so that the student completes the required number of days;
- An additional five sessions of drug counseling must be completed before the student may petition to return to activities. A district-administered negative test must be provided before the student may return to the activity; and,
- Follow-up drug testing for the next 12 months will begin upon notification of the second positive test, or end upon graduation from SHS.

Third Positive Test (within two consecutive years)
- DPC meeting with parents/guardians and student;
- Suspension of eligibility to participate in practice and extracurricular activities for one year from the date of the third positive test meeting, or end upon graduation from SHS. A district-administered negative test must be provided before the student may return to the activity; and,
- Follow-up drug testing will continue for 12 months from the date of the meeting.

Fourth Positive Test (during high school career of a student)
- DPC meeting with the parents/guardians and student;
- Suspension of eligibility to participate in activities for the remainder of the student's time as a student at SHS;
- *Students will be removed from monthly test requirements.*

Clubs and Organizations
Most clubs are open to anyone interested in joining. A few clubs will have standards that must be met and maintained for participation. Special interest groups wishing to organize a club must first have the permission of the administration and must coincide with the mission and vision of the school. Any kind of initiation or "hazing" requirement is not permitted. All fundraisers will require written permission of the building principals.

The Superintendent and the Board of Education shall approve formal student organizations, provide adequate supervision, and administer student finances for student organizations and activities. Student organizations, as a vital part of the total education program, should accomplish the following criteria:

1. Extend and reinforce the instructional program;
2. Give students practice in democratic self-government;
3. Develop student morale and support for the school;
4. Honor outstanding student achievement; and,
5. Provide wholesome social and recreational activities.

Scottsbluff High School provides many opportunities for students through clubs and organization. Students are encouraged to find clubs and organizations that match their interests, join, and become involved. Clubs and organizations provide excellent opportunities to meet peers with common interests, further pursue personal interests, and provide opportunities to serve others. An organization is as active as its membership. A student may be president of more than one organization. If academic performance of the student becomes unsatisfactory, he/she will be required by the administration to reduce the number of presidencies held. In addition to the five departmental organizations of Band, Choir, Orchestra, Bluff and Echoes, SHS provides the following organizations.

Honor Clubs/Organizations

International Thespian Society

The mission of the International Thespian Society (ITS) is to honor student achievement in the theatre arts. High school inductees are known as Thespians. ITS is a division of the Educational Theatre Association (EdTA). The Thespian troupe is a subset of the theatre arts program. It is the student honor society, a separate student organization, and membership is earned.

National Honor Society

The Scottsbluff Chapter of the National Honor Society (NHS) is an honorary organization for students demonstrating excellence in scholarship, leadership, character, and service. For a student to be invited to apply for NHS membership, the student must be enrolled in greater than 50% of their classes at SHS, working toward an SHS diploma, have a 3.500 unweighted GPA or higher, and must perform a minimum of 20 hours of community service. To maintain membership, all NHS members must complete 10 hours of community service annually, maintain a GPA of 3.5 or higher, maintain 50% or greater enrollment standards, and submit the proper paperwork to the Chapter Adviser.

According to Article VIII of the Scottsbluff High School NHS bylaws, Section I, “Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.” Selection of members is done in the following way, as outlined in Article IX: Selection of Members: “To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen students are not eligible.) Candidates must have been in attendance at the school the equivalent of one semester… Section 3: The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council’s deliberations.”

With respect to students transferring from other high schools, according to Article VIII, Section 6, “An NHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.”

Students may be removed from the National Honor Society for disciplinary reasons. According to Article X of the Scottsbluff High School NHS bylaws, “Section 1. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties. Section 2. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned. Section 3. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings. Section 4. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. (Note: This hearing is required and is considered "due process" for all members). Section 5. For purposes of dismissal, a majority vote of the Faculty Council is required. Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the District. Section 7. NASSP shall hear no appeals in dismissal cases. Section 8. NHS members represent Scottsbluff High School academically.

NHS members failing to submit community service hours by the deadline will not be issued honor cords at graduation.

National Forensic League

National Forensic League is an organization of students either interested in or involved in speech and debate activities. Members earn national degrees and recognition as their skills and experience increase. These students frequently attend speech and debate tournaments in Nebraska and Wyoming. The members of this organization have competed successfully with students from Nebraska, Colorado, Wyoming, South Dakota, Utah, Montana, and Hawaii.

Service Clubs

Student Senate

The Student Senate is a representative body with the purpose of promoting the interests of the student body, providing a forum for student expression, increasing the understanding and cooperation between students, faculty, and administrators, and coordinating all student activities. A copy of the constitution may be received from any Student Senate sponsor**.**

Key Club

Key Club is an organization dedicated to community service. Membership is open to all interested students. Dues are $10.00 for the year.

Other Clubs/Organizations

DECA

DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management. Programs and activities are tailored to specific career interest of students and include technical, economic, communication, human relations, employability, and consumer skills. DECA provides career, academic, and leadership activities directly related to attainment of specific occupational and professional skills.

Educators Rising

Educators Rising is a national career and student organization. Membership is open to students in grades 10-12. Educators Rising provides students who are passionate about education with hands-on teaching experience, tools and techniques, and cultivates the skills necessary to be successful in the field while sustaining interest in the profession.

FCCLA

FCCLA (Family Career & Community Leaders of America) is a national student organization that helps youth become strong leaders in families, careers, and communities through family and consumer science education. Membership is open to students in grades 9-12 who are taking or have been enrolled in family and consumer sciences classes. Several chapter activities are combined with classroom work.

FFA

FFA is a national organization for students studying vocational agriculture. It serves to motivate the systematic instruction offered to students of agricultural education and to provide further training in the broad field of agriculture. Any student from 14 through 21 who is enrolled in agricultural education may join FFA.

German Club

Membership in German club is open to all students in German classes. The club sponsors many cultural activities, including the Oktoberfest, International Christmas dinner, and a Maifest. German traditions and customs along with student interactions are promoted.

HOSA – Future Health Professionals

Health Occupations Students of America is a national student organization for students enrolled in the health career education classes. HOSA develops health career knowledge, skill, and leadership, therefore, helping the student meet the needs of the health career community. HOSA provides educational opportunities through guest speakers, meetings, community projects, health care industry tours, job shadowing, conferences, and state and national competitive events.

SkillsUSA

SkillsUSA is a partnership of students, teachers, and industry representatives working together to ensure America has a skilled workforce. SkillsUSA is a national organization serving teachers and high school and college students who are preparing for careers in technical, skilled, and service occupations, including health occupations. SkillsUSA's mission is to empower its members to become world-class workers, leaders, and responsible American citizens.

ProStart

A national Career and Technical Education program for students enrolled in culinary courses. From culinary techniques to management skills, ProStart’s industry driven program provides real world educational opportunities and builds a foundation of practical skills to last a lifetime. ProStart gives students a platform to discover new interests and talents, opening the door to careers in all aspects of the foodservice industry. All facets of the restaurant and foodservice industry are explored, with competitive events and recognition programs included to enhance the opportunities available for students. Partnerships are built to support the students between industry leaders within local communities, state, and restaurant associations.

Math Club

Math Club is open to all students in grades 9-12. The club competes at contests at the University of Nebraska-Lincoln, Colorado State University, and Chadron State College. The purpose of Math Club is to generate interest in mathematics, to cover math which does not appear in our traditional curriculum, and to refine and bolster critical thinking and problem solving skills.

Mock Trial

Mock Trial is open to all students in grades 9-12. The purpose of Mock Trial is to give students exposure to court proceedings and the trial process. Students will compete against other schools in Western Nebraska in a trial selected by the Nebraska Bar Association. This is an excellent club for students with an interest in law or becoming an attorney.

S-Club
This is a club for athletic letter winners. Its purpose is to promote athletics, school spirit, and sportsmanship at SHS. Students who letter in sports are eligible for membership.

Spanish Club
Spanish Club membership is open to any student who is currently taking Spanish or has taken Spanish anytime during their high school career. Spanish Club celebrate Mexican holidays, like "Cinco de Mayo" and the 16th of September. A dinner is held at the end of the year for the senior members of the club.

E-Sports
E-Sports is a club that is designed for students interested in computer simulated gaming. Students within the club are teamed with other students based on talent and interest and compete with other students within the club and other schools in a variety of computer simulated games.

Quiz Bowl
Quiz Bowl is open to all students in grades 9-12. The club competes in contests around the region on a wide range of academic content. The purpose of Quiz Bowl is to generate student interest in academics and encourage students to expand their knowledge across various fields of academic study, and to encourage critical thinking and problem solving skills in a competitive environment.

SECTION 12 - NOTIFICATIONS TO PARENTS/GUARDIANS AND STUDENTS

Student Fee Waiver Procedures (Board Policy 5416)
The Board recognizes that while certain fees, specialized equipment, or specialized attire are appropriate and authorized, some students and their families are not financially able to afford them. The District will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Waivers must be requested prior to the waiver deadline date. Waivers will not be approved retroactively for fees previously paid or specialized items, or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived. The following deadlines will apply to requests for waivers:

Participation Fees or Specialized Equipment or Attire. The end of the first week of practice for a particular sport or activity.

Course Project Materials. The District may choose to allow students to purchase course projects through completion of a purchase request form, typically prior to beginning the project.

Parents/guardians or students eligible for waivers shall make an application on the form provided by the District. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

The District will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed. The District will annually notify parents/guardians and students of the waiver. The student fee policy and guidelines will be published annually in the Parent-Student Handbook.

Student Fees Policy (Board Policy 5416 - Student Fees)
The Board of Education of Scottsbluff Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parent/guardian have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent/guardian contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. Board policy 5416.1 provides further specifics of student fees and materials required of students. Parents/guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

Guidelines for Non-Specialized Attire Required for Specified Courses and Activities. Students have the responsibility to furnish

and wear non-specialized attire meeting general district grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses, and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course, or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical, or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

Personal or Consumable Items & Miscellaneous.

- Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
- General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses. A specific class supply list will be published annually for elementary and middle school students. The list may include refundable damage or loss deposits required for usage of certain district property.
- Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents/guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
- Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
- Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- Parking. Students may be required to pay for parking on school grounds or to school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.
- Extracurricular Activities-Specialized Equipment or Attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T- shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

Extracurricular Activities-Fees for Participation. Any fees for participation in extracurricular activities are further specified in Board Policy 5416.1. Admission fees are charged for extracurricular activities and events.

Postsecondary Education Costs. Students are responsible for postsecondary education costs for courses offered off- campus that are not part of the students' Career Academy graduation requirements. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a dual credit course taken at Scottsbluff High School taught by a Scottsbluff High School instructor or a course taken through a postsecondary institution as part of

the student's Career Academy graduation requirements. These courses shall be offered without charge for tuition, books, or other fees.

Transportation Costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

Copies of Student Files or Records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents/guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents/guardians of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

Participation in Before-and-After-School or Pre-Kindergarten Services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

Participation in Summer School or Night School. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

Breakfast and Lunch Programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced- price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for:

1. Participation in extracurricular activities; and,
2. Use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents/guardians must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fees policy in the Parent-Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the Parent-Student Handbook). The Parent-Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for:

1. Participation in extracurricular activities;
2. Postsecondary education costs; and,
3. Summer school or night school.

Scottsbluff High School Student Fees

Secondary Program	**General Description of Fee** or **Material**	$ **Amount of Fee (Anticipated or Maximum) or Specific Material Required**
Physical Education Classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt, lock for PE locker, unless otherwise specified
Art and Shop Classes and Special Projects, Science Classes	Appropriate clothing (non-specialized attire) Safety glasses-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective safety glasses for Science classes.
Music-Optional Band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items

		from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology, & Marketing	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced Math or Science Classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
School Meals		Breakfast (Grades 6-12)--$2.40 Lunch (Grades 6-8)--$3.40 Lunch (Grades 9-12)--$3.65 Chef Special at Lunch--$4.65 Milk (Grades 6-12)--$.60 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-Secondary Education Classes	Tuition and fees for college courses taken for credit.	Identified classes not paid for by the District will be paid for by the student.
End-of-Year Lost or Damaged Books	Damage fee or replacement cost	Fees and fines up to $5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of $60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Approximately $55.
College Entrance Tests and Preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, PACT, and ACT test, are optional and to be paid directly to the private companies involved.
AP Testing	Fee per test	$98
Summer School Courses	Classes offered during the summer, or at night, if any	If a fee is charged students may be responsible.
Locker Usage	Use of school padlock	$10.00 fee if damaged or not returned at the end of the year.
Extracurricular and Other Programs	**General Description of Fee or Material**	**$ Amount of Fee (Anticipated or Maximum) or Specific Material Required**
Athletic Programs		
Admission	Spectator fees for admission to events	$6.00 per event maximum. Students may purchase an Activity Ticket not to exceed $45.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA. Students participating in activities/athletics must purchase an activity ticket.
Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to the student's physician or clinic.
Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, nonrequired gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:
		Basketball — No additional
		Football — Mouthpiece

		Golf	Golf bag (to be checked out each year) & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
		Cheerleading	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
Travel Meals	Meals	Students are responsible for their own meals while traveling.	
Locker Use	Padlock for locker	$10.00 fee if damaged or not returned at the end of the year.	

Camps and Clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues are required. Annual dues not to exceed $25.00 per club.
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. High School uniforms for the marching band will be supplied by the school; students may be required to pay a band uniform fee of $20.00. High School Uniform Shoes - $45 For Middle School Band Students a $20.00 uniform cleaning fee is requested.
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of $130.00
Clubs/Organizations		
Basic Nursing	Basic Nursing Assistant State Registration Fee	$75
Cheerleading	Uniforms	Shoes - $125 Camp Uniforms - $400 Camp attendance is optional.
Choir	Attire	Choir Outfit Rental/Cleaning - $20 Show Choir Outfit Rental/Cleaning - $40 Travel Fees - $125 to $400
DECA	Membership Travel	Membership Dues - $25 Based on current travel costs
Drill Team	Uniforms National Trip	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories Based on current travel costs
Educators Rising	Membership Dues Membership Polo Travel Fees	$30 $25 Based on current travel costs
Family and Consumer Science (FACS) Courses	Foods Advanced Foods Culinary/ProStart	$20 $25 $40
FFA	Uniforms /Travel Fees	$75 Based on current travel costs

Future Career/ Community Leaders (FCCLA)	Membership Dues Membership Polo/Red Jacket Travel Fees	$30 $25 - $90 Based on current travel costs
HOSA	Membership Dues Competition Travel Fees	$25 $10 Based on current travel costs
Key Club	Membership Dues	$10
Medication Aide	State Test Fee & Application	$53

National Honor Society & National Junior Honor Society	Membership Dues	$20
Orchestra	Instrument Uniform Rental	Varies $20 to $50
Senior Graduation	Cap and Gown Breakfast	$36 $15
Skilled and Technical Science Courses	Advanced Woods Manufacturing Intro to Skilled & Technical Science	$35 $25
SkillsUSA	Membership Dues Travel Fees	$25 $50 to $150
Spanish Club	Membership Dues	$5
Spanish Heritage/AP Spanish	CLEP Test Testing Center Fee	$95 $15
World Languages – Seal of Biliteracy	Fee	$10
Social & Recognition Activities		
1. School Plays, Musicals and Social Activities	Admission to events	$10.00 per play or activity
2. School Dances	Admission to prom, homecoming, etc.	Up to $10.00 per event
3. Class Dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed $50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.
5. Senior Recognition Assessment	Optional graduation Activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed $50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events, etc.	If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

For more information, please visit the District Parent-Student Handbook, Section 10 "State and Federal Programs"

APPLICATION FOR FEE WAIVER AND SHARING INFORMATION CONSENT
SCOTTSBLUFF PUBLIC SCHOOLS

Fee Waiver Request

The Nebraska Public Elementary and Secondary Student Fee Authorization Act allows fee waivers for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The fee waivers give qualifying students the right to not have to pay certain student fees and to be provided with specialized materials or equipment to participate in certain activities. Specifically, the fee waiver applies to:

a. Participation in extracurricular activities; and,
b. Use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

Board Policy 5416 – Student Fees Policy states, "Students or their parents or guardians must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials."

To request a fee waiver, or to decline a fee waiver, complete the following:

❑ No, I **DO NOT** want information from my Application for Free or Reduced Meals share for purposes of the fee waiver program.

❑ Yes, I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Student Name: _____ Student Number: _____

Activity or Course: _____
Describe fee waiver or materials or equipment requested, including amount if known:
_____
_____
_____

Activity or Course: _____
Describe fee waiver or materials or equipment requested, including amount if known:
_____
_____
_____

Activity or Course: _____

Describe fee waiver or materials or equipment requested, including amount if known:
_____

Parent/Guardian Signature: _____ Date: _____
Principal/Designee Signature: _____ Date: _____

Sharing Information Consent

To save you time and effort, the information you give on your Application for Free or Reduced Meals may be shared with other programs for which your children may qualify.

For the fee waiver program, we must have your permission to share your Application for Free or Reduced Meals information in order to confirm your eligibility for a fee waiver. However, in no event will the manner in which you complete the consent form change whether your child gets free or reduced-price meals.

❑ No, I **DO NOT** want information from my Application for Free or Reduced Meals share for purposes of the fee waiver program.

❑ Yes! I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Student's Name: _____ School: _____

Student Identification Number: _____

Parent/Guardian Name: _____

Address: _____

Parent/Guardian Signature: _____ Date: _____

Once this fee waiver application form is turned into the school completed correctly, the school will verify the student's free and reduced lunch status. The school will also review the items on the application to ensure consistency with the School Board's policy. The fee waived items for your student are covered by the District as long as your student is actively participating in fundraising (if applicable), and contributing to their activity.

Scottsbluff Public Schools
Parent-Student Permission Information Record Sheet

Please check all appropriate responses , sign the signature lines, and return to the school office. All forms are due back five (5) school days after you have received them. The parent(s)/guardian(s) and child's signatures and checked responses are the only signatures required for the below listed forms.

Printed Student's Name_____ **Grade Level** _____

SCHOOL AND DISTRICT STUDENT-PARENT HANDBOOKS RESPONSE SHEET

_____ Yes, I hereby acknowledge that thecurrent School and Districtwide Parent-Student Handbooks are available online on the District website at www.sbps.net . Hard copies of the handbooks are available only by request from the front office. I have reviewed the handbooks with my child(ren), including the behavior guidelines, student conduct, discipline rules, expulsion procedures, and information about Safe and Drug-Free Schools. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also acknowledges that it is understood that the District's policies of non-discrimination and equity policies and that specific complaint and grievance procedures that should be used to respond to harassment or discrimination exist in the Districtwide Handbook. Signing below acknowledges receipt of the student handbook in a satisfactory manner via the Internet.

TRIP PERMISSION

By keeping this permission on file in our school office, this prevents parents from signing and returning a form each time their student goes on a trip. You will be notified at least 48 hours in advance via ParentSquare if your student will be leaving our campus for a field trip. You **WILL NOT** have to give your permission if you give permission here. This permission form is good for this current school year only . You will only need to notify the teachers about individual field trips if you **DO NOT WANT YOUR STUDENT TO GO ON THAT PARTICULAR FIELD TRIP** . Please ask the teacher questions concerning the field trip before you say your child cannot participate in the field trip. Please consider allowing your child to be a part of each school activity so they will get more out of their school experiences. _____ Yes, I give my permission for my student to go on all field trips at any time during the current school year that the teacher(s) may deem necessary. All precautions will be taken to prevent any accident, and I do hereby release the Scottsbluff Public School District, its agents, or employees from any liability resulting from any accident involving my student while on a field trip. In case of emergency, I hereby authorize a representative of the Scottsbluff Public School District to seek medical attention for my student. _____ No, I do not give permission for my student to go on all field trips during the current school year.

PICTURE – NEWS RELEASE

_____ Yes, I hereby give permission for my child to be photographed, filmed, or videotaped for use by Scottsbluff Public Schools.

_____ No, I do not give permission for my child to be photographed, filmed, or videotaped for publication.

HEALTH CONDITIONS

_____ I givepermission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel.

TITLE I REQUIREMENT(*Elementary Only*)

_____ Yes, I havereviewedthe Title I Parent Involvement Policy section of this handbook and the elementary school parent-student compact. I shall inform the school of any changes I would like to suggest be made to these documents.

TELEPHONE NUMBER(S): Provision of your telephone numbers(s) provides expressed consent to the School District to contact you with important information and urgent notifications.

RESPONSIBLE USE AGREEMENT FOR COMPUTERS AND NETWORKS

_____Yes, both the student and parent/guardian acknowledge they have read and agree to adhere to the outlined responsibilities in the Responsible Use Agreement and understand that failure to comply may result in disciplinary action as determined by the school's policies.

Student's Signature _____ **Date:** _____

Parent/Guardian Signature _____ **Date:** _____

AUTHORIZATION FORM FOR DECLINING TO COMPLETE AND SUBMIT THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) PRIOR TO GRADUATION FROM A PUBLIC HIGH SCHOOL

The Free Application for Federal Student Aid (FAFSA) informs postsecondary institutions about student eligibility for grants, work-study opportunities, and student loans. In addition, some scholarship providers require information from student FAFSA's to determine eligibility and award amounts. Financial aid awards based on submitting a completed FAFSA help students pay for educational expenses after high school, reducing barriers to postsecondary education.

Neb. Rev. Stat. § 79-729, provides that, beginning in school year 2024-2025, each public high school student must complete and submit to the United States Department of Education a FAFSA prior to graduating from high school except as otherwise provided on this form.

A public high school student is **not** required to complete and submit a FAFSA if this form is completed for the student, signed, and submitted to the high school principal and one of the following options applies:

OPTION 1: A parent or legal guardian of or a person standing in loco parentis to the student authorizes the student to decline to complete and submit a FAFSA;
OPTION 2: The student who is 19 years of age or older or an emancipated minor declines to complete and submit a FAFSA; or
OPTION 3: The high school principal or the high school principal's designee authorizes the student to decline to complete and submit a FAFSA for good cause as determined by the principal or principal's designee.

Signing and submitting this form does not prohibit a student from completing and submitting a FAFSA at any time, now or in the future.

Opt-Out Authorization

_____ _____ _____, born on __/__/____, shall not be
Student's First Name Student's Middle Name Student's Last Name
required to complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduating from high school.

I am:

___ The student's parent or legal guardian or a person standing in loco parentis to the student, and I authorize the student to decline to complete and submit a FAFSA.

___ A student who is 19 years of age or older or an emancipated minor and I am declining to complete and submit a FAFSA.

____The high school principal or the high school principal's designee who has determined that there is good cause to authorize the student to decline to complete and submit a FAFSA.

_____ _____
Signature Date

Return to Local School-Do Not Return to NDE

2025 - 2026

SBPS DISTRICT PARENT-STUDENT HANDBOOK



SCOTTSBLUFF PUBLIC SCHOOLS
EVERY CHILD , EVERY DAY

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Intent of Handbook

This handbook contains districtwide information. Please refer to your student's school handbook for additional information specific to your student's school.

This handbook is intended to be used by students, parents/guardians, and staff as a guide to the rules, regulations, and general information about Scottsbluff Public Schools. Each student is responsible for becoming familiar with the handbook and knowing its information. Parents/guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all-encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

The policies of the Board of Education may cover areas not addressed in this handbook. SBPS Board Policies are available online at:

https://meeting.sparqdata.com/Public/Book/49?docTypeId=39457&file=85413d63-c303-464a-a735-93ec81ae5c5b

SECTION 1 – GENERAL DISTRICT INFORMATION

Mission Statement of Scottsbluff Public Schools
Every Child, Every Day

Vision Statement of Scottsbluff Public Schools
The Scottsbluff School District's vision of the future is…to provide a safe and engaging learning environment that will empower our students of today to successfully meet the challenges of tomorrow.

Educational Philosophy of Scottsbluff Public Schools
As a school corporation of Nebraska, the Scottsbluff Public School District, acting through its Board of Education, is dedicated to promoting an equal opportunity for a quality public education to its students within the limitations of the District's ability and willingness to furnish financial support to provide for students, in cooperation with their parents/guardians and the District community, the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The Board endeavors, through the dedication of the District's resources, to encourage students, who come to the District from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, and places in the District community, and attain recognition as individuals. To achieve this goal, the Board will seek qualified employees dedicated to the development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of public education. Critical thinking and problem-solving skills that will assist the students' preparation for life shall be instructed as part of a sequentially coordinated curriculum. The District strives to prepare students for employment, to discover and nurture creative talent, and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

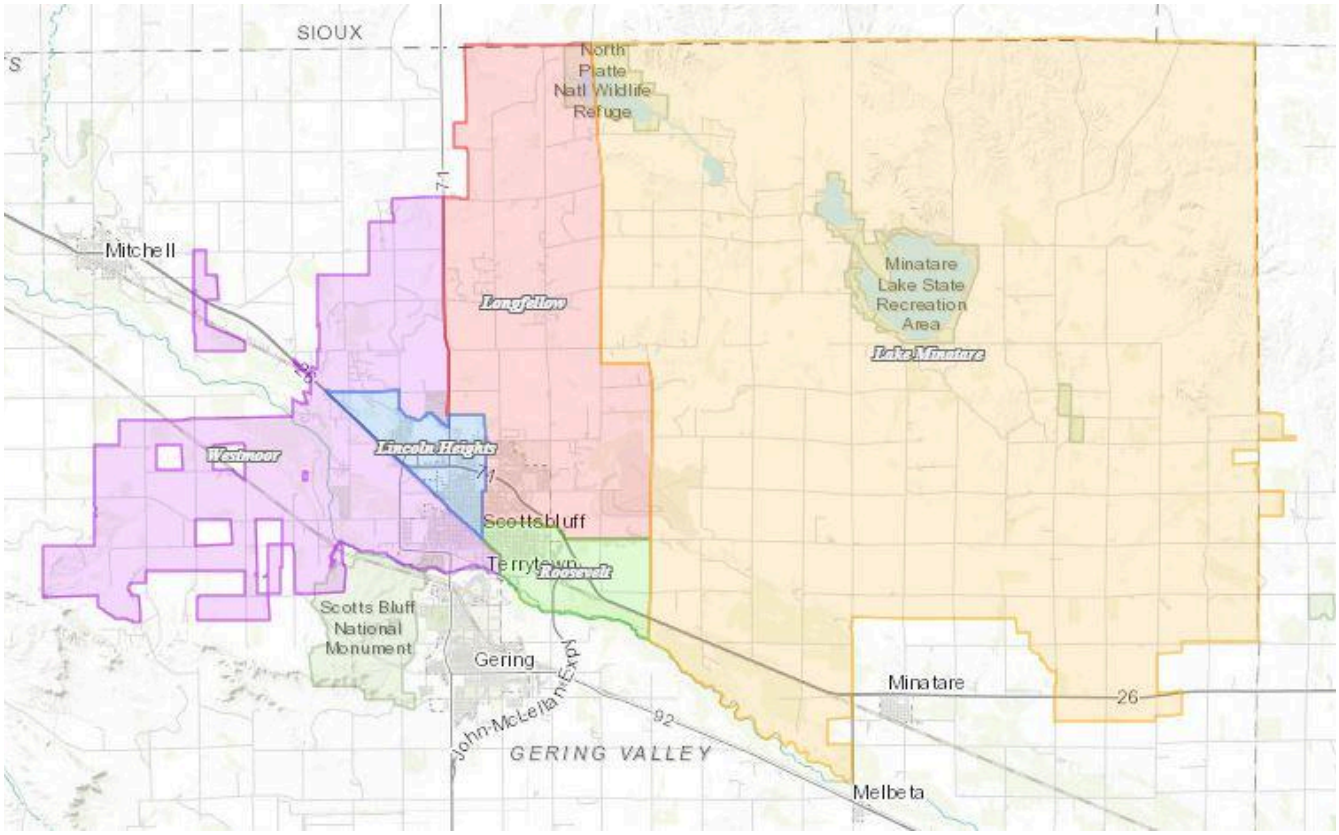
The support and involvement of the home and the District community are essential to achieve educational excellence in the District. The District strives to maintain an active relationship with the home and the District community to create within the students an awareness of the dignity and worth of the individual, civic responsibility, and respect for authority.



Scottsbluff Public Schools Board of Education

Scott Reisig – President
Beth Merrigan – Vice President
Mark Lang – Member
Rob Polk – Member
Tory Schwartz – Member
Paul Snyder – Member
Reagan True – Secretary
Marianne Carlson – Treasurer

Scottsbluff Public Schools District Map



SCOTTSBLUFF PUBLIC SCHOOLS
EVERY CHILD . EVERY DAY

25-26 PRE-K - 12 CALENDAR

AUGUST
T = 17 S = 12

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

SEPTEMBER
T = 21 S = 19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER
T = 23 S = 20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER
T = 17 S = 17

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

DECEMBER
T = 15 S = 13.5

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY
T = 20 S = 18

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY
T = 19 S = 18

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH
T = 22 S = 19

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL
T = 19 S = 19

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY
T = 16 S = 13.5

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

K-12 START & END TIMES

School	Start	End
BMS	7:45	3:00
SHS	7:45	3:25
Lake Minatare	8:05	3:20
Lincoln Heights	7:55	3:10
Longfellow	7:50	3:05
Westmoor	8:00	3:15
Roosevelt	8:05	3:20

PRE-K START & END TIMES

Full Day	8:00	3:00
AM Session	8:15	11:15
PM Session	12:15	3:15

TOTAL ATTENDANCE DAYS

STUDENT = 169 DAYS*
STAFF = 189 DAYS

QUARTER 1 = 43 DAYS
QUARTER 2 = 38.5 DAYS
QUARTER 3 = 45 DAYS
QUARTER 4 = 42.5 DAYS

1ST SEMESTER = 81.5 DAYS
2ND SEMESTER = 87.5 DAYS

**BASED ON GRADES 9-12*

Calendar dates and times are subject to change.

Snow Days: After three snow days, each additional snow day will add a workday for staff.

www.sbps.net

August
1-6: New Teacher Orientation
7-13: Staff Development
12-13: PK Home Visits
14: PK Staff Head Start Training
14: K-12 Students-1st Day of School
18-19: PK Students-1st Day of School

September
1: No School for Students/Staff
2: PD/Workday-No School for Students
19: PD Day-No School for Students
22: No School-PK-8 Students

October
16: End of 1st Quarter
16: No School-PK-5 Students
17: PD/Workday-No School for Students
22: PK-12 Parent-Teacher Conferences (4:00-8:00 PM)
23: PK-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
24: No School for Students/Staff

November
26-28: No School for Students/Staff

December
1: PD/Workday-No School for Students
19: End of Semester-11:30 AM Dismissal
19: No School for PK Students
22-31: No School for Students/Staff

January
1-2: No School for Students/Staff
5: PD/Workday-No School for Students
6: 1st Day of Second Semester
23: PD Day-No School for Students
23: PK Staff Head Start Partnership Training

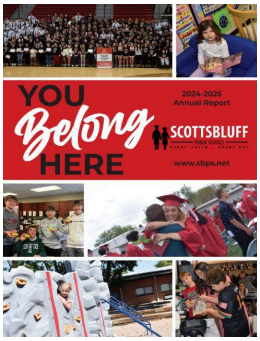
February
13: No School for Students/Staff
16: ESU PD Day-No School for Students
17: No School-PK-8 Students

March
12: End of 3rd Quarter
13: PD/Workday-No School for Students
18: PK Home Visits - No School for PK (8:00 AM-3:30 PM)
18: K-12 Parent-Teacher Conferences (4:00-8:00 PM)
19: K-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
19: PK Home Visits-No School for PK (8:00 AM-8:00 PM)
20: No School for Students/Staff

April
2-6: No School for Students/Staff
7: No School-PK-5 Students
30: PK Parent/Teacher Conferences (4:00-8:00 PM)

May
1: PK Parent-Teacher Conferences (8:00 AM-3:30 PM) No School for PK
4: PD Day-No School for Students
17: Graduation
20: Last Day for PK Students
21: Last Day for K-12-11:30 AM Dismissal
22: Last Day for Staff

SECTION 2 – COMMUNICATION



School Newsletters

School newsletters are published and distributed monthly during the school year at all schools. It is a monthly guide for students and parents/guardians to meaningful activities and important news.

SBPS Annual Report

The Scottsbluff Public Schools Annual Report is published yearly and distributed to every home in Scottsbluff.
https://www.sbps.net/about_sbps/why_choose_scottsbluff/annual_report

SBPS Insider

School district news is delivered to your inbox, including an update after each Board of Education meeting. Great for community members who don't have a currently enrolled student!
www.sbps.net/stay_connected/insider_community_newsletter



ParentSquare

ParentSquare messaging is utilized by teachers, schools, and the District as the primary method of communication with parents/guardians. Sign up today at www.parentsquare.com.

Contact Us

If you have questions, comments, or ideas, contact SBPS through our website: www.sbps.net.

SBPS Social Media

Follow SBPS on Facebook, Twitter, and Instagram.

Parents & Guardians: If You Have A Concern, Question, or Compliment

Complaint Procedures

The proper procedure for a parent/guardian or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are other procedures identified in the Parent-Student Handbook to address specific complaints or concerns, such as discrimination or harassment, bullying, or disciplinary actions. Those procedures should be used where applicable.

1. Complaint Procedure
   - Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
   - Step 2. Address the concern with the principal if the matter is not resolved at Step 1.
   - Step 3. Address the concern with the Superintendent if the matter is not resolved at Step 2.
   - Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Parenting Plans

The District acknowledges the importance of parenting plans/custody arrangements as may be agreed to by parents or established by the courts. Such parenting plans are agreements established solely between the two parties involved. Third parties, including the Scottsbluff Public Schools, are not direct parties to these legal arrangements and are not typically bound or governed by the court documents.

The District will make every reasonable effort to accommodate the terms of a parenting plan when feasible and appropriate. The District reserves the right to make decisions in the best interest of each student and has the discretion to follow parenting plans established by the courts, but is not obligated to do so. It is recommended that parents communicate directly with the school regarding any parenting plan arrangements to ensure that their student's educational needs are met effectively.

DISTRICT CONTACT INFORMATION

Location	Address	Administration	Phone	Website
Bear Cub Preschool	2617 College Park	Dr. Bree Rock, Early Childhood Director	635-6293	Bear Cub Preschool
Bluffs Middle School	27 East 23rd Street	Jana Mason, Principal Brittni Chancellor, Assistant Principal James Miller, Assistant Principal	635-6270	Bluffs Middle School
Lake Minatare Elementary	280548 CR K	Dr. Ashlen Schaneman, Principal	783-1134	Lake Minatare Elementary
Lincoln Heights Elementary	2214 Ave C	Jeremy Behnke, Principal Krystal Rodriguez, Assistant Principal	635-6252	Lincoln Heights Elementary
Longfellow Elementary	2003 5th Ave	Lukas Benzel, Principal	635-6262	Longfellow Elementary
ReConnect	2512 2nd Avenue	Kyle King, Program Director	633-2211	Reconnect
Roosevelt Elementary	1306 9th Ave	Frances Burkhalter, Principal Jessica Stec, Assistant Principal	635-6259	Roosevelt Elementary
Scottsbluff High School	313 E 27th	Justin Shaddick, Principal Matt Huck, Assistant Principal Kelli Jensen, Assistant Principal Kenna Urwiller, Assistant Principal Nate Rock, Activities Director	635-6230	Scottsbluff High School
Scottsbluff Plus	2609 Broadway	Wesley Hester, Program Director	218-6299	Scottsbluff Public Schools
Westmoor Elementary	1722 Avenue K	Bethany Jolliffe, Principal Kristin Juelfs, Assistant Principal	635-6255	Westmoor Elementary
District Office	2617 College Park	Dr. Andrew Dick, Superintendent Marianne Carlson, Executive Director of Finance Dr. Wendy Kemling, Executive Director of Student Services Mike Mason, Executive Director of Curriculum and Instruction	635-6200	Scottsbluff Public Schools

SECTION 3 – EMERGENCY INFORMATION

Administrative Actions in Emergency (Board Policy 2410)

In any crisis or emergency circumstances, the immediate concern is securing the safety and welfare of students and staff. A second priority, if appropriate, will be the securing and salvaging of property. The Superintendent will be in charge of administering and monitoring any emergency event, except that if the situation is confined to a particular building, the principal will be in charge with the Superintendent advising on necessary decisions. Once the nature of the emergency is determined and the immediate concerns for students and staff are addressed, the Superintendent will:

1. Alert Board members;
2. Decide whether or not to convene or postpone school, with attendant adjustments in transportation and activity schedules;
3. Determine the need to involve other agencies and/or officials (e.g., police, fire and emergency personnel, counseling services, and insurance representatives). All administrators will maintain an accessible emergency phone list; and,
4. Notify students, staff, and patrons via appropriate media.

Inclement Weather. In the event of bad weather, or other circumstances in which the safety of students would be endangered by attending school, the Superintendent will make the decision to cancel or delay the start of school and whether or not staff are to report for duty. When school is canceled, ordinarily, all after-school activities will be canceled. Any decision to the contrary must have the Superintendent's permission and include provision for communicating with all affected parties in a timely manner. Weather information will be sought from current weather station reports and consultation with the transportation director and other area superintendents. The decision to cancel school will be made as early as possible. A system will be developed to alert the staff, and the Superintendent or the Superintendent's designee shall inform appropriate local media and request that they make the appropriate announcement to the public. The Board of Education will determine in the spring whether time missed for inclement weather or other emergency school closings should be made up.

Fire, Tornado, and Gas Leaks. Principals shall design and keep current drill and evacuation plans, to include emergency shelter.

Student or Staff Deaths. When notice is received of a student or staff death, the involved administrators will inform and consult with the Superintendent. Ordinarily, school will be convened; however, appropriate modifications in daily school activities which are sensitive to the incident will be made. Further, if deemed necessary, a counseling intervention team will be made available, in conjunction with school counseling services, to provide assistance to students and staff. Substitute teachers will be employed if deemed appropriate. School officials will attempt to balance funeral accommodations with the need to convene school with minimal disruption.

Civilian Emergencies. The school buildings are available as emergency shelters if needed. School officials, to the extent possible, will cooperate with other civil authorities, including local, area, and state law enforcement agencies and fire department officials, in making school facilities available during any civilian emergencies.

Fire Drills (Board Policy 6115)

Fire drills shall be conducted at such times and manner as is required by the State Fire Marshal. The frequency of fire drills shall be as follows:

1. At a sufficient frequency to familiarize occupants with the drill procedure as a matter of routine;
2. Every month in each school building in which the facility is in session;
3. Subject to the exception that a monthly drill may be deferred in months of severe weather, provided that the required number of annual drills is achieved and not less than four are conducted before the drills are deferred; and,
4. The first drill shall be conducted within the first 30 days of a school year.

The manner of conducting fire drills shall be as follows:

1. Emphasis shall be on conducting an orderly evacuation, rather than speed;
2. Under varying conditions and at expected and unexpected times;
3. Participants shall relocate to a predetermined location and remain until recalled or dismissed; and,
4. All emergency and relocation drill alarms shall be sounded.

Emergency Response Plan

Emergency response plans and directions for tornado, evacuation, hold, lockdown, secure, shelter in place, and fire drill

activities have been developed. All emergency response plans shall be in compliance with state fire code. Two tornado drills are to be exercised and two lockdown drills practiced each school year.

Since many parents/guardians may not be at home, all children and faculty will be normally retained at the school building in case of extreme emergency. The school notification system will be activated to inform parents/guardians regarding where children may be picked up at school or at the evacuation site.

SECTION 4 – USE OF BUILDING AND GROUNDS

Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's badge.

Parent/Guardian School Visits

In accordance with building and District safety procedures, unless otherwise prohibited or restricted by law or court order, parents/guardians may visit schools with the approval of the building administration. The principal authorizing visits shall consider the following:

- Potential for disruption to the educational environment;
- Distraction to students and staff;
- Confidentiality for students and staff; and,
- The Standard Response Protocols for student and staff safety.

Guidelines for Parent/Guardian Visits

- Requests to visit the classroom must be made to the principal at least 24 hours in advance.
- Visits to classrooms during the first two and last two weeks of school are not permitted to ensure a smooth transition.
- All visitors shall report to the main office and/or security desk to be screened and provided a visitor badge. All visitors must wear the badge at all times while in the building.
- You may be escorted by school security staff or an administrator to and from the classroom you are visiting.
- Some schools may choose to have an administrator accompany the parent/guardian for all class visits to ensure no distractions or disruptions.
- Parents/guardians should avoid interrupting the classroom by attempting to communicate with the teacher or other students. A parent/teacher conference should be scheduled if necessary.
- Classroom visits should not be overbearing and are limited to the following:
    - Elementary visits will be limited to no more than 30 minutes.
    - Middle school and high school visits will be limited to two class periods per quarter or a total of eight class periods in one school year.
- Other children should not be brought whenever a parent/guardian visits a classroom to protect the learning environment and avoid potential disruptions.
- Cell phones should not be used while visiting a class and should be turned off or on silent. Photos, recordings, or videos may only be taken during the visit if approved in advance by the building administration.
- Any disruptions created during visits may result in this privilege being reconsidered and modified.

Volunteers

Scottsbluff Public Schools welcomes and values its volunteers. Volunteers play an important role in supporting our school communities. If you are interested in volunteering, we can find a role that fits your time and talents. Interested individuals should contact any of our schools directly and pick up a Volunteer Agreement form from their main office.

Care of School Property

Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school. School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Vandalism (Board Policy 5407)

Students and their parents/guardians shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings, and grounds.

Search and Seizure (Board Policy 5406)

Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of all school property, including but not limited to student lockers, may be conducted at the discretion of the administration.

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that:
    a. The student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent);
    b. The testing actually be random;
    c. The testing procedures limit any intrusion on student privacy and provide for an appropriate level of confidentiality and accuracy; and,
    d. The response to positive tests takes into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
6. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearms, or dangerous weapons shall be confiscated and delivered to law enforcement as soon as practicable. A personal safety or security device (such as a taser, mace, or pepper spray) not previously approved by the administration constitutes a "dangerous weapon."
2. Items that have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

Student Searches and Metal Detectors (Board Policy 5406.1)

To ensure that school buildings remain safe and free from dangerous objects and paraphernalia, the Board of Education hereby authorizes the use of metal detectors to conduct lawful searches of students on school grounds, in a school vehicle, or at a school activity. The following procedures will be implemented for metal detectors at Scottsbluff Public Schools:

1. Prior to any student being screened by a metal detector, the District will provide written notice to all students and parents/guardians about the use of metal detectors in school. Said notice may be incorporated into the Parent-Student Handbook, emailed to parents/guardians, and/or posted on signage around school buildings. Such notice shall be issued at least once each school year.
2. District staff may conduct screenings based on:
    a. Reasonable suspicion; and/or,
    b. A random, nondiscriminatory basis, so long as no individual is targeted.
3. Any individual subject to a metal detector screening must bring their personal belongings (coat, backpack, purse, gym bag, and the like) to the location where the screening will be performed. Said items may be subject to a metal detector screening.
4. All persons subject to a metal detector screening are required to remove any metal or dangerous objects from their person and/or personal belongings prior to the screening. After removing any such metal or dangerous objects, the person will be subjected to the metal detector screening.

5. If the metal detector activates during a screening, then such person will be subject to additional screening and/or further search by district personnel.
6. Any person found to be in possession of a firearm or other dangerous weapon will be immediately removed from school grounds and shall be subject to arrest and/or disciplinary action pursuant to applicable law and Student Code of Conduct.
7. Individuals found to be in possession of other unauthorized items (such as drugs) will be subject to disciplinary action, referral to law enforcement, and/or immediate removal from school grounds.
8. Any student who refuses to submit to a search consistent with these procedures will be subject to a search of his/her personal and belongings, and any other appropriate disciplinary action by school administration. Other persons (such as visitors) who refuse to submit to a search consistent with these procedures will be refused entry and escorted off school grounds immediately.
9. No student will be subjected to a metal detector screening based on any discriminatory or unlawful reason.
10. Nothing in this policy shall preclude or preempt any Individualized Education Plan, 504 Plan, or other legal requirements under the applicable special education laws.
11. Nothing in this policy precludes the District from conducting other lawful searches or activities in an effort to keep school safe and free from dangerous weapons.

Personal Searches

A student's person and/or personal effects (e.g., purse, book bag, vehicles parked on school property. etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat down search of a student's person is conducted, it will be conducted in a private location by a school official of the same sex and with an adult witness present.

Video Surveillance (Board Policy 3231)

The Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare, and safety of staff, students, and visitors, safeguarding district facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.

Placement. Video cameras and similar devices are authorized to be used on school facilities, school vehicles, and other places within the control of the District. The locations in which the devices will be placed and the times the devices will be in use are to be determined by the Superintendent or the Superintendent's designee consistent with the purposes set forth in this policy. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms.

Notice. Notice of the fact that video surveillance cameras are being utilized shall be given through appropriate mechanisms, such as by posting signs in the building entry and other locations and by including a notice in the Parent-Student and staff handbooks.

Viewing Monitors and Video Recordings. Monitors used to view video recordings are to be located and positioned such that only authorized personnel are able to see the images on the monitors. Only authorized personnel shall be allowed to view recorded videos. Authorized personnel for these purposes are school administrators, school staff members with a direct involvement with the recorded contents of the specific video recording, and employees or agents responsible for the technical operations of the system (for technical purposes only). School administrators may allow law enforcement officers to view monitors and recorded video when such is consistent with school security and discipline and consistent with law. Students shall not be permitted to view the monitors. Students shall not be permitted to view recorded video except where the individual student is the focus of the recorded video. If a student is not the sole focus of the recorded video, and the parent/guardian wishes to have other individuals in the video redacted, the parent/guardian will be required to pay the cost of the redaction.

Use of Video Recordings. Video records may be used as a basis for student or employee disciplinary action and for making reports to law enforcement.

Video Recordings as Education Records. Video recordings which are considered to be "education records" within the scope of FERPA shall be maintained in accordance with FERPA and other applicable laws. A video recording may be considered an education record when a specific student is the sole and only focus of the video recording.

Maintaining Video Recordings. The District shall comply with all applicable state and federal laws related to record maintenance and retention of video recordings. Video recordings that contain personal information shall be securely stored and, when such recordings are no longer needed or required to be maintained, shall be properly disposed of.

Maintaining the Integrity of the Video Surveillance System. The building principals shall be responsible for periodically checking the video surveillance system within their building to ensure it is operating properly. Students or staff who vandalize, damage, disable, or render inoperable surveillance cameras or equipment, or use the video surveillance system in a manner that is not consistent with the purposes set forth in this policy, shall be subject to appropriate disciplinary action (up to and including expulsion for a student, and termination for a staff member) and referral to appropriate law enforcement authorities.

Recording of Others (Board Policy 1102)

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either the person or persons being recorded or whose image or sound is being transmitted, by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or the Superintendent or the Superintendent's designee. This prohibition applies to all persons, including staff, students, and community members, regardless of the content or context of the image or sound. However, this provision shall not apply to district-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program (IEP) meeting if the recording is necessary to ensure that the parent/guardian understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Student Valuables at School

Students should not bring money, expensive equipment, games, toys, jewelry, or the like to school. The school is not responsible for lost, damaged, or stolen items.

Lost and Found

Students who find lost articles are asked to take them to the school's main office, where the articles can be claimed by the owner. If articles are lost at school, students should report that loss to office personnel.

Nuisance Items

Items deemed a nuisance or distraction to the learning environment include, but are not limited to: skateboards, longboards, laser light pens, air horns, white out, cameras of any kind, sunglasses, safety glasses outside the classroom, canned air/aerosols or other items deemed by the school administration to deter from the educational process or school mission. These items are strictly prohibited, will be confiscated, and may or may not be returned to a parent/guardian. Lost or stolen items of this nature will not be the responsibility of the school and are one of the reasons these types of items are discouraged to be brought to school.

Accident Insurance

Accident insurance covers students while they are traveling to or from school or participating in school activities (except football). Insurance is offered for a nominal cost at the beginning of the school year and coverage is optional. Information pertaining to this policy is made available to all students at the beginning of the school year.

Reporting Accidents

Any student who has an accident in school or on school grounds must report each incident to a teacher or an administrator in a timely manner, who will then complete an accident report form and submit it to the school's main office.

Plagiarism, Copyrights, and Patents (Board Policy 6287)

Plagiarism. Plagiarism by staff or students is considered academic dishonesty, is prohibited, and may result in disciplinary action, including termination from employment or expulsion from school.

Plagiarism is the use of close imitation of the work, language, or ideas of another and the representation of them as one's own original work. All staff shall be responsible for informing themselves and reviewing relevant information pertaining to plagiarism. Teachers will instruct students in appropriate research and citation practices.

Copyrights and Patents. It is the intent of the District to adhere to the provisions of the U.S. Copyright Law and the Patent Act. All individuals within the District, including administrators, teachers, other staff members, and students, are prohibited from using, copying, or transmitting materials not specifically allowed by fair use, copyright or patent law, licenses or contractual agreements, or permission. All staff shall be responsible for informing themselves and reviewing relevant information pertaining to copyright and patent rules, fair use, district licenses, or contractual agreements, and permissions. Individuals within the District who are uncertain as to whether a material is copyrights must seek prior

clarification from a supervisor or administrator before copying or transmitting such materials.

Anyone who disregards this copyright and patent policy is in violation of the law and this policy, assumes all responsibility for infringement, including possible civil liability and criminal prosecution and may be subject to disciplinary action including termination from employment. The District does not assume any legal responsibility for any infringement of copyrights, patents, or other proprietary rights.

All staff shall also respect the copyright, patent, and proprietary rights of any materials accessed through the District's network system or technology resources. Staff may not use or duplicate copyrights or patented materials, graphics, software (including district-owned or district-licensed software) or other proprietary materials without permission from the copyright or patent holder, unless the use falls within fair use parameters, licenses, or contractual agreement or permissions, whether for personal use or for the use of others.

Persons who secure permission, licenses, or other contractual agreements shall maintain adequate records regarding the use of copyrights or patented materials.

Eye Protective Devices

The District shall supply eye protective devices for teachers, students, and visitors to all shops and laboratories meeting the standard of the American National Standard Practice for Occupational and Educational Eye and Face Protection as approved by the American National Standard Institute (ANSI). Every teacher and student shall be required to wear eye protective devices at all times while participating in or observing the following courses of instruction:

1. Vocational, technical, industrial arts, chemical, or chemical-physical involving exposure to:
    a. Hot molten metals or other molten materials;
    b. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
    c. Heat treatment, tempering, or kiln firing of any metal or other materials;
    d. Gas or electric arc welding or other forms of welding processes;
    e. Repair or servicing any vehicle; or,
    f. Caustic or explosive materials.
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

SECTION 5 – STUDENT ATTENDANCE

Student Attendance Records (Board Policy 5013)

As part of the District's records, the daily attendance of each student shall be recorded and maintained on file with the permanent records of the District. It shall be the responsibility of the principals to ensure that such reports contain all information required by law and are filed with the District Office.

Mandatory Ages of Attendance (Board Policy 5008.1)

A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent/guardian has signed and filed with the District in which the child resides an affidavit stating either:

1. That the child is participating in an education program that the parent/guardian believes will prepare the child to enter grade one for the following school year; or,
2. That the parent/guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent/guardian intends to provide the Commissioner of Education with a statement pursuant to section Neb. Rev. Stat. § 79-1601 on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who:

1. Has obtained a high school diploma by meeting statutory graduation requirements;
2. Has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or,
3. Has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or the Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Scottsbluff Public Schools or resides in the Scottsbluff Public School District and is enrolled in a private, denominational, or parochial school. The exit interview shall be personally attended by:

1. The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
2. The person who has legal or actual charge or control of the child who requested the exit interview;
3. The Superintendent or the Superintendent's designee;
4. The child's principal or designee if the child at the time of the exit interview is enrolled in a school operated by the District; and,
5. Any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that the person has legal or actual charge or control of the child and the child would be withdrawing due to either:

1. Financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or,
2. An illness of the child making attendance impossible or impracticable.

The Superintendent or the Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the District and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the District agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

1. The child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable; and,
2. The Superintendent or the Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or the Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either financial hardship, or an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

Student Attendance (Board Policy 5008)

Scottsbluff Public Schools complies with the attendance policies outlined within Nebraska Revised Statute § 79-201, which defines the criteria for excused absences. These regulations are mandated by state law to ensure consistent attendance practices across all Nebraska schools. While the District is required to enforce attendance rules, staff are committed to work collaboratively with students and their parents/guardians to support student attendance and success.

Attendance Policy and Excessive Absenteeism. Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The District will maintain an accurate record of student attendance.

Attendance and Absences.
The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

1. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
    a. Impossible or impracticable barriers outside the control of the parent/guardian or child prevent a student from attending school. The parent/guardian must provide the school with documentation to demonstrate the absence was beyond the control of the parent/guardian or child. This could include, but is not limited to documented absence for illness (including physical or mental illness) or court, death of a family member, or suspension.
    b. Other absences as determined by the principal or the principal's designee.
2. Not School Excused. Absences that are Not School Excused may result in a report to the county attorney and may be classified as follows:
    a. Parent/guardian acknowledged absences are those in which the parent/guardian communicated with the school in the prescribed manner that the child is absent and is the parent/guardian's responsibility for the extent of the school day. This includes, but is not limited to, vacations, undocumented illness, and undocumented medical appointments.
    b. Other absences are those in which the parent/guardian has not communicated a reason for the student's absence.

Scottsbluff Public Schools respects the right of the parents/guardians to responsibly report their child will be absent from school when necessary and encourages open communication regarding student attendance. Based on the outlined criteria above, an absence or tardy, even if reported by the parent/guardian, may still be classified as Not School Excused. This classification system ensures compliance with Nebraska State Statutes.

Excessive Absenteeism. Excessive absenteeism is defined as unexcused and excused absences exceeding 10 percent of days enrolled or the hourly equivalent. Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students.

Duty to Report Excessive Absenteeism. Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the appropriate school administrator as the Superintendent's designee to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the District, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

Responding to Excessive Absenteeism. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student accumulates 10 absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent/guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

1. The physical, mental, or behavioral health of the child;
2. Educational counseling;
3. Referral to community agencies for economic services;
4. Family or individual counseling;
5. Assisting the family in working with other community services; and/or,
6. Referral to restorative justice practices or services.

If the parent/guardian refuses to participate in such meetings, the principal shall place documentation of such refusal in the child's attendance records.

Reporting Excessive Absenteeism to the County Attorney. The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than 20 absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness, including physical or mental illness, that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

SCOTTSBLUFF PUBLIC SCHOOLS ATTENDANCE GUIDELINES

School Excused Absences

Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed: "impossible or impracticable barriers outside the control of the parent, guardian, or child prevent a student from attending school. The parent or guardian must provide the school with documnentation to demonstrate the absence was beyond the control of the parent, guardian, or child. This could include, but is not limited to, documented illness (including physical or mental illness), court or death of a family member.

CODE	DESCRIPTION
MD Medical Excused	• Medical absence is excused by a health provider and is **documented with a note from the provider.**
MDN Medical Health Office Staff	• Medical absence is **excused by school health staff.**
CT Court	• Legal matters which cannot be arranged at a time other than during school hours. **A dated court document must be provided to be excused.**
BER Bereavement	• The student is attending a funeral. • Death or serious illness of the student's family member. • Up to five days per year may be BER. Additional days with administrator approval.

** Criteria for School Excused Absences and Not School Excused Absences can be found in Nebraska Revised Statute 79-201.

Not School Excused Absences

Absences that are Not School Excused may result in a report to the county attorney and may be classified as follows: "Parent or guardian-acknowleged absences are those in which the parent or guardian communicated with the school in the prescribed manner that the child is absent and is the parent or guardian's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments (without documentation).

CODE	DESCRIPTION
NC No Contact	• Failure to call in the student's absence within 48 hours.
IL Illness	• Personal Illness - The parent/guardian notifies the school within 48 hours that the student is ill **(without documentation)**.
PQ Parent Request	• The parent requests that the student be absent from school. This includes, but is not limited to, vacations and medical appointments **(without documentation)**.
EL Early Leave	• Elementary Only - Early departures may accumulate to the equivalence of absences and be subject to Nebraska State Statute. • When an elementary student checks out of school early and misses more than 1/2 of the instructional time in the afternoon session (1 1/2 hours), they will be deemed absent for that session.
UAPT Unexcused Appointment Less Than 90 Minutes	• **Elementary Only** - Any unexcused appointment less than 90 minutes, including a dental or medical appointment without a provider note, will be considered UAPT. Unexcused appointments may accumulate to the equivalence of absences and be subject to the Nebraska State Statute. • Any unexcused appointment over 90 minutes is counted as a half-day PQ absence.
TD Tardy	• Tardies may accumulate to the equivalence of absences and be subject to Nebraska Statute. • **Elementary** - Students are marked tardy if they arrive after the first 15 minutes of school start time. • **BMS & SHS** - A student is tardy if they arrive late to a class within the first 15 minutes of class. A student arriving after the first 15 minutes will be marked as an unexcused absence.
TDA Tardy Absent	• **Elementary Only** - If the student arrives after 90 minutes of the start time, they are marked TDA.

SCOTTSBLUFF PUBLIC SCHOOLS ATTENDANCE GUIDELINES

Administrative Absences

Students will be assigned an excused administrative absence from school by the principal or the principal's designee for the following reasons:

CODE	DESCRIPTION
AD Administrative	• Determined by the building principal.
AT Athletic Event	• Students must be attending a school-sponsored athletic activity.
AV Admin College Visits	• **High School Only** - First two college visits.
AC Activity Other Than Athletic	• Students must be attending a school-sponsored activity.
WE Weather Related	• This code is only used **with Superintendent notification.**

Discipline-Related Absences

Discipline-related absences will not result in a report to the county attorney. Students will be assigned an excused adminstrative absence from school by the principal or the principal's designee for the following reasons:

CODE	DESCRIPTION
OS Out-of-School Suspension	• Students who are suspended and do not attend an alternate setting to receive instruction will be coded as OS.
OSPR Out-of-School Suspension with Offsite Services	• Students who are suspended and attend an alternate setting to receive instruction will be coded OSPR.
IS In-School Suspension	• Students who are placed in in-school suspension will be coded IS.
XP Expulsion	• Students who are expelled and do not attend an alternate setting to receive instruction will be coded at XP.
XPR Expulsion with Off-Site Services	• Students who are expelled and attend an alternate setting to receive instruction will be coded as XPR.
EX Emergency Exclusion	• Determined by the Superintendent or designee if a student poses a health, safety, or other risk.

SECTION 6 – SCHOLASTIC ACHIEVEMENT

Promotion and Retention (Board Policy 5201)

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the principal, in consultation with the student's teacher and counselor, to be appropriate for the educational interests of the student and the school's educational program.

Academic Progress (Board Policy 5203)

Communicating student progress to parents/guardians shall be the responsibility of the building administrator and the classroom teacher. Written reports of student progress will be made available to parents/guardians at the conclusion of each quarter. It is recommended that two parent-teacher conferences or acceptable substitutes be held at the elementary, middle school, and high school level each year. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

Grading System (Board Policy 5204)

The grading system of Scottsbluff Public Schools shall be as follows:

1. Grading periods of approximately nine weeks shall be used four times per year.
2. A special grading report for K-5, on a different basis, shall be used.
3. Achievement marks shall be given on a numerical basis for all grades 6-12, with the marks of less than 60 considered a failure.
4. The grading and conversion scale are as follows:

Weighted Scale

Grade	Regular Points	Weighted Course Points
A 90-100	4.0	5.0
B 80-89	3.0	4.0
C 70-79	2.0	3.0
D 60-69	1.0	2.0
F <60	0.0	0.0

A list of weighted course grades can be found in the Scottsbluff High School Registration Guide.

5. For all other grading reports received on transfer students, the counselor and/or principal shall convert these to an approximately equal grade on our system.
6. Staff members may use whatever method they determine professionally appropriate in the day-to-day grading but shall prepare grade reports based on numerical values. Each staff member, however, must be able to defend whatever method chosen. The following criteria should be used in determining the numerical value of the grade:
    a. Achievement in relation to class objectives;
    b. Class participation;
    c. Mental ability of student in relation to the total class and required work; and,
    d. Evidence the student is exceeding the class requirements and delving further.

Graduation (Board Policy 5205)

To participate in Commencement exercises or receive a Scottsbluff Public Schools diploma, a student must fully complete all requirements for graduation prior to the official Commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Scottsbluff High School must accumulate 270 credit hours. Graduation requirements may be modified for students graduating from alternative programs. Such changes will be detailed in the appropriate Parent-Student Handbook as approved by the Board of Education each year.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met. With the approval of the IEP team, any student on an IEP

may substitute a comparable course for an identified course that is specifically required for graduation.

Early Completion Plan (Board Policy 5206)

Scottsbluff Public Schools supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion. The failure to meet any of the criteria or timelines listed in the policy may cause the student to become ineligible for early completion.

1. A student will be allowed to transfer in a maximum of 20 hours from educational courses taken outside the Scottsbluff Public School District. These courses must have prior approval by the high school principal in order to be used to meet the graduation requirements of the Scottsbluff Public Schools. Students transferring into Scottsbluff Public Schools may transfer in hours that are listed on their official transcript.
2. A student will be able to use only five hours of transfer credit in any one subject matter area.
3. Students must meet all completion requirements established by the Board of Education in order to be eligible for completion as well as the credit hour requirements in each specific subject matter area.
4. Application for early completion must be requested, in writing, to the high school principal by October 1 of the applicant's senior year of high school. The application must be accompanied by a written plan of action stating the reasons why the student is requesting early completion. The application must contain the signatures of the applicant's parent/guardian to verify parental approval of early completion.
5. Along with the application, the applicant must submit three letters of recommendation supporting the student's request for early completion. These three letters of recommendation must contain one letter from the high school guidance counselor, along with two letters from other secondary staff members.
6. The principal or designee will make the decision regarding an applicant's early completion by October 15 of the student's senior year. Appeals may be made to the Superintendent.
7. Once given approval, the applicant will have until February 1 of the applicant's senior year to notify the high school principal of the applicant's decision in regard to participating in the regularly scheduled graduation ceremony. The applicant must also attend one Commencement practice in order to participate in the Commencement ceremony. No early graduation ceremonies will be provided for a student who opts for the early completion route.
8. A student who decided to opt for early completion is not eligible to participate in school-sponsored activities following the last day the student attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activity that the applicant is eligible for will be the regularly scheduled graduation ceremony.
9. This policy shall be evaluated annually by the high school principal and appropriate revisions shall be recommended to the Board for its consideration.

Assignment of Students - Grade Placement and Transfer Students (Board Policy 5003)

It shall be the responsibility of the administration to determine academic placement decisions involving students, including situations where students transfer into Scottsbluff Public Schools from other educational settings. The District reserves the right to make the most appropriate grade level placement, class placement, and teacher assignment for students which best fulfills the needs of the students and the District.

Grade Level Placement and Credits. Students who enter the District shall be required to present transfer documents and such records as the administration determines appropriate, indicating grade placement, courses completed, and special needs or accommodations, and may be required to complete an achievement test to determine appropriate placement. Placement decisions will consider whether the student is transferring from a school which is accredited or approved. An "accredited" or "approved" school is one which was accredited or approved by the Nebraska Department of Education and, for schools from other states, is a school which is accredited or approved by that state's Department of Education, meeting requirements which are the same or equivalent as those of the Nebraska Department of Education.

Transfers from Accredited or Approved Schools. Students transferring from accredited or approved schools will initially be placed in the next grade level above that which the student last successfully completed, or for transfers during the school year, in the same grade level as the student was at prior to the transfer. Credits earned at an accredited or approved school will be accepted by Scottsbluff Public Schools. A student who enrolls during the school year shall be given the opportunity to earn full credit for the courses in which the student is enrolled if the student is

able to demonstrate mastery of the subject matter and/or completion of course requirements, other than attendance, at a level required for other students to receive credit who have been enrolled throughout the period for which the credit is to be granted. The administration may use a review of transcripts from prior schools attended, standardized tests, assessments, and/or teacher evaluations of student competency in the subject matter to make such a determination.

Transfers from Non-Accredited or Approved Schools. Students transferring from schools which are not accredited or approved (e.g., home schools) will be placed at a grade level to be determined by the administration based on consideration of the following factors: student's chronological age, transcript review, testing (achievement test data, diagnostic test data, and/or criterion-referenced test data), and teacher evaluation of student competency.

Credits earned at a school which is not accredited or approved will not be accepted by Scottsbluff Public Schools. However, the administration may, in its discretion and subject to regulatory requirements, grant a student credits towards meeting graduation requirements completed by the student in a non-accredited or non-approved school if the student is able to demonstrate mastery of the subject matter and completion of course requirements, other than attendance, at a level required for other students to receive credit and to demonstrate that the student has received instruction in such course(s) comparable to that which the student would have received by attending an accredited or approved school. The administration may use a review of transcripts from prior schools attended, standardized tests, assessments, and/or teacher evaluations of student competency in the subject matter to make such a determination. The same criteria will be used for determining whether to grant credit to such a student who enrolls during the year.

Class Rank and Graduation. It shall be the responsibility of the high school principal to determine academic grade point average, class rank, and eligibility for graduation, subject to review by the Superintendent. Grade point average (GPA) shall be maintained for the 9th through 12th grades. Courses taken prior to 9th grade are not considered for GPA purposes. Pass/fail grades will be assigned to those courses from non-accredited schools in which students are granted credit when they begin attending Scottsbluff Public Schools.

Class rank is maintained for the 9th through 12th grades. Class rank is based on the Scottsbluff Public Schools GPA. To be considered for class ranking and any honors or awards which are based on class rank or GPA, students must be considered a full-time Scottsbluff Public Schools student. To receive a diploma from Scottsbluff Public Schools students must complete all Board-approved course requirements. Students who transfer in from a school that is not approved or accredited must meet all Board-approved graduation requirements and must be a full-time student of Scottsbluff Public Schools.

Academic Integrity. Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades that accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate value.

SECTION 7 – SUPPORT SERVICES

Special Education

Special Education (Board Policy 6600)

Scottsbluff Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or the Superintendent's designee shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such

renumbering or revisions.

Free Appropriate Public Education. A free appropriate public education shall be made available to all children, including infants and toddlers, with disabilities, residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches 21 years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make appropriate progress in light of the student's unique circumstances.

Full Educational Opportunity Goal. The District shall take steps to ensure that its children with verified disabilities, through the school year in which the child reaches age twenty-one, have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Child Find. All children from birth through the school year in which the child reaches age 21 with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located, and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parent/guardians and community members with information regarding how to refer a child for an evaluation and the identification process and will publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parent/guardians or appointed surrogates. The District's child find process will be consistent with federal and Nebraska regulations.

Pre-Referral Interventions. For a school-age student, a general education student assistance team (SAT) or a comparable problem-solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem-solving team shall utilize and document problem-solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem-solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem-solving team, meeting the requirements of 92 NAC 51-006.01B, and a listing of the members of the SAT or comparable problem-solving team.

Disability Verification and Eligibility. Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with federal and Nebraska requirements that will be provided to the parent/guardian or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP). An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent/guardian or appointed surrogate, input, and consensus. The District will make reasonable efforts to obtain informed consent from the parent/guardian or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent/guardian or appointed surrogate in writing.

Least Restrictive Environment. To the maximum extent appropriate, children with disabilities, through the school year in which the child reaches age twenty-one, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent/guardian or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the "Least Restrictive Environment Rules"). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

To the maximum extent appropriate, early intervention services provided by the District or approved cooperative for infants and toddlers shall be provided in natural environments including home and community settings in which children without disabilities participate; early intervention services will only occur in a setting other than a natural environment when the intervention cannot be achieved satisfactorily in a natural environment.

Procedural Safeguards. Children with disabilities, including infants and toddlers, and their parents/guardians or appointed surrogates shall be afforded the required procedural safeguards. Parents/guardians and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent/guardian or appointed surrogate) request for evaluation; upon request by a parent/guardian or appointed surrogate; upon receipt by the District or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

Disciplinary Removal of Children with Disabilities. School personnel may remove a child with a disability who violates a code of student conduct from his/her current placement to an appropriate interim alternative educational setting, another setting, or suspension, as long as those removals do not constitute a change of placement. The District defines a change of placement as it is defined under 92 NAC 51-016. If a student with a disability violates a code of student conduct, the District will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement has occurred. Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the District, the parent/guardian and relevant members of the student's IEP shall conduct a manifestation determination pursuant to 92 NAC 51-016. If the conduct which gave rise to the violation of the school code is determined to be a manifestation of the student's disability, any change of placement for the student will only be made by a student's IEP team. For disciplinary changes in placement that would exceed 10 consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Evaluation, Identification, and Reevaluation Procedures. Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent/guardian or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent/guardian or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The District will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.
The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent/guardian or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent/guardian or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent/guardian or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation. Infants and toddlers with disabilities shall be evaluated and identified in accordance with 92 NAC 52-006.

Confidentiality of Personally Identifiable Information. A system of safeguards will be implemented to protect the confidentiality of student records, including records of infants and toddlers and information in accordance with law.

Transition of Children from Part C to Preschool Programs. Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until August 31st

following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Children in Nonpublic Schools. To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents/guardians or appointed surrogates in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Personnel Standards and Personnel Development. Personnel providing special education or related services to children, including infants and toddlers, with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements, and the District will take measurable steps to recruit, hire, train, and retain personnel meeting the requirements of IDEA to provide such services.

Accessibility of IEP (IFSP) and Responsibility to Implement. A child's IEP or IFSP shall be accessible to each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the IEP or IFSP's implementation. Each of the aforementioned providers shall be informed of his/her specific responsibilities related to implementing the child's IEP or IFSP, and the specific accommodations, modifications, and supports that must be provided for the child in accordance with the IEP or IFSP. All providers who are responsible for the implementation of a child's IEP are expected to implement the child's IEP or IFSP according to its terms.

Participation in and Reporting of State and Districtwide Assessments. All children with disabilities shall be included in all general state and districtwide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Suspension and Expulsion Rates. The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Access to Instructional Materials. As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

a. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard; or,
b. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Over-Identification and Disproportionality. Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children, including infants and toddlers, with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Prohibition on Mandatory Medication. Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Transportation. Transportation will be provided for children, including infants and toddlers, with disabilities who are eligible for transportation and residents of the District as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent/guardian is transporting only his/her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and

92.

Surrogates. A surrogate will be appointed, and other actions are taken to ensure the rights of children, including infants and toddlers, with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Early Intervention Services – Consent. When a parent/guardian refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents/guardians how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Use of Restraints and Seclusion (Board Policy 5421)

This policy sets forth the requirements, restrictions, and procedures related to the use of physical restraints and seclusions at Scottsbluff Public Schools. Every effort should be made to prevent the need for the use of restraint and seclusion, and positive behavioral strategies should be employed to prevent and/or address dangerous behavior, and could include positive reinforcement, positive behavior supports, or other preventative interventions. Behavioral strategies employed to address dangerous behaviors should address the underlying cause or purpose of the behavior. No Scottsbluff Public Schools staff member may use mechanical or medical restraints. Parents/guardians will be informed of school or district policies on restraint and seclusion.

Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this policy.

When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:

1. To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act;
2. A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat;
3. Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing, or kicking of the item is not prohibited.); and/or,
4. To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint.

When Physical Restraint May Not Be Used. Physical restraints may not be used in the following circumstances:

1. When a known medical or psychological condition contraindicates its use; and/or,
2. For purposes of discipline, punishment, coercion, or as a means of convenience.

Conditions. Use of physical restraint shall take into consideration the safety and security of the student. Intentional prone restraints are prohibited.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.

If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his/her hands-free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.

Training. Except in the case of emergent situations, physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years.

1. Training with respect to physical restraint may be provided either by the District or by an external entity and shall include, but need not be limited to:
    a. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
    b. A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
    c. The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
    d. Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress, and obtaining medical assistance;
    e. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and,
    f. Demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior. Seclusion as defined herein is not practiced in the District. Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving. Seclusion is distinguishable from the District practice of monitored isolation, which is removing a student away from other students to a designated area while being directly monitored by a staff member.

When Seclusion May be Used. Seclusion may be used in the following circumstances:
1. When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
2. When a student's behavior is so out of control that the student is causing a disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
3. When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and/or,
4. The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective.)

When Seclusion May Not Be Used. Seclusion may not be used in the following circumstances:
1. When a known medical or psychological condition contraindicates its use; and/or,
2. As a form of punishment.

Conditions. Use of seclusion shall take into consideration the safety and security of the student. Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:
1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
2. Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing);
3. If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable;
4. Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs; and,
5. If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the

mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include:

1. An adult who is responsible for supervising the student shall remain within close proximity of the enclosure; and,
2. The adult responsible for supervising the student must periodically check on the student visually, if possible.

Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.

Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this policy.

Documentation and Evaluation. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's temporary record. The student's case manager, if any, shall also maintain a copy of each such record. Each such record shall include:

1. The student's name;
2. The date of the incident;
3. The beginning and ending times of the incident;
4. A description of any relevant events leading up to the incident;
5. A description of any interventions used prior to the implementation of physical restraint or seclusion;
6. A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
7. A log of the student's behavior during physical restraint or seclusion;
8. A description of any injuries (whether to students, staff, or others) or property damage;
9. A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion; and,
10. The date on which the parent/guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

Notification of Administration. The Superintendent or the Superintendent's designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.

Notification of Parent/Guardian. Within 48 hours after use of seclusion or physical restraint, the Superintendent or the Superintendent's designee shall send written notice of the incident to the student's parents/guardians, unless the parent/guardian has provided the District a written waiver of this requirement for notification. The parent/guardian shall be informed of the date of the incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.

Debrief. Debriefing will occur after every incident of restraint and seclusion. This debriefing will include a review of the restraint and/or seclusion procedures employed, the appropriateness of the use of the procedures, and how they could be avoided in the future.

Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:

1. A certified staff person trained in the use of physical restraint or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
2. The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).
3. The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the Superintendent or the Superintendent's designee.

Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parent/guardian have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the District advise you of your rights under federal law.
3. Receive notice with respect to the identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities that are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational, and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the District.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the District.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the District to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the District refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with an opportunity for participation by the person's parents/guardians and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

HEALTH SERVICES

Health Information

The parents/guardians, or designated persons, will be contacted before a child is sent or taken home. It is a parental responsibility to keep emergency information up to date with changes of address, home phone numbers, work numbers, and two optional contacts. Health information is shared with school staff in order to help meet your student's health and safety needs. If you do not want this information shared, contact the school health staff. If your student has severe allergies that require EpiPen and/or diet modification, asthma, diabetes, and/or seizures, contact school health staff for appropriate paperwork to complete.

Procedures for Students Who Become Ill or Injured at School

Scottsbluff Public Schools District employs both registered nurses (RN) and Health Office Assistants (HOA). Each school has a First Responder team and staff who are CPR/First Aid/AED certified and Attack on Asthma trained. Basic first aid will be administered to students in need, and if more extensive care is needed, the parent/guardian or emergency contact person will be notified. If it is perceived that a student is in an emergency medical situation, an ambulance will be called to the scene, and the parent/guardian or emergency contact person will be notified. If a student is transported to the hospital, the student may not return on the same day.

A registered nurse is on duty or on call during school hours. An ill or injured student may not leave school until permission of the parent/guardian or the person designated by the parent/guardian has been received. Ill or injured students are not to leave the building without the knowledge of the health office staff and without signing out properly in the office. The health office is to be used for the purpose of receiving first aid treatment for injuries or illness. If a female student has received confirmation of a pregnancy, it is highly encouraged that the health office and/or school counselor

be notified. Consultation regarding the best educational opportunities is necessary. Counselors are available for personal problems.

Health Screenings (Board Policy 5408)

The District shall cause every child under its jurisdiction to be separately and carefully screened, except as otherwise provided by law, to ascertain if such a child is suffering from defective sight or hearing, dental defects, or other conditions as prescribed by the Department of Health and Human Services ("Department"). Such inspections shall be conducted on a schedule prescribed by the Department and shall be based on current medical and public health practice. In lieu of conducting the screenings, the Board may employ regularly licensed physicians to make such screenings. If such screening determines that any child has defective sight or hearing, dental defects, or other conditions for which screening is required, the school shall notify the parent/guardian of the child in writing of such condition and explain to the parent/guardian the necessity of professional attendance for such child.

Whenever a child apparently shows symptoms of any contagious or infectious disease, such child shall be sent home immediately or as soon as safe and proper conveyance can be found. Such student may be excluded from school as provided in the Student Discipline Act.

A child shall not be required to submit to a screening required by this policy if his/her parent/guardian provides school authorities with a statement signed by a physician, a physician assistant, or an advanced practice registered nurse practicing under and in accordance with his/her respective credentialing act or other qualified provider as identified by the Department's applicable rules and regulations, stating that such child has undergone such required screening within the past six months. A child shall submit to any required screening for which such a statement is not received.

Communicable Diseases (Board Policy 5409)

Scottsbluff Public Schools shall cooperate with local and state health department officials in developing procedures for the control of communicable diseases in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department.

Students or employees excluded for a confirmed communicable disease should not be allowed to return to school until the minimum isolation period has elapsed, and all signs or symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student or employee is fever-free for 24 hours without the use of fever-reducing medication.

Minimum isolation periods are provided by the Nebraska Department of Health and Human Services, Contagious and Infectious Disease/Condition Chart. The District reserves the right to secure an independent second opinion if such is deemed necessary.

Students' Communicable Conditions. The school principal or designee will function as liaisons with the student's physician as necessary, and will coordinate the health management procedures within the school building. The decision to exclude a student from school shall be made by the Superintendent, after consultation with the appropriate building principal. Decisions regarding the type of educational setting for students who are not excluded from classes will be based on the behavior, neurological development, and physical condition of the student and the expected type of interaction within others in that setting. Educational plans for these students will be developed with the help of parents/guardians and the appropriate medical personnel.

The privacy of the student and family must be protected, and knowledge that a student 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 they 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 the student's physician, parent/guardian, and/or their representative, school nurse, or the school's physician. A student might be considered at high risk if the student 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 and reviewed at least monthly, or more often if necessary.

Employees' Communicable Conditions. Any employee who contracts a communicable condition should report the same

to the building principal who should, in turn, report to the Superintendent in a confidential manner. The Superintendent or the Superintendent's designee shall then consult with the employee and appropriate medical personnel to evaluate the medical and psychological condition of the employee. The Superintendent or the Superintendent's designee shall recommend reasonable accommodations so that the employee may continue in employment as long as the employee is physically able to do so.

The privacy of the employee must be protected, and knowledge that an employee 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.

Employees who present a high risk of disease transmission will be temporarily excluded from work after consultation with appropriate medical authorities.

Dispensing Medication (Board Policy 6910)

The administration of medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking the medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by district personnel shall be administered in accordance with the Medication Aide Act.

Authorizations for Prescription Medications. Prescription medications which must be administered during school hours may be administered when the following are on file at school:

- Physician's Authorization. A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given at school, and reason the child is receiving the medication.
- Caretaker's Authorization. A caretaker's signed and dated authorization or permission to administer the medication during school. (Note: All references to "caretaker" in this policy shall mean a parent/guardian, foster parent, or family member who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the school will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration.)
- Original Packaging. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval, and route to be administered. Two labeled containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.

Authorizations for Non-Prescription Medications. If a student must take non-prescription medication during school, procedures b. and c. above are to be followed before administration. Parents/guardians may bring in over-the-counter medications such as ibuprofen and acetaminophen. Procedure for over-the-counter medications must be followed.

Renewal of Authorizations. Medication authorizations must be renewed annually and updated immediately as changes occur.

Documentation of Administration of Medication. The District shall keep and maintain accurate medication administration records. A record of each dose of medication administered shall be documented reflecting the student's name, the name of the medication, and the date, time, dosage, route, medication administrator, and any unusual observations, and any refusal by the recipient to take and/or receive the medication. Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two years.

Storage of Medications. Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light, humidity, or other storage instructions. Only authorized school personnel who are designated by the administration of the District for administration of medications shall have access to the medications. The school nurse shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.

Receipt and Disposal of Medications. Medication shall be delivered to school personnel and picked up by the

parent/guardian. When medication is received, the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent/guardian by the end of the school year shall be destroyed. Procedures for destroying medication shall include witness and documentation.

Administration of Medication by School Personnel.

- Medication Administration. Administration of medication includes, but is not limited to:
    - Providing medications for another person according to the "five rights" (getting the right drug to the right recipient in the right dosage by the right route at the right time);
    - Recording medication provision; and,
    - Observing, monitoring, reporting, and otherwise taking appropriate actions regarding desired effects, side effects, interactions, and contraindications associated with the medication.
- Authorized School Personnel. Administration of medication shall only be done by the following school personnel:
    - Health Care Professionals (School Nurses). This means an individual who holds a current license from the Department of Health and Human Services Regulation and Licensure for whom administration of medication is included in the scope of practice. For purposes of this policy, such individuals are referred to as "school nurses."
    - Medication Competent Staff. This means a staff member of the school who has been determined to be competent to administer medication by:
        - A recipient with capability and capacity to make an informed decision about medications (at a minimum, the recipient must be age 19 or older);
        - A caretaker for the student; or,
        - The health care professional designated by the school to conduct the assessment.
    - Determination of Competency by School Nurse. A staff member may be determined to be competent where the staff member:
        - Passes a competency assessment every 3 years;
        - Demonstrates the staff member can follow the minimal competencies; and,
        - To the satisfaction of the school nurse (school nurses are the District's designated health care professionals).

      The school nurse shall, however, provide such training as the school nurse determines in the exercise of professional judgment to be appropriate given the experience level of the staff member and the anticipated medication administration for which the staff member will be responsible.
    - Competency Certificate. Upon successful completion of the competency assessment, the school nurse shall give the principal and the medication competent staff member written documentation of successful completion of competency assessment. The documentation may be by letter, certificate, or other written memoranda and shall include the name of the school staff member who successfully completed the competency assessment, the date the competency assessment was conducted, and the name, profession, and license number of the school nurse who conducted the competency assessment.
    - Maintain Records of Assessments. The school shall maintain written documentation of successful completion of competency assessments, identification of the individual providing direction and monitoring, and acceptance of the responsibility for direction and monitoring for a minimum of two years.
    - Direction and Monitoring. A medication competent staff member is to be subject to direction and monitoring, which involves responsibility for observing and taking appropriate action regarding any desired effects, side effects, interactions, and contraindications associated with the medication. Direction and monitoring are to be done by a recipient with capability and capacity to make an informed decision about medications, a caretaker, or the school nurse. The school nurse is identified as a person being responsible for direction and monitoring and for each medication competent staff member is to accept responsibility for direction and monitoring of medication competent staff members in writing.
    - Errors. Medication competent staff members are to promptly report any medication errors or concerns to the school nurse.
- Minimum Competencies. The minimum competencies to be demonstrated by medication competent staff and to be implemented in practice by all school personnel engaged in medication administration are:
    - Maintaining confidentiality;
    - Complying with a competent recipient's right to refuse to take medication and, in the case of a

non-competent, recognize the requirement to seek advice and consultation with the physician, physician's designee, or caretaker of the student providing direction and monitoring regarding the procedures and persuasive methods to be used to encourage compliance with medication provision. Recognizing that persuasive methods should not include anything that causes injury to the recipient;
    - Maintaining hygiene and current accepted standards for infection control;
    - Documenting accurately and completely;
    - Safely providing medications according to the "five rights" ("five rights" means getting the right drug to the right recipient in the right dosage by the right route at the right time);
    - Having the ability to understand and follow instructions;
    - Practicing safety in application of procedures for storage, handling, and administration of medications;
    - Complying with limitations and conditions under which school personnel may provide medications;
    - Having an awareness of abuse and neglect reporting requirements;
    - Recognizing general unsafe conditions indicating that the medication should not be provided including change in consistency or color of the medication, unlabeled medication, or illegible medication label, and those medications that have expired;
    - Recognizing that unsafe conditions should be reported to the caretaker or licensed healthcare professional responsible for providing direction and monitoring (typically, the school nurse); and,
    - Recognizing general conditions which may indicate an adverse reaction to medication such as rashes/hives, and general changes in recipient's condition which may indicate inability to receive medications, and that all such conditions shall be reported to the caretaker or licensed healthcare professional responsible for providing direction and monitoring (typically, the school nurse).
- Routes of Medication Administered by School Personnel.
    - Routine Medication via Oral, Inhalation, Topical, and Instillation Routes. School nurses and medication competent staff may provide routine medications (meaning the frequency of administration, amount, strength, and method are specifically fixed) by the following routes:
        - Oral, which includes any medication given by mouth including sublingual (placing under the tongue) and buccal (placing between the cheek and gum) routes and oral sprays;
        - Inhalation, which includes inhalers and nebulizers. Oxygen may be given by inhalation;
        - Topical application of sprays, creams, ointments, lotions, and transdermal patches; and,
        - Instillation by drops, ointments, and sprays into the eyes, ears, and nose.
    - Administration of Medication via Additional Routes, PRN Medication, and Observing and Reporting. School nurses and medication competent staff may provide medication by additional routes not listed in subparagraph "a" above ("additional routes"), provide PRN medication (PRN medication means an administration scheme in which a medication is not routine, is taken as needed, and requires assessment for need and effectiveness), or participate in observing and reporting for monitoring medications only under the following conditions:
        - In the case of a medication competent staff member, a determination has been made by the school nurse or by the student's physician or duly licensed health care professional that these activities can be done safely for the specified recipient by the medication competent staff member and the determination is placed in writing.
        - Directions for additional routes must be for recipient specific procedures and must be in writing.
        - Directions for PRN medication must be in writing and include parameters for provision of PRN medication.
        - Directions for observing and reporting for monitoring medication must be in writing and include the parameters for the observation and reporting.
        - School personnel administering the medication shall comply with the written directions.
    - Injections. School nurses will ordinarily be responsible for medications that must be provided or administered by injection. A medication competent staff member will not ordinarily administer medications by injection without specific training on injection administration. Students may be authorized to self-administer medication as hereafter provided.

Refusal to Administer Medication. School personnel may refuse to give a medication at school if after a reasonable and prudent research by a school health care professional as set forth in subparagraph "e" below, a decision has been made that the dosage prescribed exceeds that which is recommended in the Physician's Desk Reference, Mosby's

Nursing Drug Reference, the most recent edition of the Nursing Drug Handbook, or other pharmaceutical manuals handbook, or when a drug or substance is not currently approved by the FDA. When school personnel refuse to carry out a request to administer medication, the following procedure shall be followed:

- Notify the nursing supervisor who will notify the Superintendent.
- Notify attending physician by phone with follow-up in writing:
    - State concern for dosage or particular medication, etc.;
    - Make every attempt to work out a suitable solution (example: change of time of administration, change of dosage, change of medication); and,
    - Follow-up in writing.
- Meet with parents/guardians:
    - State concern for dosage or medication;
    - Offer alternatives (example: change of time so as not to be given during school hours);
    - Consult with Nebraska State Board of Health for current procedures regarding refusal to follow written physician's orders; and,
    - Research by health care professional:
        - Collect research articles from professional journals, organizations, etc.;
        - Contact other physicians requesting their professional opinions and ask them to review current research;
        - Contact state licensing boards and school nurse consultant;
        - Consult with the District's legal counsel;
        - Assemble all data for review;
        - Present data to review team organized by the Superintendent;
        - Decision rendered and implemented;
        - Parents/guardians and physician contacted in writing; and,
        - Alter and update policies and procedures as needed.

Physical Examination

A physical examination by a physician, physician assistant, or advanced practice registered nurse within the six months prior to the entrance of a child into beginner grade or kindergarten, and 7th grade, or in the case of a transfer from out of state to any grade, is required. The parent/guardian has the right to submit a written statement refusing such examination.

Vision Evaluation

Visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within six months prior to the entrance of a child into the beginner grade or kindergarten, or in the case of transfer from out of state to any grade, is required. The visual evaluation must consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. The parent/guardian has the right to submit a written statement refusing such an evaluation.

Immunizations

The State of Nebraska has immunization requirements for children entering school. Students will not be able to enter school until the school has written proof of their immunization status. To attend school, students in Nebraska are required to be immunized per current requirements from the Nebraska Department of Health and Human Services.

All students PreK-12 must be immunized for D.P.T., polio, measles, rubella, varicella, mumps, and Hepatitis B. The Tdap vaccination is required for incoming 7th graders. Dates of immunizations are required. Students with a history of varicella disease (chicken pox) must provide evidence of immunity in form of the signature of a parent/guardian with the date of illness, the signature of a health care provider with the date of illness, laboratory evidence of varicella immunity or a clinical diagnosis of shingles.
Students who do not receive immunizations for health reasons must have a statement signed by a healthcare provider stating that, in their opinion, the specified immunization(s) required would be injurious to the health and well-being of the student or any member of the student's family or household. Students who do not receive immunization due to religious reasons must have a notarized affidavit signed by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personally and sincerely followed religious beliefs of the student.

A student who fails to meet the foregoing requirements may not be permitted to enroll or to enter school, or may be provisionally enrolled for a period of 60 days.The parent/guardian of a student who is provisionally enrolled due to

immunization non-compliance must provide proof the student has begun the immunizations required under Neb. Rev. Stat 79-217 and is receiving the necessary immunizations as rapidly as medically feasible. Continuation of necessary immunizations as rapidly as medically feasible must be documented by a written statement from the student's immunization provider which shows the scheduled dates to complete the required immunization series. A provisionally enrolled student must complete the required immunizations within nine months. Failure to comply with the immunization requirement beyond 60 days will result in the unenrollment of the student and the student shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

For further information on immunizations, contact school health staff or refer to the Nebraska Department of Health and Human Services Control of Communicable Disease regulations.

Asthma and Allergic Reaction Protocol (Board Policy 5601)

The District will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis Protocol as required by the Nebraska Department of Education).

The Superintendent or the Superintendent's designee, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy. The regulations established shall comply with NDE rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction and use of an EpiPen and albuterol. Also, these shall ensure that each school building will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. Staff training in using the protocol shall occur periodically. Records of such training and occurrences of administering medication under the protocol shall be maintained.

The Emergency Protocol shall be implemented, and the equipment and medication necessary to implement the Emergency Protocol shall be maintained, at each school building while school is in session. For purposes of the Emergency Protocol, the phrase "while school is in session" is defined as the core instructional school day. The "core instructional school day" is defined as that portion of each day school is in session during which teachers are on duty to provide and students are scheduled to receive instruction in the District's curriculum, generally beginning at 8:00 AM and ending at 3:30 PM. The Emergency Protocol shall not be required to be implemented other than in the school buildings while school is in session, and as such is not required to be implemented at extracurricular activities, on school buses, or during school field trips. Implementation of the Emergency Protocol at such non-mandatory times or places shall be made at the discretion of the administration and shall be subject to the availability of the employees designated or trained in implementation of the Emergency Protocol and the availability of the necessary equipment and medication at such times or places.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Scottsbluff Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents/guardians receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal from the state where the child was born on it and is signed by the Director of Vital Statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing the date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Concussions

A concussion is a type of brain injury that changes the way the brain normally works. If your student has a concussion, his/her brain needs time to heal. After a concussion, physical and cognitive activities should be carefully managed and monitored with a limited and gradual return to learning and play. If your student is diagnosed with a concussion, then please contact the school nurse, counselor, principal, or coach. The SBPS Return to Play/Learn protocol for concussion management will be initiated.

Health Administration Procedures

Forms and health administrative guidelines can be found on the District website under Health Services.

TRANSPORTATIONS SERVICES

Transportation (Board Policy 3420)

Scottsbluff Public Schools shall not provide free transportation to and from school except for circumstances where the administration determines it to be appropriate and efficient to provide transportation for students who would otherwise be entitled by law to a transportation allowance; to students residing on an established route; to students entitled by right to transportation services; and to students as determined by the Superintendent or the Superintendent's designee. Transportation may be provided for school activities and field trips as determined appropriate by the administration from time to time.

Bus Transportation (Board Policy 5501)

Regular bus transportation shall be provided to students living in areas designated by school district administration. Transportation will be provided from designated stops on bus routes and for those required by law. Occasional exceptions to regular bus schedules shall require prior administrative approval.

Student Conduct on Buses (Board Policy 5507)

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct both at bus stops and onboard buses. Since bus transportation is provided to assist the education program, the Board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

The driver of a school bus shall be responsible for the safety of the students on the bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the Location Manager or the principal of the school involved if any student persists in violating the established rules of conduct. After due warning has been given to the student and to parents/guardians, the principal may withhold from the student the privilege of riding the school bus. In such cases, the parents/guardians of the children involved will be responsible for seeing that their children get to and from school safely. The student may also face detention, suspension, or expulsion, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

Special Education Transportation (Board Policy 5504)

Bus transportation shall be provided for students to facilities where they may receive instruction to the extent required by law. The State of Nebraska provides funding for such transportation. Arrangements will be made through the Superintendent or the Superintendent's designee in the receiving institution.

Safe Pupil Transportation Plan (Board Policy 5505)

The Superintendent or the Superintendent's designee shall develop a Safe Pupil Transportation Plan to address student safety which addresses the following:

1. Weapons;
2. Pupil behavior;
3. Students' special needs;
4. Terroristic threats;
5. Severe weather;
6. Hazardous materials;
7. Medical emergencies;
8. Driver/passenger procedures in the event of mechanical breakdowns of the vehicle;
9. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students; and,
10. A procedure that requires pupil transportation vehicle operators to document and submit to designated school authorities the occurrence of any events covered by the Safe Pupil Transportation Plan that involve the pupil transportation vehicle operated by the driver, or any pupils transported in it.

A copy of the plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request.

Transportation in Inclement Weather (Board Policy 3421)

School district buses will not operate when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. Because weather conditions may vary around the District and may change quickly, the best judgment

possible will be used with the information available. The final judgment as to when conditions are unsafe to operate will be made by the Superintendent.

When school is canceled or temporarily delayed, notification will be made through the District and local media. Students will be returned to their regular drop-off sites unless weather conditions prevent it. In that case, students will remain at school or designated reunification site until they are picked up by the guardian.

SECTION 8 – DRUGS, ALCOHOL, AND TOBACCO

Drug-Free Schools (Board Policy 5104)

The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention. The District promotes comprehensive, age-appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this school district. Further, the District will have proper in-service orientation and training for all employed staff.

Standards of Conduct - Notice to Students and Parents/Guardians. Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both the student and parent/guardian and returned to the respective principal.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. Students are to be provided an age-appropriate, developmentally-based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation, and Re-entry Programs. Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within 60 miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor. In the event of disciplinary proceedings against any student for any district policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his/her parent/guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his/her parent/guardian.

Safe and Drug-Free Schools - Parental Notice of Right to Withdraw. Parents/guardians will be notified that, if upon receipt of information regarding the content of safe and drug-free school programs and activities other than classroom instruction a parent/guardian objects to the participation of their child in such programs and activities, the parent/guardian may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol, or Tobacco. These standards are in addition to standards of student conduct elsewhere adopted by Board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol, or tobacco (including electronic nicotine delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution, or being under the influence of any controlled substance, including but not

limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant;
2. Possession of any prescription drug in an unlawful fashion;
3. Possession, use, distribution, or being under the influence of alcohol;
4. Possession, use, distribution, or being under the influence of any abusable glue, aerosol paint, or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes;
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes; and/or,
6. Possession, use, or distribution of any tobacco product (including electronic nicotine delivery systems).

Disciplinary Sanctions. Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents/guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention. The Scottsbluff Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration. The administration is authorized to adopt such administrative rules, regulations, or practices necessary to properly implement this policy. Such regulations, rules, or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations, and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Tobacco Policy (Board Policy 1120)

All of our school buildings and grounds are smoke and tobacco-free. The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students, or members of the public may be present or may be affected by smoke, including without limitation at or on school grounds or activities. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, products intended to replicate tobacco products either by appearance or effect, and the use of tobacco in any form. This does not preclude adults from wearing non visible nicotine patches or using nicotine gum without displaying the product container, as part of a smoking cessation program.

We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by the District's policy.

SECTION 9 – STUDENT CONDUCT

Student Discipline (Board Policy 5101)

It shall be the responsibility of the administration to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent/guardian contacts and conferences, rearrangement of schedules, requirements that a student

remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation, upon written consent of the parent/guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

Short-Term Suspension. Students may be excluded by the principal or assistant principal from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds.
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The principal or assistant principal will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the principal or assistant principal will send a written statement to the student and the student's parent/guardian describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent/guardian, to have a conference with the principal or assistant principal ordering the short-term suspension before or at the time the student returns to school. The principal or assistant principal shall determine who in addition to the parent/guardian is to attend the conference. The principal shall document their attempt to make a reasonable effort to hold a conference with the parent/guardian.
5. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the principal or assistant principal.

Long-Term Suspension. A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than 20 school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the principal or assistant principal. A notice will be given to the student and the parent/guardian when the principal or assistant principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

Expulsion. Expulsion means exclusion from attendance in all schools, grounds, and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred:

1. Within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester;
2. Within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year; or,
3. Unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the District at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the principal or assistant principal. A notice will be given to the student and the parent/guardian when the principal or assistant principal recommends an expulsion. The notice will include a description of the procedures for expulsion. The procedures will be those set forth in the Student Discipline Act.

Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal or assistant principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal or assistant principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of interference with an educational function or school purpose or a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the

hearing, the student may complete classwork and homework, including, but not limited to, examinations missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

Alternative Education. Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent/guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice. The plan shall be in writing and adopted by a school administrator and presented to the student and the parent/guardian. The plan shall:

1. Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided;
2. Identify educational objectives that must be achieved in order to receive credits toward graduation;
3. Specify the financial resources and community programs available to meet both the educational and behavioral objectives identified; and,
4. Require the student to attend monthly reviews in order to assess the student's progress toward the specified goals and objectives.

Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parent/guardian will be required to sign a discipline agreement.

Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the principal or assistant principal shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the principal or assistant principal are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept non duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution accredited by one of the six regional accrediting bodies in the United States.

Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the principal or principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this policy's disciplinary measures.

Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

Emergency Exclusion. A student may be excluded from school, with authorization from the Superintendent, in the following circumstances:

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community;
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education;
3. Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above; and/or,
4. If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or the Superintendent's designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within 10 school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

Other Forms of Student Discipline. Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose, or interfere with the health, safety, wellbeing, or rights of other students, staff, or visitors.

Grounds for Short-Term Suspension

1. Truancy or failure to attend assigned classes or assigned activities, or tardiness to school, assigned classes, or assigned activities;
2. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
3. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority; or,
4. Willfully violating the behavioral expectations for riding school buses or vehicles.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee, or by his/her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in Neb. Rev. Stat. § 28-401, a substance represented to be a controlled substance or alcoholic liquor as defined in Neb. Rev. Stat. § 53-103.02 or being under the influence of a controlled substance or alcoholic liquor;
7. Public indecency as defined in Neb. Rev. Stat. § 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;

8. Engaging in bullying as defined in Neb. Rev. Stat. § 79-2,137. This includes “deep fakes” or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in Neb. Rev. Stat. § 28-319, sexual assault in the second degree as defined in Neb. Rev. Stat. § 28-320, sexual assault of a child in the second or third degree as defined in Neb. Rev. Stat. § 28-320.01, or sexual assault of a child in the first degree as defined in Neb. Rev. Stat. § 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or,
11. A repeated violation of any rules and standards validly established pursuant to Neb. Rev. Stat. § 79-262, if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District’s dress code and electronic communication device rules.

Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his/her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion, or mandatory reassignment.

1. **Student Appearance**. Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Specific expectations should be re-evaluated each year and be consistent with Parent-Student Handbooks.

   Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia at any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments, or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

   No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student’s gender, race, color, religion, disability, or national origin.

   No school staff shall permanently or temporarily alter or cut a student’s hair.

   The final decision regarding attire and grooming will be made by the principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the principal’s office.

   A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this policy.

   Coaches, sponsors, or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups, or students who are representing the school as part of an extracurricular activity program.

2. **Academic Integrity.** Students are expected to abide by the standards of academic integrity. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student’s level of learning and progress, to provide a

level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

a. "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
    i. Tests - Includes tests, quizzes, and other examinations or academic performances.
        1. Advance Information. Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
        2. Use of Unauthorized Materials. Using notes, textbooks, pre-programmed formula in calculators, or other unauthorized material, devices, or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
        3. Use of Other Student Answers. Copying or looking at another student's answers or work, or sharing answers or work with another student when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
        4. Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
        5. Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
    ii. Papers - Includes papers, essays, lab projects, and other similar academic work.
        1. Use of Another's Paper. Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
        2. Re-use of One's Own Papers. Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
        3. Assistance from Others. Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent/guardian or sibling, and the essay is substantially rewritten by the student's parent/guardian or sibling. Assistance from home is encouraged, but the work must remain the student's.
        4. Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
        5. Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
        6. Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
    iii. "Plagiarism" means to take and present as one's own material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source

without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

1. Failure to Credit Sources. Copying work (words,sentences, paragraphs, illustrations, or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
2. Falsely Presenting Work as One's Own. Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
3. "Contributing to academic integrity violations" means to participate in or assist another in cheating or plagiarism. It includes, but is not limited to, allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

b. Sanctions. The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
   i. Academic integrity offenses are a violation of school rules. The principal or assistant principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices. The District strongly discourages students from bringing personal electronic devices to school. Personal electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of personal electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

a. "Electronic devices" include, but are not limited to, cell phones, iPods, tablets, Chromebooks, portable game consoles, cameras, digital scanners, laptop computers, smart watches, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
b. "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video, or other medium that:
   i. Displays any sexually explicit conduct as defined by the Neb. Rev. Stat. § 28-1463.02;
   ii. Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph, or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene, or pornographic photography, films, or depictions; and/or,
   iii. Displays a sexually explicit message for sexual gratification, flirtation, or provocation, or to request or arrange a sexual encounter.
c. Violations.
   i. Prohibited Use of Electronic Devices. Students shall not use electronic devices for activities which disrupt the educational environment; illegal activities in violation of state or federal laws or regulations; unethical activities, such as cheating on assignments or tests; immoral or pornographic activities; activities in violation of Board or school policies and procedures relating to student conduct and harassment; recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; "sexting;" or, activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

ii. Disposition of Confiscated Electronic Devices. Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time.

iii. Penalties for Prohibited Use of Electronic Devices. Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in "sexting" or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.

iv. Reporting to Law Enforcement. Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

v. Responsibility for Electronic Devices. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, student and parent/guardian authorizes the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

4. **Inappropriate Public Displays of Affection (IPDA).** Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling, or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA: Consequences consistent with each school's Parent-Student Handbook. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

5. **Specific Rule Items**. Specific rules will be developed at the school and the District level and reviewed each year. These expectations will be included in each school's Parent-Student Handbook.

6. **Law Violations**. Any act of a student which is a basis for expulsion and which the principal or assistant principal knows or suspects is a violation of the Nebraska Criminal Code shall be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent/guardian of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the School Board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his/her parent/guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent/guardian or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parent/guardian.

Electronic Communication Devices and Cell Phones (Board Policy 6113)

All students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

1. When required by a student's Individualized Education Program or 504 Plan;
2. When authorized by the District for educational purposes during instructional time;
3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or,
5. When determined appropriate by the Superintendent or the Superintendent's designee.

All exceptions listed herein must be approved in advance by the appropriate school staff member. Any student who violates this policy may be subject to discipline under the District's Student Discipline Policy.

Alternative Education Programs or Plans for Expelled Students (Board Policy 5102)

In the event action is being taken to expel a student from this school district, the administration may offer the student: 1.) an alternative school, class, or educational program (hereinafter referred to as an "alternative program"); or, 2.) the development of a plan of behavior modification, educational objects, and financial resources and community programs available to meet the behavioral and educational objects, and monthly reviews to assess the student's progress toward meeting the specified goals and objects. An expelled student may not be required to attend an alternative program.

Alternative Education Program. The Superintendent or the Superintendent's designee is hereby granted the authority to arrange and plan for a student's alternative educational program, based on the available resources and the student's individual circumstances.

Education Plan Program. If the administration elects not to provide an alternative education program or if a student declines to participate in the alternative education program, the following procedures shall be:

1. A conference shall be called by a school administrator and held to assist the District in the development of a plan with the participation of a parent/guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.
2. The plan shall be in writing and adopted by a school administrator and presented to the student and the parent/guardian.
3. The plan shall:
    a. Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided;
    b. Identify educational objectives that must be achieved in order to receive credits toward graduation;
    c. Specify the financial resources of the community programs available to meet both the educational and behavioral objects identified; and,
    d. Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

The District shall submit such a plan on the form "Alternative Education Plan for Expelled Students."

Weapons

Scottsbluff Public Schools will not tolerate the possession of dangerous weapons by students on school district property or at school district-sponsored events. Possession includes having a weapon in a desk, backpack, locker, vehicle, or on a student's person. If a student carries, displays, or draws any dangerous weapon, look-alike weapon, any toy that looks like a weapon, or anything that could cause bodily harm, they may face consequences up to and including expulsion.

Anti-Bullying Policy (Board Policy 5415)

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a

vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events and while away from school grounds if the misconduct materially and substantially interferes with or disrupts the educational environment, the District's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior. The District shall review the Anti-Bullying Policy annually.

Initiations, Hazing, Secret Clubs, and Outside Organizations (Board Policy 6284)

Initiations. Initiations by classes, clubs, or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion. The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams, or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Internet Safety and Acceptable Use Policy (Board Policy 6800)

Internet Safety Policy. It is the policy of Scottsbluff Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall:

1. Prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
2. Provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Prevent unauthorized access, including so-called "hacking," and other unlawful activities online;
4. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
5. Obtain verifiable parental consent before allowing third parties to collect personal information online from students; and,
6. Implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means 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 in respect to minors.

Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block and/or filter Internet or other forms of electronic communications, as well as to block/filter access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of

material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes unauthorized access, including so-called 'hacking,' and other unlawful activities, and unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.

The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

Computer Acceptable Use Policy. This computer acceptable use policy is supplemental to the District's Internet Safety Policy. This policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the Internet.

Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or the Superintendent's designee shall develop appropriate user agreements and shall require that employees, students (and their parents/guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents/guardians of students in programs operated by the District shall inform the Superintendent or the Superintendent's designee in writing if they do not want their child to have access. The Superintendent and the Superintendent's designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

Unacceptable Uses. The following are unacceptable uses of the technology resources:

1. Personal Gain. Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
2. Personal Matters. Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the user has entered into a lease agreement or other similar agreement with the District that makes such use permissible under law.
3. Occasional use that the Superintendent or the Superintendent's designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District include sending an email to a minor child or spouse or sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not

play games or surf the net for purposes not directly related to their job during duty time, nor may students do so during instructional time. The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use or sending an e-mail related to one's own private consulting business.

4. Campaigning. Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
5. Technology-Related Limitations**.** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
    a. Users shall not use another person's name, log-in, password, or files for any reason, or allow another to use their password (except for authorized staff members).
    b. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
    c. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
    d. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
    e. Users shall not copy, change, or transfer any software without permission from the network administrators.
    f. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
    g. Users shall not engage in any form of vandalism of the technology resources.
    h. Users shall follow the generally accepted rules of network etiquette. The Superintendent or the Superintendent's designees may further define such rules.

Other Policies and Laws. Technology resources shall not be used for any purpose contrary to any district policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. To access any material contrary to the Internet Safety Policy or to create or generate any such material.
2. To engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.
3. To engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language, use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue, or sending emails that divulge protected confidential student information to unauthorized persons.
4. To engage in or promote violations of student conduct rules.
5. To engage in illegal activity, such as gambling.
6. In a manner contrary to copyright laws.
7. In a manner contrary to software licenses.

Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error-free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes who has successfully completed District training on proper disabling circumstances and procedures, with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of the Superintendent. 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 provided the minor is monitored directly by an

authorized staff member.

Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Artificial Intelligence (Board Policy 6288)

Scottsbluff Public Schools acknowledges that artificial intelligence continues to emerge as a resource that may assist students with future technology and different methods of learning. However, artificial intelligence also poses a challenge to delineate the responsible use of artificial intelligence with student plagiarism. As a result, the Board of Education adopts this policy to specifically address how the District will address academic honesty and integrity regarding a student's use of artificial intelligence.

Permissible Uses of Artificial Intelligence in School Assignments. Students may use artificial intelligence or related platforms when any of the following occurs.

1. The student receives advance permission from the teacher for the given assignment or project; or,
2. The teacher's classroom rules or expectations established artificial intelligence as a permissible resource for students to access.

Any student with questions about the permissible use of artificial intelligence should contact their teacher in advance of using artificial intelligence to assist with any assignment. It is the responsibility of each student to understand the permissible use (if any) of artificial intelligence in a given class or a particular assignment. Students must be fully forthright and honest about their use of artificial intelligence to assist with any school assignment.

Impermissible Uses of Artificial Intelligence in School Assignments. Unless otherwise permitted by this policy, students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the District's plagiarism policy and academic dishonesty rules.

Device-Assisted Learning Initiative (DALI)

The mission of the Device-Assisted Learning Initiative (DALI) in the Scottsbluff Public School District is to foster a collaborative learning environment for all students. This environment will empower both students and teachers to leverage technology in transformative ways, enhancing student engagement, problem-solving skills, and higher-level thinking. The initiative aims to promote self-directed learning and encourage students to become lifelong learners.

Students will shift from being mere consumers of information to becoming creative producers and owners of knowledge. Scottsbluff Public Schools is dedicated to preparing students for an ever-changing world, where technological advancements occur at a rapid pace. The district is committed to ensuring students are ready for both college and career opportunities. For more information about DALI, please visit: https://www.sbps.net/Page/1488.

Sexual Misconduct

Students are not to engage in sexual misconduct consisting of but not limited to: sexual harassment, sexual violence, sexual assault or gender-based harassment, or attempts at the aforementioned. Sexual misconduct can be physical and/or verbal. This conduct may result in or up to an expulsion regardless of the time or location of the offense if the conduct occurs on the school premises or creates a substantial disruption to the learning environment.

Sexual Assault (Nebraska Revised Statute § 28-319 & 28-320). "Any person who subjects another person to sexual penetration a.) without the consent of the victim, b.) who knew or should have known that the victim was mentally or physically incapable of resisting or appraising the nature of his/her conduct, or c.) when the offender is

nineteen years of age or older, and the victim is at least twelve but less than sixteen years of age is guilty of sexual assault in the first degree. Any person who subjects another person to sexual contact a.) without consent of the victim, or b.) who knew or should have known that the victim was physically or mentally incapable of resisting or appraising the nature of his/her conduct is guilty of sexual assault in either the second degree or third degree."

Definitions.

Sexual Harassment. Unwelcome or coercive sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct, including technological communication that creates a substantial interruption to the school environment. Sexual conduct is unwelcome whenever the person subjected to it considers it unwelcome.

Quid Pro Quo. The expressed or implied demands for sexual favors in exchange for some benefit or to avoid some detriment in the educational setting, it is intended to compel a student to engage in "unwelcome" conduct. Quid pro quo harassment is committed by someone who is in a position of power or authority over another. Quid pro quo harassment is equally illicit whether a student resists and suffers the threatened harm, or submits and thus avoids the threatened harm. The student who does not reject sexual conduct may seem to consent to it, however, a lack of rejection doesn't necessarily mean the student actually welcomed the conduct. The student might not speak up because they want to:

1. Avoid getting in trouble;
2. Continue to please the perpetrator;
3. Earn good grades; and/or,
4. Protect his/her position in a school sport or activity.

Hostile Educational Environment. Sexually harassing conduct (which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature) by a student that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile, abusive, or demeaning educational environment. Unwelcome conduct is behavior a reasonable person would find so "severe, pervasive, and objectively offensive" that it effectively denies someone equal access to education. This can include but is not limited to lewd comments about a student, can also look or feel like teasing, intimidating or offensive comments based on stereotypes, or bullying someone based on their sex, gender identity, or sexual orientation. If a behavior is inappropriate or makes a student uncomfortable, they have the right to tell the person to stop. If the student does not stop, students have the right to ask your school to intervene.

Sexual Contact. The intentional touching of the victim's sexual or intimate parts or the intentional touching of the victim's clothing covering the immediate area of the victim's sexual or intimate parts. Sexual contact also means the touching of sexual or intimate parts or the clothing covering the immediate area of the victim's sexual or intimate parts when such touching is intentional by the offender. Sexual contact includes only such conduct which can be reasonably construed as being for the purpose of sexual arousal or gratification of either party.

Without consent. Can mean:

1. The victim was compelled to submit due to the use of force, threat of force, or coercion;
2. The victim expressed a lack of consent through words;
3. The victim expressed a lack of consent through conduct;
4. The consent, if any was actually given, was the result of the offender's deception as to the identity, nature, or purpose of the act;
5. The victim need only resist, either verbally or physically, so as to make the victim's refusal to consent genuine and real and so as to reasonably make known to the offender the victim's refusal to consent; and/or,
6. A victim need not resist verbally or physically where it would be useless or futile to do so.

Gang Activity or Association

For the purpose of these policies, a gang is a group of three or more people who interact together to the exclusion of others, claim a territory or area, have a name, have rivals/enemies, and exhibit antisocial behavior often associated with crime or a threat to the community. The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

1. Lead school officials to believe that such behavior, apparel, activities, acts or other attributes are gang-related or would disrupt or interfere with the school environment or activity and/or educational

objectives;
2. Present a physical safety hazard to self, students, staff members, or other employees;
3. Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or,
4. Imply gang membership or affiliation by written communication, marks, drawing, paint, design, or emblem upon any school or personal property or on one's person.

Additionally, inappropriate hand gestures of any type are not acceptable. If the student's dress or behavior is in violation of these regulations, the principal or designee will ask the student to make the appropriate correction. If the student refuses, the parent/guardian will be notified and asked to make the necessary correction. The principal or designee will make the final decision and take appropriate corrective or disciplinary action.

Restorative Practice

Restorative Practices reflect the philosophy that when misbehavior occurs within a school, it affects those harmed, those causing the harm, and possibly others within the school community. The goal of Restorative Practices is to address conflict using open and respectful dialogue that focuses on the harm caused, strategies to repair this harm and the relationships of those involved, and strategies to stop the disruptive behavior. The goal of Restorative Practices is to foster new understanding through dialogue that results in a mutually-agreed resolution to the issue.

Behavioral Points of Contact (Board Policy 6930)

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents/guardians and/or students should contact their building principal or behavioral points of contact listed below.

Location	Behavioral Point of Contact
Bear Cub Preschool	Dr. Bree Rock
Lake Minatare	Ashlen Schaneman
Lincoln Heights	Krystal Rodriguez
Longfellow	Lukas Benzel
Roosevelt	Jessica Stec
Westmoor	Kristen Juelfs
Bluffs Middle School	James Miller
Scottsbluff High School	Matt Huck

SECTION 10–STATE AND FEDERAL PROGRAMS

Anti-Discrimination, Anti-Harassment, and Anti-Retaliation (Board Policy 5401)

Elimination of Discrimination

The Scottsbluff Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This School District intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Scottsbluff Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees, and Others:
Dr. Wendy Kemling, Executive Director of Student Services
2617 College Park, Scottsbluff, NE 69361
(308) 635-6200
wkemling@sbps.net

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact:

U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550 (voice)
Fax: (816) 268-0559
Telecommunications Device for the Deaf: (800) 877-8339
OCR.KansasCity@ed.gov

Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others
Purpose
The Scottsbluff Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment, and retaliation of any kind by district employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

1. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment; or,
2. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

1. Unwelcome sexual advances or propositions;
2. Requests or pressure for sexual favors;
3. Comments about an individual’s body, sexual activity, or sexual attractiveness;
4. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body;
5. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person’s will or where a person is incapable of giving consent due to the victim’s age, intellectual disability, or use of drugs or alcohol;
6. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc.; and/or,
7. Gender-based harassment: acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows, or reasonably should know, about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All district employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

Anti-Retaliation

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

Grievance (or Complaint) Procedures

Employees or students should initially report all instances of discrimination, harassment, or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment, or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is available in the office of each district building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

1. Level 1 - Investigation and Findings
   Once the District receives a grievance, complaint, or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District’s investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

   The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and district employees will not dissuade the complainant from filing a criminal complaint either during or after the District’s investigation.

The District will aim to complete its investigation within 10 working days after receiving a complaint or report, unless extenuating circumstances exist as determined by the investigator. Extenuating circumstances may include the unavailability of witnesses or the investigator due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will be determined by the investigator and in compliance with any legal requirement. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

a. Providing the parties with the opportunity to present witnesses and provide evidence;
b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct;
c. For allegations involving harassment, some of the factors the District will consider include:
    i. The nature of the conduct and whether the conduct was unwelcome;
    ii. The surrounding circumstances, expectations, and relationships;
    iii. The degree to which the conduct affected one or more students' education;
    iv. The type, frequency, and duration of the conduct;
    v. The identity of and relationship between the alleged harasser and the suspect or suspects of the harassment;
    vi. The number of individuals involved;
    vii. The age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment;
    viii. The location of the incidents and the context in which they occurred;
    ix. The totality of the circumstances; and/or,
    x. Other relevant evidence.
d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?).

The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations.

The District will inform each party when the investigation is complete and will communicate any remedies or disciplinary sanctions that are directly applicable to that individual. The District will not disclose information about disciplinary actions or remedies imposed on another student or employee, except as required by law or when such information directly impacts the receiving party.

2. Level 2 - Appeal to the Superintendent
If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within 10 working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. (If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.)

Confidentiality
The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

Training

The District will ensure that all district employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, First Student bus drivers, and school law enforcement officers are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate district officials or employees.

Designated Compliance Coordinators

Designated compliance coordinators will be responsible for:

1. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations;
2. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above;
3. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate);
4. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other district employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur;
5. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education;
6. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements;
7. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process;
8. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation;
9. Determining whether district employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations;
10. Recommending changes to this policy and grievance procedure; and,
11. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

Preventive Measures

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination in electronic and printed formats, including prominently displaying the notice on the District's website. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District’s website, reprinting it in district publications, such as Parent-Student Handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District’s anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Designation of Coordinator(s)

Any person having inquiries concerning this district’s compliance with anti-discrimination laws, policies, or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies, or programs. The contact address for the coordinator is: Scottsbluff Public Schools, 2617 College Park Scottsbluff, NE 69361, (308) 635-6200.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent, Dr. Andrew Dick and Executive Director of Student Services, Dr. Wendy Kemling
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent, Dr. Andrew Dick and Executive Director of Student Services, Dr. Wendy Kemling
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent, Dr. Andrew Dick and Executive Director of Student Services, Dr. Wendy Kemling
Homeless student laws	Children who are homeless	Superintendent, Dr. Andrew Dick and Executive Director of Student Services, Dr. Wendy Kemling
Safe and Drug-Free Schools and Communities	Safe and drug-free schools	Superintendent, Dr. Andrew Dick and Executive Director of Student Services, Dr. Wendy Kemling

Federal Programs Complaint Procedure

Federal regulations require the Scottsbluff Public Schools Board of Education to have on file written procedures for receiving and resolving any complaint from an organization or individual regarding a violation of a federal statute regulation that applies to federal programs. If you should have such a complaint, copies of the procedure are available at the District Office, 2617 College Park, Scottsbluff, NE.

Multicultural Policy (Board Policy 6370)

Scottsbluff Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and European Americans with special emphasis on human relations and sensitivity toward all races.

Statement of Philosophy and Mission. The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with:

1. An understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our nation and the world, and of the contributions made by diverse cultures and races; and,
2. The ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to prepare students to value and respect their own culture and race and cultures and races other than their own, and eliminate stereotypes and different treatment of others based on culture and race. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Implementation of Multicultural Education. The philosophy and mission of the multicultural education program is to be implemented as follows:

1. Multicultural education shall be included in goals established for educational programs.
2. Multicultural education shall be included in the District curriculum guides, frameworks, or standards.
3. The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and European Americans with special emphasis on human relations and sensitivity toward all races.

4. Staff development shall be provided on the District's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the District and program goals.
5. Periodic assessment of the multicultural education program shall be conducted by the Superintendent or the Superintendent's designee. Teachers and other staff upon request shall have the responsibility to provide the administration with reports on:
    a. The instructional materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission;
    b. Programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission; and,
    c. With their professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent or the Superintendent's designee shall provide an annual status report on the assessment to the Board of Education.

Notification of Rights Under FERPA (Board Policy 5202.1)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading at the time the record was created. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or otherwise allowed by law. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

Notice Concerning Directory Information

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and,
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released and can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside

organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's name, address, telephone number, and the name, address, telephone number e-mail address and other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent/guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's extracurricular participation;
6. Student's achievement awards or honors;
7. Student's weight and height if a member of an athletic team; and,
8. Student's photograph.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent/guardian or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents/guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent/guardian notifies the Superintendent in writing.

Notice Concerning Designation of Law Enforcement Unit

The District designates the Scottsbluff Police Department as the District's "law enforcement unit" for purposes of:

1. Enforcing any and all federal, state, or local law;
2. Maintaining the physical security and safety of the schools in the District; and,
3. Maintaining safe and drug-free schools.

Military Recruiters

The District will provide access to routine directory information of each student in a high school grade upon a request made by a military recruiter, unless the student's parent/guardian has submitted a written request to the high school principal that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students. If a parent/guardian does not want his/her student's information to be provided to a military recruiter, the parent/guardian must submit a written request to the high school principal.

Notice Concerning Designation of Law Enforcement Unit

The District designates the Scottsbluff Police Department as the District's "law enforcement unit" for purposes of enforcing any and all federal, state, or local law, maintaining the physical security and safety of the schools in the District, and maintaining safe and drug-free schools.

Requests to Contact Students and Student Interviews by Non-School Personnel (Board Policy 5413)

Removals of Students and Interviews of Students. In dealing with law enforcement officials, Scottsbluff Public Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with district operations or educational programming. For the purposes of law enforcement, (or other similar investigative processes) school staff may not transport the student.

Removals of Students by Law Enforcement Officials. Law enforcement officers shall be permitted to remove a child from school when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshalls, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests. Law enforcement officers, may in the line of duty, require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:

1. The child has violated a state law or municipal ordinance and such child was 11 years of age or older at the time of the violation, and the officer has reasonable grounds to believe such child committed such violation and was 11 years of age or older at the time of the violation;
2. The child is seriously endangered in his/her surroundings and immediate removal appears to be necessary for the child's protection;
3. The officer believes the child to be mentally ill and dangerous as defined in Neb. Rev. Stat. § 71-908 and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;
4. The officer has reasonable grounds to believe that the juvenile has run away from his/her parent/guardian or custodian;
5. A probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place lives or property in danger;
6. The officer has reasonable grounds to believe the juvenile is truant from school;
7. The officer has reasonable grounds to believe the child is immune from prosecution for prostitution under subsection (5) of the Neb. Rev. Stat. § 28-801; or,
8. The child has committed an act or engaged in behavior described in subdivision (1), (2), (3)(b), or (4) of the Neb. Rev. Stat. § 43-247 and such child was under 11 years of age at the time of such act or behavior, and the officer has reasonable cause to believe such child committed such act or engaged in such behavior and was under 11 years of age at such time.

If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of Scottsbluff Public Schools, the following action is to be taken:

1. Establish Authority to Remove. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student. The Affidavit & Release to Remove Student form may be used for this purpose.
2. Notify Local Law Enforcement. In some instances, there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of Scottsbluff Public Schools. Local law enforcement should be contacted and requested to participate in or monitor the removal.
3. Notify Parent/Guardian of Removal. When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent/guardian or responsible relative of the minor regarding the release of the minor student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse or neglect, the principal or other school official is not required to notify the parent/guardian, but shall provide the peace officer with the address and telephone number of the minor student's parents/guardian.

A student should not be released to a private detective or "special police officer" who is not an officer of a Nebraska political subdivision or an officer of an agency of the federal government without consent of the student's parent/guardian or custodian.

Interviews of Students by Law Enforcement Officials. Law enforcement officers and other law authorities should be urged to contact students for questioning outside the instructional day and off school premises whenever possible. When it is appropriate that such questioning occur, the following guidelines are to be followed:

Interviews Not Related to District Events. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to Scottsbluff Public Schools, questioning should not take place until the student's parent/guardian or custodian has been contacted and permission is given for such interview, unless the crime being investigated is neglect or abuse of that student, in which case consent and permission is not required. The consent should be documented. The presence of a school employee during the interview is not necessary.

1. Interviews Related to District Events. If the investigation relates to an incident which took place on school premises or during instructional time, it is not necessary to obtain consent of the student's parent/guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates only to the incident which took place on school premises or during instructional time or something which is directly related thereto.
2. Child Abuse or Neglect. If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted without consent of the student's parent/guardian or custodian. In these situations, an employee of Scottsbluff Public Schools should accompany the student to the interview location.

3. Probation Officer Interview. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on school premises. In such situations, it is neither necessary nor desirable that a district employee be present during the interview. It also is not necessary to obtain the consent of the parent/guardian or custodian.

Disclosure of Student Records. School employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

Removals and Interviews by Persons other than Law Enforcement Official. A person who comes to school premises to interview a student or remove a student prior to the end of the student's instructional day must obtain permission of an administrator or designee. Permission to remove is not to be granted without consent of the student's parent/guardian or custodian, or a person authorized by the student's parent/guardian or custodian to give such permission. Permission to interview on subjects not related to school matters is not to be granted unless there is a clearly valid and proper reason for the interview and such is not disruptive to school operations or the student's educational program. Ordinarily such contacts shall be restricted to the student's parent/guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

Student Privacy Protection Policy (5419)

It is the policy of Scottsbluff Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents/Guardians to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties. Parents/guardians shall have the right to inspect, upon the parent/guardian's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent/guardian's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive. The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled "Notification of and Right to Opt-Out of Specific Events."

Right of Parents/Guardians to Inspect Instructional Materials. Parents/guardians shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents/guardians shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent/guardian shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent/guardian, at such reasonable time and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent/guardian of such concern, and assist the parent/guardian with forming a request which can reasonably be accommodated. If the parent/guardian does not formulate such a request, and continues to desire certain curriculum materials, the parent/guardian shall be asked to make their request to the Superintendent or the Superintendent's designee.

Rights of Parents/Guardians to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent/guardian opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions:

1. In accordance with Nebraska Department of Health and Human Service requirements;
2. Physical examinations or screenings that are permitted or required by an applicable state law; and,
3. Surveys administered to students in accordance with the Individuals with Disabilities Education Act.

For physical examinations or screenings which do not fit into the applicable exceptions, the District

will follow the procedures set forth in the section entitled: “Notification & Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students. The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. Personal information for purposes of this policy means individually identifiable information about a student including student or parent/guardian’s first and last name, home address, telephone number, and social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples:

1. College or postsecondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by student of products or services to raise funds for school-related/education-related activities; or,
6. Student recognition programs.

Parent/Guardian Access to Instruments Used in the Collection of Personal Information. While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents/guardians shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent/guardian shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent/guardian to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent or the Superintendent’s designee for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting guardian as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy. The District shall provide parents/guardians with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents/guardians of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents/Guardians of Dates of and Right to Opt-Out of Specific Events. The District shall directly notify the parents/guardians of the affected children, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: The general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy;
3. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or of other students. (Note: The general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent/guardian opt-out right:
4. Screenings in accordance with Nebraska Department of Health and Human Service requirements;
5. Physical examinations or screenings that are permitted or required by an applicable state law; and,

6. Surveys administered to students in accordance with the Individuals with Disabilities Education Act.

Parents/guardians shall be offered an opportunity in advance to opt their child out of participation in any of the above-listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive. Any survey containing one or more of the following matters shall be deemed to be sensitive for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's parent/guardian;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent/guardian; or,
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service. The District shall attempt to obtain informed consent from the parent/guardian of each child who is under 18 years of age to participate in any mental-health assessment or therapeutic service that is funded under the Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent/guardian written notice describing in detail such mental health assessment or therapeutic service, including the purpose for such assessment or therapeutic service, the provider of such assessment or therapeutic service, when such assessment or therapeutic service will begin, and how long such assessment or therapeutic service may last. No mental health assessment can be conducted without written consent from the parent/guardian.

Parental Involvement in Schools (Board Policy 6400)

Scotts Bluff County School District 79-0032, aka Scottsbluff Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent/guardian or educational decision-maker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent/guardian or educational decision-maker may request a personal conference with appropriate school personnel to discuss such concerns as the Superintendent or the Superintendent's designee may deem appropriate. The Superintendent or the Superintendent's designee shall prepare a complaint form which may be used by a parent/guardian or educational decision-maker to express objections to any such instructional material. Such complaint form shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent/guardian or educational decision-maker.
2. Upon reasonable advance request, a parent/guardian or educational decision-maker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the child, other students, and the educational staff. Guidelines may be found in the District Parent-Student Handbook.
3. Parents/guardians or educational decision-makers are encouraged to communicate to school staff when the parent/guardian or educational decision-maker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent/guardian or educational decision-maker finds objectionable. The Superintendent or the Superintendent's designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent/guardian or educational decision-maker concerning what specific testing, classroom instruction, or other school experience the parent/guardian finds objectionable, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent/guardian, or educational decision-maker and consistent with the mission of the District and legitimate school interests. Parents/guardians or educational decision-makers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.
4. Upon request of a parent/guardians or educational decision-maker, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents/guardians or educational decision-makers when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents/guardians or educational decision-makers will be notified of where a sample of such a test might be viewed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent/guardian or educational decision-maker of such student shall be prohibited unless a parent/guardian or educational decision-maker requests in writing that such tests be administered to their child.

   Parents/guardians and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when a survey concerns one or more of the following areas:
   a. Political affiliations or beliefs of the student or the student's parent/guardian or educational decisionmaker;
   b. Mental or psychological problems of the student or the student's family;
   c. Sex behavior or attitudes;
   d. Illegal, anti-social, self-incriminating, or demeaning behavior;
   e. Critical appraisals of other individuals with whom respondents have close family relationships;
   f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
   g. Religious practices, affiliations, or beliefs of the student or student's parent/guardian or educational decisionmaker; or,
   h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

   Any survey administered by the District that asks students to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents/guardians or educational decisionmakers that their student will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents/guardians and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their students from participating in the survey.

   No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

   No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

6. As a general matter, substantive decision-making processes will be left to the judgment of the professional staff, administration, or where appropriate, the Board of Education, subject to an effort to receive information from parents/guardians as to any concerns, objections, or other information such parents/guardians or educational decision-makers would wish to provide to the District concerning a parent/guardian's or educational decision-maker's access, involvement, and participation in activities of the school.

Homeless Students (Board Policy 5418)

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

Definitions:

"School of Origin" shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

"Homeless Children and Youths" shall mean any individuals who lack a fixed, regular, and adequate nighttime

residence, and includes:

a. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals
b. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
c. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and/or,
d. Migratory children who qualify as homeless because they are living in circumstances described.

"Unaccompanied Youth" shall mean a homeless child or youth not in the physical custody of a parent/guardian.

School Selection. Each school shall presume that keeping a homeless child or youth enrolled in the child's or youth's school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent/guardian or, in the case of an unaccompanied youth, the youth. To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent/guardian or, in the case of an unaccompanied youth, the youth.

Enrollment. Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency, or has missed any application or enrollment deadlines during any period of homelessness.

Transportation. If the child or youth continues to attend his/her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

Records. Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and,
3. In a manner consistent with the Federal Education Rights and Privacy Act.

Services. The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing, and any other appropriate services;
4. Ensure that homeless children and youths:
    a. Are enrolled in school which includes attending classes and participating fully in school activities;
    b. Have a full and equal opportunity to meet the same challenging state academic standards as other children and youths;
    c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports; and,
    d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid;
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents/guardians of such youths and

unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable; and,

6. Ensure the dispute resolution process is carried out in accordance with the law and district policy.

Dispute Resolution. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The District shall immediately provide the child's parent/guardian or, in the case of an unaccompanied youth, a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent/guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within thirty calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

Appeals. Any parent/guardian, or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Pregnant and Parenting Students (Board Policy 5422)

Scottsbluff Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the District will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences. Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting-related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the District at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the District deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork, and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work. The District will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative programs for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation. The District will make reasonable accommodations for breastfeeding or milk expression during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical

outlet, a chair, and is reasonably accessible. Students shall also be provided a food-safe refrigerator to store breast milk safely.

Child Care. If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a Step 3 rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality. Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law. Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards, or scholarships.

Other Accommodations. Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional workspace, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment. Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination. This policy will be available at the beginning of each school year on the District's website and will be incorporated into the Parent-Student Handbook.

Married Students (Board Policy 5403)

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

Dating Violence Parent/GuardianNotice (Board Policy 5420)

Scottsbluff Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his/her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope, and subject to the limits of the District's authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy. Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the District's Parent-Student Handbook or an equivalent such publication. Parents/guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents/guardians shall be provided a copy of the dating violence policy and relevant information.

Student Records (Board Policy 5202)

Confidentiality of Student Records. School staff shall maintain student records in compliance with state and federal

law. Student files and other education records shall not be released or divulged except in compliance with state and federal law. School officials may have access to only those education records in which they have a legitimate educational interest, unless the parent/guardian has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to, and including, termination. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility and effectively provide the function or service for which they are responsible. A school official for purposes of access to education records is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. To the extent permitted by law, contractors, consultants, and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest, which means records needed to effectively provide the function or service for which they are responsible.

Student and Parent/Guardian Access to Student Records. A parent/guardian of a student or former student, and a student or former student who is 18 years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. Non-custodial parents will be provided full and equal access to the education records of his/her child unless there is a court order to the contrary.

Maintenance and Destruction. Student files or records shall be maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three years.

Amendment of Student Records. Parents/guardians and eligible students (a student who has reached 18 years of age or is attending an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading, or violates the privacy rights of the student. Such a challenge may be made by making a written request to the principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the principal shall inform the parent/guardian of the student and the Superintendent. The parent/guardian shall be advised of the right to a hearing. If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent/guardian or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

Qualifications for Appointment as Teachers (Board Policy 4100)

To be eligible for appointment as a teacher, an applicant must hold a valid Nebraska teaching certificate or permit (or provide satisfactory evidence that these requirements will be in place prior to commencement of duties).

Qualifications of Non-Certified Employees (Board Policy 4200)

Non-certificated employees shall meet the statutory license requirements and such other qualifications as may be determined by the Board and the Superintendent.

Asbestos

Scottsbluff Public Schools has completed and has on file at the Administration Office at 1722 1st Avenue, each Building Asbestos Management Plan. This plan contains the results of all building inspections and the response action necessary to either abate or encapsulate any asbestos-containing material. Each Building Plan is available electronically for public inspection in the principal's office at each building, with a master copy available at the Administration Office at 1722 1st Avenue, Scottsbluff, Nebraska.

Student Fees Policy (Board Policy 5416)

The Board of Education of Scottsbluff Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents/guardians have historically contributed to the

District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent/guardian contributions to enhance the educational program provided by the District. Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. The policy includes Appendix "I," which provides further specifics of student fees and materials required of students. Parents/guardians and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

Guidelines for Non-Specialized Attire Required for Specified Courses and Activities. Students have the responsibility to furnish and wear non-specialized attire meeting general district grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses, and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course, or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical, or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors, and math calculators. A specific class supply list will be published annually for elementary and middle school students. The list may include refundable damage or loss deposits required for usage of certain district property.

Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents/guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

Parking. Students may be required to pay for parking on school grounds or to school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

Extracurricular Activities-Specialized Equipment or Attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

Postsecondary Education Costs. Students are responsible for postsecondary education costs for courses offered off-campus that are not part of the students Career Academy graduation requirements. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a dual credit course taken at Scottsbluff High School taught by a Scottsbluff High School instructor or a course taken through a post-secondary institution as part of the student's Career Academy graduation requirements, the course shall be offered without charge for tuition, transportation, books, or other fees.

Transportation Costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

Copies of Student Files or Records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents/guardians of such student. A parent/guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents/guardians of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

Participation in Before-and-After-School or Pre-Kindergarten Services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

Participation in Summer School or Night School. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

Breakfast and Lunch Programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for participation in extracurricular activities and the use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch

program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents/guardians must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Parent-Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the Parent-Student Handbook). The Parent-Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

Student Fee Fund. The Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for:

1. Participation in extracurricular activities;
2. Postsecondary education costs; and,
3. Summer school or night school.

School Wellness Policy (Board Policy 5417)

A function of Scottsbluff Public Schools ("District") is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following school wellness policy.

District Wellness Committee Role and Membership. The District will convene a representative SBPS District Wellness Committee ("SBPSDWC") that meets at least two times per year to establish goals for and oversee school health and safety policies and programs, including the development, implementation, and periodic review and update of this District wellness policy. The SBPSDWC membership will represent all school levels and include (to the extent possible), but not be limited to parent/guardians, students, representatives of the school nutrition program, physical education teachers, health education teachers, school health professionals or staff, mental health and social services staff, school administrators, Board members, and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the SBPSDWC will include representatives from each school building and reflect the diversity of the community.

The Superintendent or the Superintendent's designee will convene the SBPSDWC and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy. Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement. The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school, and includes information about who will be responsible to make what change, by how much, where and when, as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report. This wellness policy and the progress reports can be found on the District's website.

Recordkeeping. The District will retain records to document compliance with the requirements of the wellness policy at the District Office and/or on the District's computer network.

Annual Notification of Policy. The District will inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments. Under the direction of the Superintendent or the Superintendent's designee, at least once every three years, the District will evaluate compliance with the wellness policy to assess the

implementation of the policy and identify necessary revisions. The District will notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy. The SBPSDWC will update or modify the wellness policy based on the results of the annual and triennial assessments and/or as district priorities change, community needs change, wellness goals are met, new health science, information, and technology emerges, and new federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach, and Communications. The District is committed to being responsive to community input, which begins with awareness of the wellness policy.

School Meals. All schools within the District will participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional federal child nutrition programs as eligible, such as the Fresh Fruit and Vegetable program, the Child and Adult Care Food Program and the After-School Snack program and will meet the minimum nutritional requirements of such programs. The District will make drinking water available in all locations where school meals are served during meal times.

Competitive Foods and Beverages. To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, and snack or food carts. Only for the purpose of competitive food and beverages in subsection 3 of this policy, a school day is the time between midnight the night before to 30 minutes after the end of the instructional day.

Celebrations and Rewards. All foods offered on the school campus will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. Celebrations and parties. The District will provide a list of healthy party ideas to parents/guardians and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents/guardians. The District will provide or make available to parents/guardians a list of foods and beverages that meet the USDA Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources. Foods and beverages will not be withheld as punishment for any reason, such as for performance or behavior.

Fundraising. Foods and beverages that meet or exceed the USDA Smart Snacks nutrition standards may be sold through fundraisers on the school campus during the school day.

Nutrition Promotion. Nutrition promotion will be provided through both classroom and school meal program efforts, which encourage participation in school meal programs and the consumption of nutrient-rich foods. Students and staff will receive consistent nutrition messages throughout the school building, classrooms, gymnasiums, and cafeterias.

Nutrition Education. The District will teach, model, encourage, and support healthy eating by all students.
Physical Education. A substantial percentage of students' physical activity can be provided through a Comprehensive School Physical Activity Program (CSPAP). The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education.

Classroom Physical Activity Breaks. Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

Active Academics. Teachers will incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible. Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before-and-After-School Activities. The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before-and-after-school by sponsoring or permitting physical activity clubs and physical activity in aftercare, intramurals, or interscholastic sports.

Active Transport. The District will support active transport to and from school, such as walking or biking.

Other Activities that Promote Student Wellness. The District will integrate wellness activities across the entire school setting, including other initiatives related to physical activity, physical education, nutrition, and other wellness components so efforts are complementary and work towards the same set of goals to promote student well-being, optimal development, and strong educational outcomes.

Community Partnerships. The District will develop, enhance, or continue relationships with parents/guardians, families, and community partners in support of this wellness policy implementation. Families, community members, and organizations will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

Community Health Promotion and Family Engagement. The District will promote to parents/guardians, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

Staff Wellness and Health Promotion. The SBPSDWC will focus on staff wellness issues, identify, and disseminate wellness resources and perform other functions that support staff wellness in coordination with human resources staff. Schools in the District will implement strategies to support staff in promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will receive information about health promotion efforts.

Professional Learning. When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.

2025 - 2026

SBPS DISTRICT PARENT-STUDENT HANDBOOK



SCOTTSBLUFF PUBLIC SCHOOLS
EVERY CHILD , EVERY DAY

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Intent of Handbook

This handbook contains districtwide information. Please refer to your student's school handbook for additional information specific to your student's school.

This handbook is intended to be used by students, parents/guardians, and staff as a guide to the rules, regulations, and general information about Scottsbluff Public Schools. Each student is responsible for becoming familiar with the handbook and knowing its information. Parents/guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all-encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

The policies of the Board of Education may cover areas not addressed in this handbook. SBPS Board Policies are available online at:

https://meeting.sparqdata.com/Public/Book/49?docTypeId=39457&file=85413d63-c303-464a-a735-93ec81ae5c5b

SECTION 1 – GENERAL DISTRICT INFORMATION

Mission Statement of Scottsbluff Public Schools
Every Child, Every Day

Vision Statement of Scottsbluff Public Schools
The Scottsbluff School District's vision of the future is…to provide a safe and engaging learning environment that will empower our students of today to successfully meet the challenges of tomorrow.

Educational Philosophy of Scottsbluff Public Schools
As a school corporation of Nebraska, the Scottsbluff Public School District, acting through its Board of Education, is dedicated to promoting an equal opportunity for a quality public education to its students within the limitations of the District's ability and willingness to furnish financial support to provide for students, in cooperation with their parents/guardians and the District community, the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The Board endeavors, through the dedication of the District's resources, to encourage students, who come to the District from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, and places in the District community, and attain recognition as individuals. To achieve this goal, the Board will seek qualified employees dedicated to the development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of public education. Critical thinking and problem-solving skills that will assist the students' preparation for life shall be instructed as part of a sequentially coordinated curriculum. The District strives to prepare students for employment, to discover and nurture creative talent, and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

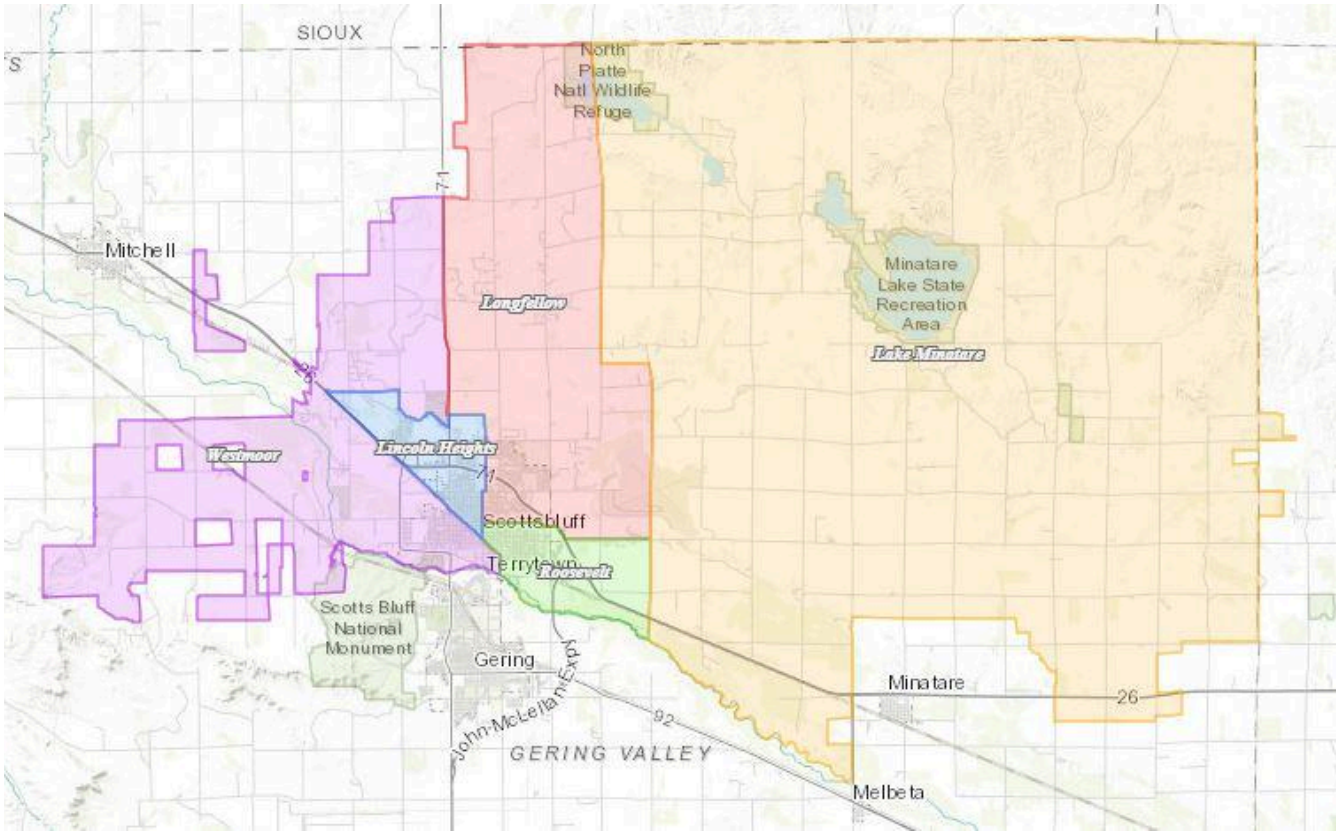
The support and involvement of the home and the District community are essential to achieve educational excellence in the District. The District strives to maintain an active relationship with the home and the District community to create within the students an awareness of the dignity and worth of the individual, civic responsibility, and respect for authority.



Scottsbluff Public Schools Board of Education

Scott Reisig – President
Beth Merrigan – Vice President
Mark Lang – Member
Rob Polk – Member
Tory Schwartz – Member
Paul Snyder – Member
Reagan True – Secretary
Marianne Carlson – Treasurer

Scottsbluff Public Schools District Map



SCOTTSBLUFF PUBLIC SCHOOLS
EVERY CHILD . EVERY DAY

25-26 PRE-K - 12 CALENDAR

AUGUST
T = 17 S = 12

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

SEPTEMBER
T = 21 S = 19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER
T = 23 S = 20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER
T = 17 S = 17

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

DECEMBER
T = 15 S = 13.5

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY
T = 20 S = 18

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY
T = 19 S = 18

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH
T = 22 S = 19

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL
T = 19 S = 19

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY
T = 16 S = 13.5

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

K-12 START & END TIMES

School	Start	End
BMS	7:45	3:00
SHS	7:45	3:25
Lake Minatare	8:05	3:20
Lincoln Heights	7:55	3:10
Longfellow	7:50	3:05
Westmoor	8:00	3:15
Roosevelt	8:05	3:20

PRE-K START & END TIMES

Full Day	8:00	3:00
AM Session	8:15	11:15
PM Session	12:15	3:15

TOTAL ATTENDANCE DAYS

STUDENT = 169 DAYS*
STAFF = 189 DAYS

QUARTER 1 = 43 DAYS
QUARTER 2 = 38.5 DAYS
QUARTER 3 = 45 DAYS
QUARTER 4 = 42.5 DAYS

1ST SEMESTER = 81.5 DAYS
2ND SEMESTER = 87.5 DAYS

**BASED ON GRADES 9-12*

Calendar dates and times are subject to change.

Snow Days: After three snow days, each additional snow day will add a workday for staff.

www.sbps.net

August
1-6: New Teacher Orientation
7-13: Staff Development
12-13: PK Home Visits
14: PK Staff Head Start Training
14: K-12 Students-1st Day of School
18-19: PK Students-1st Day of School

September
1: No School for Students/Staff
2: PD/Workday-No School for Students
19: PD Day-No School for Students
22: No School-PK-8 Students

October
16: End of 1st Quarter
16: No School-PK-5 Students
17: PD/Workday-No School for Students
22: PK-12 Parent-Teacher Conferences (4:00-8:00 PM)
23: PK-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
24: No School for Students/Staff

November
26-28: No School for Students/Staff

December
1: PD/Workday-No School for Students
19: End of Semester-11:30 AM Dismissal
19: No School for PK Students
22-31: No School for Students/Staff

January
1-2: No School for Students/Staff
5: PD/Workday-No School for Students
6: 1st Day of Second Semester
23: PD Day-No School for Students
23: PK Staff Head Start Partnership Training

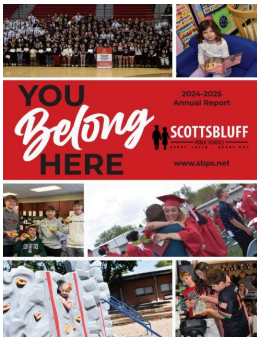
February
13: No School for Students/Staff
16: ESU PD Day-No School for Students
17: No School-PK-8 Students

March
12: End of 3rd Quarter
13: PD/Workday-No School for Students
18: PK Home Visits - No School for PK (8:00 AM-3:30 PM)
18: K-12 Parent-Teacher Conferences (4:00-8:00 PM)
19: K-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
19: PK Home Visits-No School for PK (8:00 AM-8:00 PM)
20: No School for Students/Staff

April
2-6: No School for Students/Staff
7: No School-PK-5 Students
30: PK Parent/Teacher Conferences (4:00-8:00 PM)

May
1: PK Parent-Teacher Conferences (8:00 AM-3:30 PM) No School for PK
4: PD Day-No School for Students
17: Graduation
20: Last Day for PK Students
21: Last Day for K-12-11:30 AM Dismissal
22: Last Day for Staff

SECTION 2 – COMMUNICATION



School Newsletters

School newsletters are published and distributed monthly during the school year at all schools. It is a monthly guide for students and parents/guardians to meaningful activities and important news.

SBPS Annual Report

The Scottsbluff Public Schools Annual Report, ~~"The State of Your Schools,"~~ is published yearly and distributed to every home in Scottsbluff.
https://www.sbps.net/about_sbps/why_choose_scottsbluff/annual_report

SBPS Insider

School district news is delivered to your inbox, including an update after each Board of Education meeting. Great for community members who don't have a currently enrolled student!
www.sbps.net/stay_connected/insider_community_newsletter



ParentSquare

ParentSquare messaging is utilized by teachers, schools, and the District as the primary method of communication with parents/guardians. Sign up today at www.parentsquare.com.

Contact Us

If you have questions, comments, or ideas, contact SBPS through our website: www.sbps.net.

SBPS Social Media

Follow SBPS on Facebook, Twitter, and Instagram.

Parents & Guardians: If You Have A Concern, Question, or Compliment

Complaint Procedures

The proper procedure for a parent/guardian or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are other procedures identified in the Parent-Student Handbook to address specific complaints or concerns, such as discrimination or harassment, bullying, or disciplinary actions. Those procedures should be used where applicable.

1. Complaint Procedure
   - Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
   - Step 2. Address the concern with the principal if the matter is not resolved at Step 1.
   - Step 3. Address the concern with the Superintendent if the matter is not resolved at Step 2.
   - Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Parenting Plans

The District acknowledges the importance of parenting plans/custody arrangements as may be agreed to by parents or established by the courts. Such parenting plans are agreements established solely between the two parties involved. Third parties, including the Scottsbluff Public Schools, are not direct parties to these legal arrangements and are not typically bound or governed by the court documents.

The District will make every reasonable effort to accommodate the terms of a parenting plan when feasible and appropriate. The District reserves the right to make decisions in the best interest of each student and has the discretion to follow parenting plans established by the courts, but is not obligated to do so. It is recommended that parents communicate directly with the school regarding any parenting plan arrangements to ensure that their student's educational needs are met effectively.

DISTRICT CONTACT INFORMATION

Location	Address	Administration	Phone	Website
Bear Cub Preschool	2617 College Park ~~1722 1st Avenue~~	Dr. Bree Rock, Early Childhood Director	635-6293	Bear Cub Preschool
Bluffs Middle School	27 East 23rd Street	Jana Mason, Principal Brittni Chancellor, Assistant Principal James Miller, Assistant Principal	635-6270	Bluffs Middle School
Lake Minatare Elementary	280548 CR K	Ashlen Schaneman, Principal	783-1134	Lake Minatare Elementary
Lincoln Heights Elementary	2214 Ave C	Jeremy Behnke, Principal Krystal Rodriguez, Assistant Principal	635-6252	Lincoln Heights Elementary
Longfellow Elementary	2003 5th Ave	Lukas Benzel, Principal	635-6262	Longfellow Elementary
ReConnect	~~2609 Broadway~~ 2512 2nd Avenue	Kyle King, Program Director	633-2211	Reconnect
Roosevelt Elementary	1306 9th Ave	Frances Burkhalter, Principal Jessica Stec, Assistant Principal	635-6259	Roosevelt Elementary
Scottsbluff High School	313 E 27th	Justin Shaddick, Principal Matt Huck, Assistant Principal Kelli Jensen, Assistant Principal Kenna Urwiller, Assistant Principal ~~David Hoxworth~~ Nate Rock, Activities Director	635-6230	Scottsbluff High School
Scottsbluff Plus	2609 Broadway	Wesley Hester, Program Director	218-6299	Scottsbluff Public Schools
Westmoor Elementary	1722 Avenue K	~~Bert Wright~~ Bethany Jolliffe, Principal ~~Bethany Jolliffe~~ Kristin Juelfs, Assistant Principal	635-6255	Westmoor Elementary
District Office	2617 College Park ~~1722 1st Avenue~~	Dr. Andrew Dick, Superintendent Marianne Carlson, Executive Director of Finance Dr. Wendy Kemling, Executive Director of Student Services Mike Mason, Executive Director of Curriculum and Instruction	635-6200	Scottsbluff Public Schools

SECTION 3 – EMERGENCY INFORMATION

Administrative Actions in Emergency (Board Policy 2410)

In any crisis or emergency circumstances, the immediate concern is securing the safety and welfare of students and staff. A second priority, if appropriate, will be the securing and salvaging of property. The Superintendent will be in charge of administering and monitoring any emergency event, except that if the situation is confined to a particular building, the principal will be in charge with the Superintendent advising on necessary decisions. Once the nature of the emergency is determined and the immediate concerns for students and staff are addressed, the Superintendent will:

1. Alert Board members;
2. Decide whether or not to convene or postpone school, with attendant adjustments in transportation and activity schedules;
3. Determine the need to involve other agencies and/or officials (e.g., police, fire and emergency personnel, counseling services, and insurance representatives). All administrators will maintain an accessible emergency phone list; and,
4. Notify students, staff, and patrons via appropriate media.

Inclement Weather. In the event of bad weather, or other circumstances in which the safety of students would be endangered by attending school, the Superintendent will make the decision to cancel or delay the start of school and whether or not staff are to report for duty. When school is canceled, ordinarily, all after-school activities will be canceled. Any decision to the contrary must have the Superintendent's permission and include provision for communicating with all affected parties in a timely manner. Weather information will be sought from current weather station reports and consultation with the transportation director and other area superintendents. The decision to cancel school will be made as early as possible. A system will be developed to alert the staff, and the Superintendent or the Superintendent's designee shall inform appropriate local media and request that they make the appropriate announcement to the public. The Board of Education will determine in the spring whether time missed for inclement weather or other emergency school closings should be made up.

Fire, Tornado, and Gas Leaks. Principals shall design and keep current drill and evacuation plans, to include emergency shelter.

Student or Staff Deaths. When notice is received of a student or staff death, the involved administrators will inform and consult with the Superintendent. Ordinarily, school will be convened; however, appropriate modifications in daily school activities which are sensitive to the incident will be made. Further, if deemed necessary, a counseling intervention team will be made available, in conjunction with school counseling services, to provide assistance to students and staff. Substitute teachers will be employed if deemed appropriate. School officials will attempt to balance funeral accommodations with the need to convene school with minimal disruption.

Civilian Emergencies. The school buildings are available as emergency shelters if needed. School officials, to the extent possible, will cooperate with other civil authorities, including local, area, and state law enforcement agencies and fire department officials, in making school facilities available during any civilian emergencies.

Fire Drills (Board Policy 6115)

Fire drills shall be conducted at such times and manner as is required by the State Fire Marshal. The frequency of fire drills shall be as follows:

1. At a sufficient frequency to familiarize occupants with the drill procedure as a matter of routine;
2. Every month in each school building in which the facility is in session;
3. Subject to the exception that a monthly drill may be deferred in months of severe weather, provided that the required number of annual drills is achieved and not less than four are conducted before the drills are deferred; and,
4. The first drill shall be conducted within the first 30 days of a school year.

The manner of conducting fire drills shall be as follows:

1. Emphasis shall be on conducting an orderly evacuation, rather than speed;
2. Under varying conditions and at expected and unexpected times;
3. Participants shall relocate to a predetermined location and remain until recalled or dismissed; and,
4. All emergency and relocation drill alarms shall be sounded.

Emergency Response Plan

Emergency response plans and directions for tornado, evacuation, hold, lockdown, secure, shelter in place, and fire drill

activities have been developed. All emergency response plans shall be in compliance with state fire code. Two tornado drills are to be exercised and two lockdown drills practiced each school year.

Since many parents/guardians may not be at home, all children and faculty will be normally retained at the school building in case of extreme emergency. The school notification system will be activated to inform parents/guardians regarding where children may be picked up at school or at the evacuation site.

SECTION 4 – USE OF BUILDING AND GROUNDS

Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's badge. ~~visitor's pass.~~

Parent/Guardian School Visits

In accordance with building and District safety procedures, unless otherwise prohibited or restricted by law or court order, parents/guardians may visit schools with the approval of the building administration. The principal authorizing visits shall consider the following:

- Potential for disruption to the educational environment;
- Distraction to students and staff;
- Confidentiality for students and staff; and,
- The Standard Response Protocols for student and staff safety.

Guidelines for Parent/Guardian Visits

- Requests to visit the classroom must be made to the principal at least 24 hours in advance.
- Visits to classrooms during the first two and last two weeks of school are not permitted to ensure a smooth transition.
- All visitors shall report to the main office and/or security desk to be screened and provided a visitor badge. All visitors must wear the badge at all times while in the building.
- You may be escorted by school security staff or an administrator to and from the classroom you are visiting.
- Some schools may choose to have an administrator accompany the parent/guardian for all class visits to ensure no distractions or disruptions.
- Parents/guardians should avoid interrupting the classroom by attempting to communicate with the teacher or other students. A parent/teacher conference should be scheduled if necessary.
- Classroom visits should not be overbearing and are limited to the following:
    - Elementary visits will be limited to no more than 30 minutes.
    - Middle school and high school visits will be limited to two class periods per quarter or a total of eight class periods in one school year.
- Other children should not be brought whenever a parent/guardian visits a classroom to protect the learning environment and avoid potential disruptions.
- Cell phones should not be used while visiting a class and should be turned off or on silent. Photos, recordings, or videos may only be taken during the visit if approved in advance by the building administration.
- Any disruptions created during visits may result in this privilege being reconsidered and modified.

Volunteers

Scottsbluff Public Schools welcomes and values its volunteers. Volunteers play an important role in supporting our school communities. If you are interested in volunteering, we can find a role that fits your time and talents. Interested individuals should contact any of our schools directly and pick up a Volunteer Agreement form from their main office.

Care of School Property

Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school. School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Vandalism (Board Policy 5407)

Students and their parents/guardians shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings, and grounds.

Search and Seizure (Board Policy 5406)

Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of all school property, including but not limited to student lockers, may be conducted at the discretion of the administration.

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that:
    a. The student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent);
    b. The testing actually be random;
    c. The testing procedures limit any intrusion on student privacy and provide for an appropriate level of confidentiality and accuracy; and,
    d. The response to positive tests takes into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
6. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearms, or dangerous weapons shall be confiscated and delivered to law enforcement as soon as practicable. A personal safety or security device (such as a taser, mace, or pepper spray) not previously approved by the administration constitutes a "dangerous weapon."
2. Items that have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

Student Searches and Metal Detectors (Board Policy 5406.1)

To ensure that school buildings remain safe and free from dangerous objects and paraphernalia, the Board of Education hereby authorizes the use of metal detectors to conduct lawful searches of students on school grounds, in a school vehicle, or at a school activity. The following procedures will be implemented for metal detectors at Scottsbluff Public Schools:

1. Prior to any student being screened by a metal detector, the District will provide written notice to all students and parents/guardians about the use of metal detectors in school. Said notice may be incorporated into the Parent-Student Handbook, emailed to parents/guardians, and/or posted on signage around school buildings. Such notice shall be issued at least once each school year.
2. District staff may conduct screenings based on:
    a. Reasonable suspicion; and/or,
    b. A random, nondiscriminatory basis, so long as no individual is targeted.
3. Any individual subject to a metal detector screening must bring their personal belongings (coat, backpack, purse, gym bag, and the like) to the location where the screening will be performed. Said items may be subject to a metal detector screening.
4. All persons subject to a metal detector screening are required to remove any metal or dangerous objects from their person and/or personal belongings prior to the screening. After removing any such metal or dangerous objects, the person will be subjected to the metal detector screening.

5. If the metal detector activates during a screening, then such person will be subject to additional screening and/or further search by district personnel.
6. Any person found to be in possession of a firearm or other dangerous weapon will be immediately removed from school grounds and shall be subject to arrest and/or disciplinary action pursuant to applicable law and Student Code of Conduct.
7. Individuals found to be in possession of other unauthorized items (such as drugs) will be subject to disciplinary action, referral to law enforcement, and/or immediate removal from school grounds.
8. Any student who refuses to submit to a search consistent with these procedures will be subject to a search of his/her personal and belongings, and any other appropriate disciplinary action by school administration. Other persons (such as visitors) who refuse to submit to a search consistent with these procedures will be refused entry and escorted off school grounds immediately.
9. No student will be subjected to a metal detector screening based on any discriminatory or unlawful reason.
10. Nothing in this policy shall preclude or preempt any Individualized Education Plan, 504 Plan, or other legal requirements under the applicable special education laws.
11. Nothing in this policy precludes the District from conducting other lawful searches or activities in an effort to keep school safe and free from dangerous weapons.

Personal Searches

A student's person and/or personal effects (e.g., purse, book bag, vehicles parked on school property. etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat down search of a student's person is conducted, it will be conducted in a private location by a school official of the same sex and with an adult witness present.

Video Surveillance (Board Policy 3231)

The Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare, and safety of staff, students, and visitors, safeguarding district facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.

Placement. Video cameras and similar devices are authorized to be used on school facilities, school vehicles, and other places within the control of the District. The locations in which the devices will be placed and the times the devices will be in use are to be determined by the Superintendent or the Superintendent's designee consistent with the purposes set forth in this policy. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms.

Notice. Notice of the fact that video surveillance cameras are being utilized shall be given through appropriate mechanisms, such as by posting signs in the building entry and other locations and by including a notice in the Parent-Student and staff handbooks.

Viewing Monitors and Video Recordings. Monitors used to view video recordings are to be located and positioned such that only authorized personnel are able to see the images on the monitors. Only authorized personnel shall be allowed to view recorded videos. Authorized personnel for these purposes are school administrators, school staff members with a direct involvement with the recorded contents of the specific video recording, and employees or agents responsible for the technical operations of the system (for technical purposes only). School administrators may allow law enforcement officers to view monitors and recorded video when such is consistent with school security and discipline and consistent with law. Students shall not be permitted to view the monitors. Students shall not be permitted to view recorded video except where the individual student is the focus of the recorded video. If a student is not the sole focus of the recorded video, and the parent/guardian wishes to have other individuals in the video redacted, the parent/guardian will be required to pay the cost of the redaction.

Use of Video Recordings. Video records may be used as a basis for student or employee disciplinary action and for making reports to law enforcement.

Video Recordings as Education Records. Video recordings which are considered to be "education records" within the scope of FERPA shall be maintained in accordance with FERPA and other applicable laws. A video recording may be considered an education record when a specific student is the sole and only focus of the video recording.

Maintaining Video Recordings. The District shall comply with all applicable state and federal laws related to record maintenance and retention of video recordings. Video recordings that contain personal information shall be securely stored and, when such recordings are no longer needed or required to be maintained, shall be properly disposed of.

Maintaining the Integrity of the Video Surveillance System. The building principals shall be responsible for periodically checking the video surveillance system within their building to ensure it is operating properly. Students or staff who vandalize, damage, disable, or render inoperable surveillance cameras or equipment, or use the video surveillance system in a manner that is not consistent with the purposes set forth in this policy, shall be subject to appropriate disciplinary action (up to and including expulsion for a student, and termination for a staff member) and referral to appropriate law enforcement authorities.

Recording of Others (Board Policy 1102)

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either the person or persons being recorded or whose image or sound is being transmitted, by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or the Superintendent or the Superintendent's designee. This prohibition applies to all persons, including staff, students, and community members, regardless of the content or context of the image or sound. However, this provision shall not apply to district-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program (IEP) meeting if the recording is necessary to ensure that the parent/guardian understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Student Valuables at School

Students should not bring money, expensive equipment, games, toys, jewelry, or the like to school. The school is not responsible for lost, damaged, or stolen items.

Lost and Found

Students who find lost articles are asked to take them to the school's main office, where the articles can be claimed by the owner. If articles are lost at school, students should report that loss to office personnel.

Nuisance Items

Items deemed a nuisance or distraction to the learning environment include, but are not limited to: skateboards, longboards, laser light pens, air horns, white out, cameras of any kind, sunglasses, safety glasses outside the classroom, canned air/aerosols or other items deemed by the school administration to deter from the educational process or school mission. These items are strictly prohibited, will be confiscated, and may or may not be returned to a parent/guardian. Lost or stolen items of this nature will not be the responsibility of the school and are one of the reasons these types of items are discouraged to be brought to school.

Accident Insurance

Accident insurance covers students while they are traveling to or from school or participating in school activities (except football). Insurance is offered for a nominal cost at the beginning of the school year and coverage is optional. Information pertaining to this policy is made available to all students at the beginning of the school year.

Reporting Accidents

Any student who has an accident in school or on school grounds must report each incident to a teacher or an administrator in a timely manner, who will then complete an accident report form and submit it to the school's main office.

Plagiarism, Copyrights, and Patents (Board Policy 6287)

Plagiarism. Plagiarism by staff or students is considered academic dishonesty, is prohibited, and may result in disciplinary action, including termination from employment or expulsion from school.

Plagiarism is the use of close imitation of the work, language, or ideas of another and the representation of them as one's own original work. All staff shall be responsible for informing themselves and reviewing relevant information pertaining to plagiarism. Teachers will instruct students in appropriate research and citation practices.

Copyrights and Patents. It is the intent of the District to adhere to the provisions of the U.S. Copyright Law and the Patent Act. All individuals within the District, including administrators, teachers, other staff members, and students, are prohibited from using, copying, or transmitting materials not specifically allowed by fair use, copyright or patent law, licenses or contractual agreements, or permission. All staff shall be responsible for informing themselves and reviewing relevant information pertaining to copyright and patent rules, fair use, district licenses, or contractual agreements, and permissions. Individuals within the District who are uncertain as to whether a material is copyrights must seek prior

clarification from a supervisor or administrator before copying or transmitting such materials.

Anyone who disregards this copyright and patent policy is in violation of the law and this policy, assumes all responsibility for infringement, including possible civil liability and criminal prosecution and may be subject to disciplinary action including termination from employment. The District does not assume any legal responsibility for any infringement of copyrights, patents, or other proprietary rights.

All staff shall also respect the copyright, patent, and proprietary rights of any materials accessed through the District's network system or technology resources. Staff may not use or duplicate copyrights or patented materials, graphics, software (including district-owned or district-licensed software) or other proprietary materials without permission from the copyright or patent holder, unless the use falls within fair use parameters, licenses, or contractual agreement or permissions, whether for personal use or for the use of others.

Persons who secure permission, licenses, or other contractual agreements shall maintain adequate records regarding the use of copyrights or patented materials.

~~It is the District's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing coursework, they also must follow federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced, thus copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice. The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in Article 3 – Use of Building and Grounds 19 determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:~~

1. ~~The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;~~
2. ~~The nature of the copyrighted work;~~
3. ~~The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and,~~
4. ~~The effect of the use upon the potential market for or value of the copyrighted work.~~

~~Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.~~

Eye Protective Devices

The District shall supply eye protective devices for teachers, students, and visitors to all shops and laboratories meeting the standard of the American National Standard Practice for Occupational and Educational Eye and Face Protection as approved by the American National Standard Institute (ANSI). Every teacher and student shall be required to wear eye protective devices at all times while participating in or observing the following courses of instruction:

1. Vocational, technical, industrial arts, chemical, or chemical-physical involving exposure to:
    a. Hot molten metals or other molten materials;
    b. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
    c. Heat treatment, tempering, or kiln firing of any metal or other materials;
    d. Gas or electric arc welding or other forms of welding processes;
    e. Repair or servicing any vehicle; or,
    f. Caustic or explosive materials.
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

SECTION 5 – STUDENT ATTENDANCE

Student Attendance Records (Board Policy 5013)

As part of the District's records, the daily attendance of each student shall be recorded and maintained on file with the permanent records of the District. It shall be the responsibility of the principals to ensure that such reports contain all information required by law and are filed with the District Office.

Mandatory Ages of Attendance (Board Policy 5008.1)

A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent/guardian has signed and filed with the District in which the child resides an affidavit stating either:

1. That the child is participating in an education program that the parent/guardian believes will prepare the child to enter grade one for the following school year; or,
2. That the parent/guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent/guardian intends to provide the Commissioner of Education with a statement pursuant to section Neb. Rev. Stat. § 79-1601 on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who:

1. Has obtained a high school diploma by meeting statutory graduation requirements;
2. Has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or,
3. Has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or the Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Scottsbluff Public Schools or resides in the Scottsbluff Public School District and is enrolled in a private, denominational, or parochial school. The exit interview shall be personally attended by:

1. The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
2. The person who has legal or actual charge or control of the child who requested the exit interview;
3. The Superintendent or the Superintendent's designee;
4. The child's principal or designee if the child at the time of the exit interview is enrolled in a school operated by the District; and,
5. Any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that the person has legal or actual charge or control of the child and the child would be withdrawing due to either:

1. Financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or,
2. An illness of the child making attendance impossible or impracticable.

The Superintendent or the Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the District and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the District agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

1. The child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable; and,
2. The Superintendent or the Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the

Superintendent or the Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either financial hardship, or an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

Student Attendance (Board Policy 5008)

Scottsbluff Public Schools complies with the attendance policies outlined within Nebraska Revised Statute § 79-201, which defines the criteria for excused absences. These regulations are mandated by state law to ensure consistent attendance practices across all Nebraska schools. While the District is required to enforce attendance rules, staff are committed to work collaboratively with students and their parents/guardians to support student attendance and success.

Attendance Policy and Excessive Absenteeism. Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The District will maintain an accurate record of student attendance.

Attendance and Absences.
The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

1. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
    a. Impossible or impracticable barriers outside the control of the parent/guardian or child prevent a student from attending school. The parent/guardian must provide the school with documentation to demonstrate the absence was beyond the control of the parent/guardian or child. This could include, but is not limited to documented absence for illness (including physical or mental illness) or court, death of a family member, or suspension.
    b. Other absences as determined by the principal or the principal's designee.
2. Not School Excused. Absences that are Not School Excused may result in a report to the county attorney and may be classified as follows:
    a. Parent/guardian acknowledged absences are those in which the parent/guardian communicated with the school in the prescribed manner that the child is absent and is the parent/guardian's responsibility for the extent of the school day. This includes, but is not limited to, vacations, undocumented illness, and undocumented medical appointments.
    b. Other absences are those in which the parent/guardian has not communicated a reason for the student's absence.

Scottsbluff Public Schools respects the right of the parents/guardians to responsibly report their child will be absent from school when necessary and encourages open communication regarding student attendance. Based on the outlined criteria above, an absence or tardy, even if reported by the parent/guardian, may still be classified as Not School Excused. This classification system ensures compliance with Nebraska State Statutes.

Excessive Absenteeism. Excessive absenteeism is defined as unexcused and excused absences exceeding 10 percent of days enrolled or the hourly equivalent. Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students.

Duty to Report Excessive Absenteeism. Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the appropriate school administrator as the Superintendent's designee to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the District, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall

designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under “Excessive Absenteeism” and “Reporting Excessive Absenteeism.”

Responding to Excessive Absenteeism. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student accumulates 10 absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student’s academics, the student’s attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child’s parent/guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

1. The physical, mental, or behavioral health of the child;
2. Educational counseling;
3. Referral to community agencies for economic services;
4. Family or individual counseling;
5. Assisting the family in working with other community services; and/or,
6. Referral to restorative justice practices or services.

If the parent/guardian refuses to participate in such meetings, the principal shall place documentation of such refusal in the child’s attendance records.

Reporting Excessive Absenteeism to the County Attorney. The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than 20 absences per school year. The school shall notify the child’s family in writing prior to making the referral to the county attorney. Illness, including physical or mental illness, that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

SCOTTSBLUFF PUBLIC SCHOOLS ATTENDANCE GUIDELINES

School Excused Absences

Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed: "impossible or impracticable barriers outside the control of the parent, guardian, or child prevent a student from attending school. The parent or guardian must provide the school with documnentation to demonstrate the absence was beyond the control of the parent, guardian, or child. This could include, but is not limited to, documented illness (including physical or mental illness), court or death of a family member.

CODE	DESCRIPTION
MD Medical Excused	• Medical absence is excused by a health provider and is **documented with a note from the provider.**
MDN Medical Health Office Staff	• Medical absence is **excused by school health staff.**
CT Court	• Legal matters which cannot be arranged at a time other than during school hours. **A dated court document must be provided to be excused.**
BER Bereavement	• The student is attending a funeral. • Death or serious illness of the student's family member. • Up to five days per year may be BER. Additional days with administrator approval.

** Criteria for School Excused Absences and Not School Excused Absences can be found in Nebraska Revised Statute 79-201.

Not School Excused Absences

Absences that are Not School Excused may result in a report to the county attorney and may be classified as follows: "Parent or guardian-acknowleged absences are those in which the parent or guardian communicated with the school in the prescribed manner that the child is absent and is the parent or guardian's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments (without documentation).

CODE	DESCRIPTION
NC No Contact	• Failure to call in the student's absence within 48 hours.
IL Illness	• Personal Illness - The parent/guardian notifies the school within 48 hours that the student is ill **(without documentation)**.
PQ Parent Request	• The parent requests that the student be absent from school. This includes, but is not limited to, vacations and medical appointments **(without documentation)**.
EL Early Leave	• Elementary Only - Early departures may accumulate to the equivalence of absences and be subject to Nebraska State Statute. • When an elementary student checks out of school early and misses more than 1/2 of the instructional time in the afternoon session (1 1/2 hours), they will be deemed absent for that session.
UAPT Unexcused Appointment Less Than 90 Minutes	• **Elementary Only** - Any unexcused appointment less than 90 minutes, including a dental or medical appointment without a provider note, will be considered UAPT. Unexcused appointments may accumulate to the equivalence of absences and be subject to the Nebraska State Statute. • Any unexcused appointment over 90 minutes is counted as a half-day PQ absence.
TD Tardy	• Tardies may accumulate to the equivalence of absences and be subject to Nebraska Statute. • **Elementary** - Students are marked tardy if they arrive after the first 15 minutes of school start time. • **BMS & SHS** - A student is tardy if they arrive late to a class within the first 15 minutes of class. A student arriving after the first 15 minutes will be marked as an unexcused absence.
TDA Tardy Absent	• **Elementary Only** - If the student arrives after 90 minutes of the start time, they are marked TDA.

SCOTTSBLUFF PUBLIC SCHOOLS ATTENDANCE GUIDELINES

Administrative Absences

Students will be assigned an excused administrative absence from school by the principal or the principal's designee for the following reasons:

CODE	DESCRIPTION
AD Administrative	• Determined by the building principal.
AT Athletic Event	• Students must be attending a school-sponsored athletic activity.
AV Admin College Visits	• **High School Only** - First two college visits.
AC Activity Other Than Athletic	• Students must be attending a school-sponsored activity.
WE Weather Related	• This code is only used **with Superintendent notification.**

Discipline-Related Absences

Discipline-related absences will not result in a report to the county attorney. Students will be assigned an excused adminstrative absence from school by the principal or the principal's designee for the following reasons:

CODE	DESCRIPTION
OS Out-of-School Suspension	• Students who are suspended and do not attend an alternate setting to receive instruction will be coded as OS.
OSPR Out-of-School Suspension with Offsite Services	• Students who are suspended and attend an alternate setting to receive instruction will be coded OSPR.
IS In-School Suspension	• Students who are placed in in-school suspension will be coded IS.
XP Expulsion	• Students who are expelled and do not attend an alternate setting to receive instruction will be coded at XP.
XPR Expulsion with Off-Site Services	• Students who are expelled and attend an alternate setting to receive instruction will be coded as XPR.
EX Emergency Exclusion	• Determined by the Superintendent or designee if a student poses a health, safety, or other risk.

SECTION 6 – SCHOLASTIC ACHIEVEMENT

Promotion and Retention (Board Policy 5201)

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the principal, in consultation with the student's teacher and counselor, to be appropriate for the educational interests of the student and the school's educational program.

Academic Progress (Board Policy 5203)

Communicating student progress to parents/guardians shall be the responsibility of the building administrator and the classroom teacher. Written reports of student progress will be made available to parents/guardians at the conclusion of each quarter. It is recommended that two parent-teacher conferences or acceptable substitutes be held at the elementary, middle school, and high school level each year. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

Grading System (Board Policy 5204)

The grading system of Scottsbluff Public Schools shall be as follows:

1. Grading periods of approximately nine weeks shall be used four times per year.
2. A special grading report for K-5, on a different basis, shall be used.
3. Achievement marks shall be given on a numerical basis for all grades 6-12, with the marks of less than 60 considered a failure.
4. The grading and conversion scale are as follows:

Weighted Scale

Grade	Regular Points	Weighted Course Points
A 90-100	4.0	5.0
B 80-89	3.0	4.0
C 70-79	2.0	3.0
D 60-69	1.0	2.0
F <60	0.0	0.0

A list of weighted course grades can be found in the Scottsbluff High School Registration Guide.

5. For all other grading reports received on transfer students, the counselor and/or principal shall convert these to an approximately equal grade on our system.
6. Staff members may use whatever method they determine professionally appropriate in the day-to-day grading but shall prepare grade reports based on numerical values. Each staff member, however, must be able to defend whatever method chosen. The following criteria should be used in determining the numerical value of the grade:
    a. Achievement in relation to class objectives;
    b. Class participation;
    c. Mental ability of student in relation to the total class and required work; and,
    d. Evidence the student is exceeding the class requirements and delving further.

Graduation (Board Policy 5205)

To participate in Commencement exercises or receive a Scottsbluff Public Schools diploma, a student must fully complete all requirements for graduation prior to the official Commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Scottsbluff High School must accumulate 270 credit hours. Graduation requirements may be modified for students graduating from alternative programs. Such changes will be detailed in the appropriate Parent-Student Handbook as approved by the Board of Education each year.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met. With the approval of the IEP team, any student on an IEP

may substitute a comparable course for an identified course that is specifically required for graduation.

The total graduation requirements must include:

SCOTTSBLUFF PUBLIC SCHOOLS GRADUATION REQUIREMENTS (270 Total)	
CAREER ACADEMY	**70**
Pre-Academy Course(s) Foundational Academy or Pathway Courses • Successful completion of two Foundational Career Academies OR one Foundational Career Academy AND one Specialized Academy Pathway is required for graduation. • Courses may count toward completion of both a Foundational Career Academy and core content requirements. However, they may only be counted once toward total hours needed for graduation (270).	10 60
ENGLISH	**40**
English 9 or Honors English 9 English 10 or Honors English 10 English Electives	10 10 20
MATH	**30**
Algebra I Geometry or Advanced Geometry or Accelerated Geometry Math Elective	10 10 10
SCIENCE	**30**
Physical Science Biology Science Elective	10 10 10
SOCIAL STUDIES	**30**
Geography/World History American History Elective American Government Social Sciences Elective	10 10 5 5
PHYSICAL EDUCATION	**10**
PERSONAL FINANCE	**5**
COMPUTER SCIENCE AND TECHNOLOGY* *This requirement is for the class of 2027 and beyond.	**5**

Each student shall also complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduation, unless the required opt-out form is completed by either: (1) the student's parents/legal guardian; (2) the principal, if the principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Early Completion Plan (Board Policy 5206)

Scottsbluff Public Schools supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion. The failure to meet any of the criteria or timelines listed in the policy may cause the student to become ineligible for early completion.

1. A student will be allowed to transfer in a maximum of 20 hours from educational courses taken outside the Scottsbluff Public School District. These courses must have prior approval by the high school principal in order to be used to meet the graduation requirements of the Scottsbluff Public Schools. Students transferring into Scottsbluff Public Schools may transfer in hours that are listed on their official transcript.
2. A student will be able to use only five hours of transfer credit in any one subject matter area.

3. Students must meet all completion requirements established by the Board of Education in order to be eligible for completion as well as the credit hour requirements in each specific subject matter area.
4. Application for early completion must be requested, in writing, to the high school principal by October 1 of the applicant's senior year of high school. The application must be accompanied by a written plan of action stating the reasons why the student is requesting early completion. The application must contain the signatures of the applicant's parent/guardian to verify parental approval of early completion.
5. Along with the application, the applicant must submit three letters of recommendation supporting the student's request for early completion. These three letters of recommendation must contain one letter from the high school guidance counselor, along with two letters from other secondary staff members.
6. The principal or designee will make the decision regarding an applicant's early completion by October 15 of the student's senior year. Appeals may be made to the Superintendent.
7. Once given approval, the applicant will have until February 1 of the applicant's senior year to notify the high school principal of the applicant's decision in regard to participating in the regularly scheduled graduation ceremony. The applicant must also attend one Commencement practice in order to participate in the Commencement ceremony. No early graduation ceremonies will be provided for a student who opts for the early completion route.
8. A student who decided to opt for early completion is not eligible to participate in school-sponsored activities following the last day the student attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activity that the applicant is eligible for will be the regularly scheduled graduation ceremony.
9. This policy shall be evaluated annually by the high school principal and appropriate revisions shall be recommended to the Board for its consideration.

Assignment of Students - Grade Placement and Transfer Students (Board Policy 5003)

It shall be the responsibility of the administration to determine academic placement decisions involving students, including situations where students transfer into Scottsbluff Public Schools from other educational settings. The District reserves the right to make the most appropriate grade level placement, class placement, and teacher assignment for students which best fulfills the needs of the students and the District.

Grade Level Placement and Credits. Students who enter the District shall be required to present transfer documents and such records as the administration determines appropriate, indicating grade placement, courses completed, and special needs or accommodations, and may be required to complete an achievement test to determine appropriate placement. Placement decisions will consider whether the student is transferring from a school which is accredited or approved. An "accredited" or "approved" school is one which was accredited or approved by the Nebraska Department of Education and, for schools from other states, is a school which is accredited or approved by that state's Department of Education, meeting requirements which are the same or equivalent as those of the Nebraska Department of Education.

Transfers from Accredited or Approved Schools. Students transferring from accredited or approved schools will initially be placed in the next grade level above that which the student last successfully completed, or for transfers during the school year, in the same grade level as the student was at prior to the transfer. Credits earned at an accredited or approved school will be accepted by Scottsbluff Public Schools. A student who enrolls during the school year shall be given the opportunity to earn full credit for the courses in which the student is enrolled if the student is able to demonstrate mastery of the subject matter and/or completion of course requirements, other than attendance, at a level required for other students to receive credit who have been enrolled throughout the period for which the credit is to be granted. The administration may use a review of transcripts from prior schools attended, standardized tests, assessments, and/or teacher evaluations of student competency in the subject matter to make such a determination.

Transfers from Non-Accredited or Approved Schools. Students transferring from schools which are not accredited or approved (e.g., home schools) will be placed at a grade level to be determined by the administration based on consideration of the following factors: student's chronological age, transcript review, testing (achievement test data, diagnostic test data, and/or criterion-referenced test data), and teacher evaluation of student competency.

Credits earned at a school which is not accredited or approved will not be accepted by Scottsbluff Public Schools. However, the administration may, in its discretion and subject to regulatory requirements, grant a student credits towards meeting graduation requirements completed by the student in a non-accredited or non-approved school if the

student is able to demonstrate mastery of the subject matter and completion of course requirements, other than attendance, at a level required for other students to receive credit and to demonstrate that the student has received instruction in such course(s) comparable to that which the student would have received by attending an accredited or approved school. The administration may use a review of transcripts from prior schools attended, standardized tests, assessments, and/or teacher evaluations of student competency in the subject matter to make such a determination. The same criteria will be used for determining whether to grant credit to such a student who enrolls during the year.

Class Rank and Graduation. It shall be the responsibility of the high school principal to determine academic grade point average, class rank, and eligibility for graduation, subject to review by the Superintendent. Grade point average (GPA) shall be maintained for the 9th through 12th grades. Courses taken prior to 9th grade are not considered for GPA purposes. Pass/fail grades will be assigned to those courses from non-accredited schools in which students are granted credit when they begin attending Scottsbluff Public Schools.

Class rank is maintained for the 9th through 12th grades. Class rank is based on the Scottsbluff Public Schools GPA. To be considered for class ranking and any honors or awards which are based on class rank or GPA, students must be considered a full-time Scottsbluff Public Schools student. To receive a diploma from Scottsbluff Public Schools students must complete all Board-approved course requirements. Students who transfer in from a school that is not approved or accredited must meet all Board-approved graduation requirements and must be a full-time student of Scottsbluff Public Schools.

Academic Integrity. Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades that accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate value.

SECTION 7 – SUPPORT SERVICES

Special Education

Special Education (Board Policy 6600)

Scottsbluff Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or the Superintendent's designee shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

Free Appropriate Public Education. A free appropriate public education shall be made available to all children, including infants and toddlers, with disabilities, residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches 21 years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make appropriate progress in light of the student's unique circumstances.

Full Educational Opportunity Goal. The District shall take steps to ensure that its children with verified disabilities, through the school year in which the child reaches age twenty-one, have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Child Find. All children from birth through the school year in which the child reaches age 21 with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located, and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parent/guardians and community members with information regarding how to refer a child for an evaluation and the identification process and will publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parent/guardians or appointed surrogates. The District's child find process will be consistent with federal and Nebraska regulations.

Pre-Referral Interventions. For a school-age student, a general education student assistance team (SAT) or a comparable problem-solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem-solving team shall utilize and document problem-solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem-solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem-solving team, meeting the requirements of 92 NAC 51-006.01B, and a listing of the members of the SAT or comparable problem-solving team.

Disability Verification and Eligibility. Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with federal and Nebraska requirements that will be provided to the parent/guardian or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP). An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent/guardian or appointed surrogate, input, and consensus. The District will make reasonable efforts to obtain informed consent from the parent/guardian or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent/guardian or appointed surrogate in writing.

Least Restrictive Environment. To the maximum extent appropriate, children with disabilities, through the school year in which the child reaches age twenty-one, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent/guardian or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the "Least Restrictive Environment Rules"). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

To the maximum extent appropriate, early intervention services provided by the District or approved cooperative for infants and toddlers shall be provided in natural environments including home and community settings in which children without disabilities participate; early intervention services will only occur in a setting other than a natural environment when the intervention cannot be achieved satisfactorily in a natural environment.

Procedural Safeguards. Children with disabilities, including infants and toddlers, and their parents/guardians or appointed surrogates shall be afforded the required procedural safeguards. Parents/guardians and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent/guardian or appointed surrogate) request for evaluation; upon request by a parent/guardian or appointed surrogate; upon receipt by the District or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

Disciplinary Removal of Children with Disabilities. School personnel may remove a child with a disability who violates a code of student conduct from his/her current placement to an appropriate interim alternative educational setting, another setting, or suspension, as long as those removals do not constitute a change of placement. The District defines a change of placement as it is defined under 92 NAC 51-016. If a student with a disability violates a code of student conduct, the District will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement has occurred. Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the District, the parent/guardian and relevant members of the student's IEP shall conduct a manifestation determination pursuant to 92 NAC 51-016. If the conduct which gave rise to the violation of the school code is determined to be a manifestation of the student's disability, any change of placement for the student will only be made by a student's IEP team. For disciplinary changes in placement that would exceed 10 consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Evaluation, Identification, and Reevaluation Procedures. Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent/guardian or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent/guardian or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The District will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.
The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent/guardian or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent/guardian or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent/guardian or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation. Infants and toddlers with disabilities shall be evaluated and identified in accordance with 92 NAC 52-006.

Confidentiality of Personally Identifiable Information. A system of safeguards will be implemented to protect the confidentiality of student records, including records of infants and toddlers and information in accordance with law.

Transition of Children from Part C to Preschool Programs. Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Children in Nonpublic Schools. To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents/guardians or appointed surrogates in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Personnel Standards and Personnel Development. Personnel providing special education or related services to children, including infants and toddlers, with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements, and the District will take measurable steps to recruit, hire, train, and retain personnel meeting the requirements of IDEA to provide such services.

Accessibility of IEP (IFSP) and Responsibility to Implement. A child's IEP or IFSP shall be accessible to each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the IEP or IFSP's implementation. Each of the aforementioned providers shall be informed of his/her specific responsibilities related to implementing the child's IEP or IFSP, and the specific accommodations, modifications, and supports that must be provided for the child in accordance with the IEP or IFSP. All providers who are responsible for the implementation of a child's IEP are expected to implement the child's IEP or IFSP according to its terms.

Participation in and Reporting of State and Districtwide Assessments. All children with disabilities shall be included in all general state and districtwide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Suspension and Expulsion Rates. The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Access to Instructional Materials. As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

a. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard; or,
b. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Over-Identification and Disproportionality. Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children, including infants and toddlers, with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Prohibition on Mandatory Medication. Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Transportation. Transportation will be provided for children, including infants and toddlers, with disabilities who are eligible for transportation and residents of the District as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent/guardian is transporting only his/her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Surrogates. A surrogate will be appointed, and other actions are taken to ensure the rights of children, including infants and toddlers, with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Early Intervention Services – Consent. When a parent/guardian refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents/guardians how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Use of Restraints and Seclusion (Board Policy 5421)

This policy sets forth the requirements, restrictions, and procedures related to the use of physical restraints and seclusions at Scottsbluff Public Schools. Every effort should be made to prevent the need for the use of restraint and seclusion, and positive behavioral strategies should be employed to prevent and/or address dangerous behavior, and could include positive reinforcement, positive behavior supports, or other preventative interventions. Behavioral strategies employed to address dangerous behaviors should address the underlying cause or purpose of the behavior. No Scottsbluff Public Schools staff member may use mechanical or medical restraints. Parents/guardians will be informed of school or district policies on restraint and seclusion.

Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this policy.

When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:

1. To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act;
2. A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat;
3. Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing, or kicking of the item is not prohibited.); and/or,
4. To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint.

When Physical Restraint May Not Be Used. Physical restraints may not be used in the following circumstances:

1. When a known medical or psychological condition contraindicates its use; and/or,
2. For purposes of discipline, punishment, coercion, or as a means of convenience.

Conditions. Use of physical restraint shall take into consideration the safety and security of the student. Intentional prone restraints are prohibited.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.

If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his/her hands-free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.

Training. Except in the case of emergent situations, physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years.

1. Training with respect to physical restraint may be provided either by the District or by an external entity and shall include, but need not be limited to:
    a. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
    b. A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
    c. The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
    d. Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress, and obtaining medical assistance;

e. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and,
f. Demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior. Seclusion as defined herein is not practiced in the District. Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving. Seclusion is distinguishable from the District practice of monitored isolation, which is removing a student away from other students to a designated area while being directly monitored by a staff member.

When Seclusion May be Used. Seclusion may be used in the following circumstances:
1. When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
2. When a student's behavior is so out of control that the student is causing a disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
3. When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and/or,
4. The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective.)

When Seclusion May Not Be Used. Seclusion may not be used in the following circumstances:
1. When a known medical or psychological condition contraindicates its use; and/or,
2. As a form of punishment.

Conditions. Use of seclusion shall take into consideration the safety and security of the student. Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:
1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
2. Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing);
3. If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable;
4. Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs; and,
5. If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include:
1. An adult who is responsible for supervising the student shall remain within close proximity of the enclosure; and,
2. The adult responsible for supervising the student must periodically check on the student visually, if possible.

Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.

Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this policy.

Documentation and Evaluation. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's temporary record. The student's case manager, if any, shall also maintain a copy of each such record. Each such record shall include:

1. The student's name;
2. The date of the incident;
3. The beginning and ending times of the incident;
4. A description of any relevant events leading up to the incident;
5. A description of any interventions used prior to the implementation of physical restraint or seclusion;
6. A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
7. A log of the student's behavior during physical restraint or seclusion;
8. A description of any injuries (whether to students, staff, or others) or property damage;
9. A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion; and,
10. The date on which the parent/guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

Notification of Administration. The Superintendent or the Superintendent's designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.

Notification of Parent/Guardian. Within 48 hours after use of seclusion or physical restraint, the Superintendent or the Superintendent's designee shall send written notice of the incident to the student's parents/guardians, unless the parent/guardian has provided the District a written waiver of this requirement for notification. The parent/guardian shall be informed of the date of the incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.

Debrief. Debriefing will occur after every incident of restraint and seclusion. This debriefing will include a review of the restraint and/or seclusion procedures employed, the appropriateness of the use of the procedures, and how they could be avoided in the future.

Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:

1. A certified staff person trained in the use of physical restraint or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
2. The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).
3. The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the Superintendent or the Superintendent's designee.

Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parent/guardian have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the District advise you of your rights under federal law.
3. Receive notice with respect to the identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the District make

reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.

5. Have your child receive services and be educated in facilities that are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational, and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the District.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the District.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the District to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the District refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with an opportunity for participation by the person's parents/guardians and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

HEALTH SERVICES

Health Information

The parents/guardians, or designated persons, will be contacted before a child is sent or taken home. It is a parental responsibility to keep emergency information up to date with changes of address, home phone numbers, work numbers, and two optional contacts. Health information is shared with school staff in order to help meet your student's health and safety needs. If you do not want this information shared, contact the school health staff. If your student has severe allergies that require EpiPen and/or diet modification, asthma, diabetes, and/or seizures, contact school health staff for appropriate paperwork to complete.

Procedures for Students Who Become Ill or Injured at School

Scottsbluff Public Schools District employs both registered nurses (RN) and Health Office Assistants (HOA). Each school has a First Responder team and staff who are CPR/First Aid/AED certified and Attack on Asthma trained. Basic first aid will be administered to students in need, and if more extensive care is needed, the parent/guardian or emergency contact person will be notified. If it is perceived that a student is in an emergency medical situation, an ambulance will be called to the scene, and the parent/guardian or emergency contact person will be notified. If a student is transported to the hospital, the student may not return on the same day.

A registered nurse is on duty or on call during school hours. An ill or injured student may not leave school until permission of the parent/guardian or the person designated by the parent/guardian has been received. Ill or injured students are not to leave the building without the knowledge of the health office staff and without signing out properly in the office. The health office is to be used for the purpose of receiving first aid treatment for injuries or illness. If a female student has received confirmation of a pregnancy, it is highly encouraged that the health office and/or school counselor be notified. Consultation regarding the best educational opportunities is necessary. Counselors are available for personal problems.

Health Screenings (Board Policy 5408)

The District shall cause every child under its jurisdiction to be separately and carefully screened, except as otherwise provided by law, to ascertain if such a child is suffering from defective sight or hearing, dental defects, or other conditions as prescribed by the Department of Health and Human Services ("Department"). Such inspections shall be conducted on a schedule prescribed by the Department and shall be based on current medical and public health practice. In lieu of conducting the screenings, the Board may employ regularly licensed physicians to make such

screenings. If such screening determines that any child has defective sight or hearing, dental defects, or other conditions for which screening is required, the school shall notify the parent/guardian of the child in writing of such condition and explain to the parent/guardian the necessity of professional attendance for such child.

Whenever a child apparently shows symptoms of any contagious or infectious disease, such child shall be sent home immediately or as soon as safe and proper conveyance can be found. Such student may be excluded from school as provided in the Student Discipline Act.

A child shall not be required to submit to a screening required by this policy if his/her parent/guardian provides school authorities with a statement signed by a physician, a physician assistant, or an advanced practice registered nurse practicing under and in accordance with his/her respective credentialing act or other qualified provider as identified by the Department's applicable rules and regulations, stating that such child has undergone such required screening within the past six months. A child shall submit to any required screening for which such a statement is not received.

Communicable Diseases (Board Policy 5409)

Scottsbluff Public Schools shall cooperate with local and state health department officials in developing procedures for the control of communicable diseases in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department.

Students or employees excluded for a confirmed communicable disease should not be allowed to return to school until the minimum isolation period has elapsed, and all signs or symptoms of acute illness have disappeared. The period of exclusion should extend throughout the period when acute signs of illness are present, or until the student or employee is fever-free for 24 hours without the use of fever-reducing medication.

Minimum isolation periods are provided by the Nebraska Department of Health and Human Services, Contagious and Infectious Disease/Condition Chart. The District reserves the right to secure an independent second opinion if such is deemed necessary.

Students' Communicable Conditions. The school principal or designee will function as liaisons with the student's physician as necessary, and will coordinate the health management procedures within the school building. The decision to exclude a student from school shall be made by the Superintendent, after consultation with the appropriate building principal. Decisions regarding the type of educational setting for students who are not excluded from classes will be based on the behavior, neurological development, and physical condition of the student and the expected type of interaction within others in that setting. Educational plans for these students will be developed with the help of parents/guardians and the appropriate medical personnel.

The privacy of the student and family must be protected, and knowledge that a student 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 they 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 the student's physician, parent/guardian, and/or their representative, school nurse, or the school's physician. A student might be considered at high risk if the student 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 and reviewed at least monthly, or more often if necessary.

Employees' Communicable Conditions. Any employee who contracts a communicable condition should report the same to the building principal who should, in turn, report to the Superintendent in a confidential manner. The Superintendent or the Superintendent's designee shall then consult with the employee and appropriate medical personnel to evaluate the medical and psychological condition of the employee. The Superintendent or the Superintendent's designee shall recommend reasonable accommodations so that the employee may continue in employment as long as the employee is physically able to do so.

The privacy of the employee must be protected, and knowledge that an employee 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.

Employees who present a high risk of disease transmission will be temporarily excluded from work after consultation with appropriate medical authorities.

Dispensing Medication (Board Policy 6910)

The administration of medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking the medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by district personnel shall be administered in accordance with the Medication Aide Act.

Authorizations for Prescription Medications. Prescription medications which must be administered during school hours may be administered when the following are on file at school:

- Physician's Authorization. A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given at school, and reason the child is receiving the medication.
- Caretaker's Authorization. A caretaker's signed and dated authorization or permission to administer the medication during school. (Note: All references to "caretaker" in this policy shall mean a parent/guardian, foster parent, or family member who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the school will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration.)
- Original Packaging. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval, and route to be administered. Two labeled containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.

Authorizations for Non-Prescription Medications. If a student must take non-prescription medication during school, procedures b. and c. above are to be followed before administration. Parents/guardians may bring in over-the-counter medications such as ibuprofen and acetaminophen. Procedure for over-the-counter medications must be followed.

Renewal of Authorizations. Medication authorizations must be renewed annually and updated immediately as changes occur.

Documentation of Administration of Medication. The District shall keep and maintain accurate medication administration records. A record of each dose of medication administered shall be documented reflecting the student's name, the name of the medication, and the date, time, dosage, route, medication administrator, and any unusual observations, and any refusal by the recipient to take and/or receive the medication. Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two years.

Storage of Medications. Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light, humidity, or other storage instructions. Only authorized school personnel who are designated by the administration of the District for administration of medications shall have access to the medications. The school nurse shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.

Receipt and Disposal of Medications. Medication shall be delivered to school personnel and picked up by the parent/guardian. When medication is received, the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent/guardian by the end of the school year shall be destroyed. Procedures for destroying medication shall include witness and documentation.

Administration of Medication by School Personnel.

- Medication Administration. Administration of medication includes, but is not limited to:
    - Providing medications for another person according to the "five rights" (getting the right drug to the right recipient in the right dosage by the right route at the right time);

- Recording medication provision; and,
- Observing, monitoring, reporting, and otherwise taking appropriate actions regarding desired effects, side effects, interactions, and contraindications associated with the medication.

- Authorized School Personnel. Administration of medication shall only be done by the following school personnel:
  - Health Care Professionals (School Nurses). This means an individual who holds a current license from the Department of Health and Human Services Regulation and Licensure for whom administration of medication is included in the scope of practice. For purposes of this policy, such individuals are referred to as "school nurses."
  - Medication Competent Staff. This means a staff member of the school who has been determined to be competent to administer medication by:
    - A recipient with capability and capacity to make an informed decision about medications (at a minimum, the recipient must be age 19 or older);
    - A caretaker for the student; or,
    - The health care professional designated by the school to conduct the assessment.
  - Determination of Competency by School Nurse. A staff member may be determined to be competent where the staff member:
    - Passes a competency assessment every 3 years;
    - Demonstrates the staff member can follow the minimal competencies; and,
    - To the satisfaction of the school nurse (school nurses are the District's designated health care professionals).

    The school nurse shall, however, provide such training as the school nurse determines in the exercise of professional judgment to be appropriate given the experience level of the staff member and the anticipated medication administration for which the staff member will be responsible.
  - Competency Certificate. Upon successful completion of the competency assessment, the school nurse shall give the principal and the medication competent staff member written documentation of successful completion of competency assessment. The documentation may be by letter, certificate, or other written memoranda and shall include the name of the school staff member who successfully completed the competency assessment, the date the competency assessment was conducted, and the name, profession, and license number of the school nurse who conducted the competency assessment.
  - Maintain Records of Assessments. The school shall maintain written documentation of successful completion of competency assessments, identification of the individual providing direction and monitoring, and acceptance of the responsibility for direction and monitoring for a minimum of two years.
  - Direction and Monitoring. A medication competent staff member is to be subject to direction and monitoring, which involves responsibility for observing and taking appropriate action regarding any desired effects, side effects, interactions, and contraindications associated with the medication. Direction and monitoring are to be done by a recipient with capability and capacity to make an informed decision about medications, a caretaker, or the school nurse. The school nurse is identified as a person being responsible for direction and monitoring and for each medication competent staff member is to accept responsibility for direction and monitoring of medication competent staff members in writing.
  - Errors. Medication competent staff members are to promptly report any medication errors or concerns to the school nurse.
- Minimum Competencies. The minimum competencies to be demonstrated by medication competent staff and to be implemented in practice by all school personnel engaged in medication administration are:
  - Maintaining confidentiality;
  - Complying with a competent recipient's right to refuse to take medication and, in the case of a non-competent, recognize the requirement to seek advice and consultation with the physician, physician's designee, or caretaker of the student providing direction and monitoring regarding the procedures and persuasive methods to be used to encourage compliance with medication provision. Recognizing that persuasive methods should not include anything that causes injury to the recipient;
  - Maintaining hygiene and current accepted standards for infection control;
  - Documenting accurately and completely;
  - Safely providing medications according to the "five rights" ("five rights" means getting the right drug to the right recipient in the right dosage by the right route at the right time);

- Having the ability to understand and follow instructions;
- Practicing safety in application of procedures for storage, handling, and administration of medications;
- Complying with limitations and conditions under which school personnel may provide medications;
- Having an awareness of abuse and neglect reporting requirements;
- Recognizing general unsafe conditions indicating that the medication should not be provided including change in consistency or color of the medication, unlabeled medication, or illegible medication label, and those medications that have expired;
- Recognizing that unsafe conditions should be reported to the caretaker or licensed healthcare professional responsible for providing direction and monitoring (typically, the school nurse); and,
- Recognizing general conditions which may indicate an adverse reaction to medication such as rashes/hives, and general changes in recipient's condition which may indicate inability to receive medications, and that all such conditions shall be reported to the caretaker or licensed healthcare professional responsible for providing direction and monitoring (typically, the school nurse).

- Routes of Medication Administered by School Personnel.
  - Routine Medication via Oral, Inhalation, Topical, and Instillation Routes. School nurses and medication competent staff may provide routine medications (meaning the frequency of administration, amount, strength, and method are specifically fixed) by the following routes:
    - Oral, which includes any medication given by mouth including sublingual (placing under the tongue) and buccal (placing between the cheek and gum) routes and oral sprays;
    - Inhalation, which includes inhalers and nebulizers. Oxygen may be given by inhalation;
    - Topical application of sprays, creams, ointments, lotions, and transdermal patches; and,
    - Instillation by drops, ointments, and sprays into the eyes, ears, and nose.
  - Administration of Medication via Additional Routes, PRN Medication, and Observing and Reporting. School nurses and medication competent staff may provide medication by additional routes not listed in subparagraph “a” above (“additional routes”), provide PRN medication (PRN medication means an administration scheme in which a medication is not routine, is taken as needed, and requires assessment for need and effectiveness), or participate in observing and reporting for monitoring medications only under the following conditions:
    - In the case of a medication competent staff member, a determination has been made by the school nurse or by the student’s physician or duly licensed health care professional that these activities can be done safely for the specified recipient by the medication competent staff member and the determination is placed in writing.
    - Directions for additional routes must be for recipient specific procedures and must be in writing.
    - Directions for PRN medication must be in writing and include parameters for provision of PRN medication.
    - Directions for observing and reporting for monitoring medication must be in writing and include the parameters for the observation and reporting.
    - School personnel administering the medication shall comply with the written directions.
  - Injections. School nurses will ordinarily be responsible for medications that must be provided or administered by injection. A medication competent staff member will not ordinarily administer medications by injection without specific training on injection administration. Students may be authorized to self-administer medication as hereafter provided.

Refusal to Administer Medication. School personnel may refuse to give a medication at school if after a reasonable and prudent research by a school health care professional as set forth in subparagraph "e" below, a decision has been made that the dosage prescribed exceeds that which is recommended in the Physician's Desk Reference, Mosby’s Nursing Drug Reference, the most recent edition of the Nursing Drug Handbook, or other pharmaceutical manuals handbook, or when a drug or substance is not currently approved by the FDA. When school personnel refuse to carry out a request to administer medication, the following procedure shall be followed:

- Notify the nursing supervisor who will notify the Superintendent.
- Notify attending physician by phone with follow-up in writing:
  - State concern for dosage or particular medication, etc.;
  - Make every attempt to work out a suitable solution (example: change of time of administration, change of dosage, change of medication); and,

    - Follow-up in writing.
- Meet with parents/guardians:
    - State concern for dosage or medication;
    - Offer alternatives (example: change of time so as not to be given during school hours);
    - Consult with Nebraska State Board of Health for current procedures regarding refusal to follow written physician's orders; and,
    - Research by health care professional:
        - Collect research articles from professional journals, organizations, etc.;
        - Contact other physicians requesting their professional opinions and ask them to review current research;
        - Contact state licensing boards and school nurse consultant;
        - Consult with the District's legal counsel;
        - Assemble all data for review;
        - Present data to review team organized by the Superintendent;
        - Decision rendered and implemented;
        - Parents/guardians and physician contacted in writing; and,
        - Alter and update policies and procedures as needed.

Physical Examination

A physical examination by a physician, physician assistant, or advanced practice registered nurse within the six months prior to the entrance of a child into ~~Early Childhood Education~~, beginner grade or kindergarten, and 7th grade, or in the case of a transfer from out of state to any grade, is required. The parent/guardian has the right to submit a written statement refusing such examination.

Vision Evaluation

Visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within six months prior to the entrance of a child into the beginner grade or kindergarten, or in the case of transfer from out of state to any grade, is required. The visual evaluation must consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. The parent/guardian has the right to submit a written statement refusing such an evaluation.

Immunizations

The State of Nebraska has immunization requirements for children entering school. Students will not be able to enter school until the school has written proof of their immunization status. To attend school, students in Nebraska are required to be immunized per current requirements from the Nebraska Department of Health and Human Services.

All students PreK-12 must be immunized for D.P.T., polio, measles, rubella, varicella, mumps, and Hepatitis B. The Tdap vaccination is required for incoming 7th graders. Dates of immunizations are required. Students with a history of varicella disease (chicken pox) must provide evidence of immunity in form of the signature of a parent/guardian with the date of illness, the signature of a health care provider with the date of illness, laboratory evidence of varicella immunity or a clinical diagnosis of shingles.
Students who do not receive immunizations for health reasons must have a statement signed by a healthcare provider stating that, in their opinion, the specified immunization(s) required would be injurious to the health and well-being of the student or any member of the student's family or household. Students who do not receive immunization due to religious reasons must have a notarized affidavit signed by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personally and sincerely followed religious beliefs of the student.

A student who fails to meet the foregoing requirements may not be permitted to enroll or to enter school, or may be provisionally enrolled for a period of 60 days.The parent/guardian of a student who is provisionally enrolled due to immunization non-compliance must provide proof the student has begun the immunizations required under Neb. Rev. Stat 79-217 and is receiving the necessary immunizations as rapidly as medically feasible. Continuation of necessary immunizations as rapidly as medically feasible must be documented by a written statement from the student's immunization provider which shows the scheduled dates to complete the required immunization series. A provisionally enrolled student must complete the required immunizations within nine months. Failure to comply with the immunization requirement beyond 60 days will result in the unenrollment of the student and the student shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

~~A student may be provisionally enrolled in school if he/she has begun the immunizations against the specified disease prior to enrollment and continues the necessary immunizations as rapidly as is medically feasible. In addition, a student may also be provisionally enrolled if he/she is the child of an officer or enlisted person or the child of the spouse of such officer or enlisted person on active duty in any branch of military services of the United States.~~

For further information on immunizations, contact school health staff or refer to the Nebraska Department of Health and Human Services Control of Communicable Disease regulations.

Asthma and Allergic Reaction Protocol (Board Policy 5601)

The District will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis Protocol as required by the Nebraska Department of Education).

The Superintendent or the Superintendent's designee, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy. The regulations established shall comply with NDE rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction and use of an EpiPen and albuterol. Also, these shall ensure that each school building will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. Staff training in using the protocol shall occur periodically. Records of such training and occurrences of administering medication under the protocol shall be maintained.

The Emergency Protocol shall be implemented, and the equipment and medication necessary to implement the Emergency Protocol shall be maintained, at each school building while school is in session. For purposes of the Emergency Protocol, the phrase "while school is in session" is defined as the core instructional school day. The "core instructional school day" is defined as that portion of each day school is in session during which teachers are on duty to provide and students are scheduled to receive instruction in the District's curriculum, generally beginning at 8:00 AM and ending at 3:30 PM. The Emergency Protocol shall not be required to be implemented other than in the school buildings while school is in session, and as such is not required to be implemented at extracurricular activities, on school buses, or during school field trips. Implementation of the Emergency Protocol at such non-mandatory times or places shall be made at the discretion of the administration and shall be subject to the availability of the employees designated or trained in implementation of the Emergency Protocol and the availability of the necessary equipment and medication at such times or places.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Scottsbluff Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents/guardians receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal from the state where the child was born on it and is signed by the Director of Vital Statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing the date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Concussions

A concussion is a type of brain injury that changes the way the brain normally works. If your student has a concussion, his/her brain needs time to heal. After a concussion, physical and cognitive activities should be carefully managed and monitored with a limited and gradual return to learning and play. If your student is diagnosed with a concussion, then please contact the school nurse, counselor, principal, or coach. The SBPS Return to Play/Learn protocol for concussion management will be initiated.

Health Administration Procedures

Forms and health administrative guidelines can be found on the District website under Health Services.

TRANSPORTATIONS SERVICES

Transportation (Board Policy 3420)

Scottsbluff Public Schools shall not provide free transportation to and from school except for circumstances where the administration determines it to be appropriate and efficient to provide transportation for students who would otherwise be entitled by law to a transportation allowance; to students residing on an established route; to students entitled by right to transportation services; and to students as determined by the Superintendent or the Superintendent's designee. Transportation may be provided for school activities and field trips as determined appropriate by the administration from time to time.

Bus Transportation (Board Policy 5501)

Regular bus transportation shall be provided to students living in areas designated by school district administration. Transportation will be provided from designated stops on bus routes and for those required by law. Occasional exceptions to regular bus schedules shall require prior administrative approval.

Student Conduct on Buses (Board Policy 5507)

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct both at bus stops and onboard buses. Since bus transportation is provided to assist the education program, the Board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

The driver of a school bus shall be responsible for the safety of the students on the bus, both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the Location Manager or the principal of the school involved if any student persists in violating the established rules of conduct. After due warning has been given to the student and to parents/guardians, the principal may withhold from the student the privilege of riding the school bus. In such cases, the parents/guardians of the children involved will be responsible for seeing that their children get to and from school safely. The student may also face detention, suspension, or expulsion, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

Special Education Transportation (Board Policy 5504)

Bus transportation shall be provided for students to facilities where they may receive instruction to the extent required by law. The State of Nebraska provides funding for such transportation. Arrangements will be made through the Superintendent or the Superintendent's designee in the receiving institution.

Safe Pupil Transportation Plan (Board Policy 5505)

The Superintendent or the Superintendent's designee shall develop a Safe Pupil Transportation Plan to address student safety which addresses the following:

1. Weapons;
2. Pupil behavior;
3. Students' special needs;
4. Terroristic threats;
5. Severe weather;
6. Hazardous materials;
7. Medical emergencies;
8. Driver/passenger procedures in the event of mechanical breakdowns of the vehicle;
9. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students; and,
10. A procedure that requires pupil transportation vehicle operators to document and submit to designated school authorities the occurrence of any events covered by the Safe Pupil Transportation Plan that involve the pupil transportation vehicle operated by the driver, or any pupils transported in it.

A copy of the plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request.

Transportation in Inclement Weather (Board Policy 3421)

School district buses will not operate when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. Because weather conditions may vary around the District and may change quickly, the best judgment possible will be used with the information available. The final judgment as to when conditions are unsafe to operate will be made by the Superintendent.

When school is canceled or temporarily delayed, notification will be made through the District and local media. Students will be returned to their regular drop-off sites unless weather conditions prevent it. In that case, students will remain at school or designated reunification site until they are picked up by the guardian.

SECTION 8 – DRUGS, ALCOHOL, AND TOBACCO

Drug-Free Schools (Board Policy 5104)

The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention. The District promotes comprehensive, age-appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this school district. Further, the District will have proper in-service orientation and training for all employed staff.

Standards of Conduct - Notice to Students and Parents/Guardians. Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both the student and parent/guardian and returned to the respective principal.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. Students are to be provided an age-appropriate, developmentally-based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation, and Re-entry Programs. Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within 60 miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor. In the event of disciplinary proceedings against any student for any district policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his/her parent/guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his/her parent/guardian.

Safe and Drug-Free Schools - Parental Notice of Right to Withdraw. Parents/guardians will be notified that, if upon receipt of information regarding the content of safe and drug-free school programs and activities other than classroom instruction a parent/guardian objects to the participation of their child in such programs and activities, the parent/guardian may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol, or Tobacco. These standards are in addition to standards of student conduct elsewhere adopted by Board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol, or tobacco (including electronic nicotine delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution, or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant;
2. Possession of any prescription drug in an unlawful fashion;
3. Possession, use, distribution, or being under the influence of alcohol;

4. Possession, use, distribution, or being under the influence of any abusable glue, aerosol paint, or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes;
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes; and/or,
6. Possession, use, or distribution of any tobacco product (including electronic nicotine delivery systems).

Disciplinary Sanctions. Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents/guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention. The Scottsbluff Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration. The administration is authorized to adopt such administrative rules, regulations, or practices necessary to properly implement this policy. Such regulations, rules, or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations, and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Tobacco Policy (Board Policy 1120)

All of our school buildings and grounds are smoke and tobacco-free. The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students, or members of the public may be present or may be affected by smoke, including without limitation at or on school grounds or activities. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, products intended to replicate tobacco products either by appearance or effect, and the use of tobacco in any form. This does not preclude adults from wearing non visible nicotine patches or using nicotine gum without displaying the product container, as part of a smoking cessation program.

We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by the District's policy.

SECTION 9 – STUDENT CONDUCT

Student Discipline (Board Policy 5101)

It shall be the responsibility of the administration to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent/guardian contacts and conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation, upon written consent of the

parent/guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

Short-Term Suspension. Students may be excluded by the principal or assistant principal from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds.
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The principal or assistant principal will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the principal or assistant principal will send a written statement to the student and the student's parent/guardian describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent/guardian, to have a conference with the principal or assistant principal ordering the short-term suspension before or at the time the student returns to school. The principal or assistant principal shall determine who in addition to the parent/guardian is to attend the conference. The principal shall document their attempt to make a reasonable effort to hold a conference with the parent/guardian.
5. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the principal or assistant principal.

Long-Term Suspension. A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than 20 school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the principal or assistant principal. A notice will be given to the student and the parent/guardian when the principal or assistant principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

Expulsion. Expulsion means exclusion from attendance in all schools, grounds, and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred:

1. Within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester;
2. Within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year; or,
3. Unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the District at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the principal or assistant principal. A notice will be given to the student and the parent/guardian when the principal or assistant principal recommends an expulsion. The notice will include a description of the procedures for expulsion. The procedures will be those set forth in the Student Discipline Act.

Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal or assistant principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal or assistant principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of interference with an educational function or school purpose or a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations missed during

the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

Alternative Education. Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent/guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice. The plan shall be in writing and adopted by a school administrator and presented to the student and the parent/guardian. The plan shall:

1. Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided;
2. Identify educational objectives that must be achieved in order to receive credits toward graduation;
3. Specify the financial resources and community programs available to meet both the educational and behavioral objectives identified; and,
4. Require the student to attend monthly reviews in order to assess the student's progress toward the specified goals and objectives.

Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parent/guardian will be required to sign a discipline agreement.

Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the principal or assistant principal shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the principal or assistant principal are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept non duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution accredited by one of the six regional accrediting bodies in the United States.

Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the principal or principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this policy's disciplinary measures.

Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

Emergency Exclusion. A student may be excluded from school, with authorization from the Superintendent, in the following circumstances:

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community;
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education;
3. Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above; and/or,
4. If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or the Superintendent's designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within 10 school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

Other Forms of Student Discipline. Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose, or interfere with the health, safety, wellbeing, or rights of other students, staff, or visitors.

Grounds for Short-Term Suspension

1. Truancy or failure to attend assigned classes or assigned activities, or tardiness to school, assigned classes, or assigned activities;
2. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
3. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority; or,
4. Willfully violating the behavioral expectations for riding school buses or vehicles.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee, or by his/her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in Neb. Rev. Stat. § 28-401, a substance represented to be a controlled substance or alcoholic liquor as defined in Neb. Rev. Stat. § 53-103.02 or being under the influence of a controlled substance or alcoholic liquor;
7. Public indecency as defined in Neb. Rev. Stat. § 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;

8. Engaging in bullying as defined in Neb. Rev. Stat. § 79-2,137. This includes “deep fakes” or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in Neb. Rev. Stat. § 28-319, sexual assault in the second degree as defined in Neb. Rev. Stat. § 28-320, sexual assault of a child in the second or third degree as defined in Neb. Rev. Stat. § 28-320.01, or sexual assault of a child in the first degree as defined in Neb. Rev. Stat. § 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or,
11. A repeated violation of any rules and standards validly established pursuant to Neb. Rev. Stat. § 79-262, if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District’s dress code and electronic communication device rules.

Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his/her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion, or mandatory reassignment.

1. **Student Appearance**. Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Specific expectations should be re-evaluated each year and be consistent with Parent-Student Handbooks.

   Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia at any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments, or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

   No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student’s gender, race, color, religion, disability, or national origin.

   No school staff shall permanently or temporarily alter or cut a student’s hair.

   The final decision regarding attire and grooming will be made by the principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the principal’s office.

   A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this policy.

   Coaches, sponsors, or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups, or students who are representing the school as part of an extracurricular activity program.

2. **Academic Integrity.** Students are expected to abide by the standards of academic integrity. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student’s level of learning and progress, to provide a

level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

a. "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

   i. Tests - Includes tests, quizzes, and other examinations or academic performances.

      1. Advance Information. Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
      2. Use of Unauthorized Materials. Using notes, textbooks, pre-programmed formula in calculators, or other unauthorized material, devices, or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
      3. Use of Other Student Answers. Copying or looking at another student's answers or work, or sharing answers or work with another student when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
      4. Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
      5. Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

   ii. Papers - Includes papers, essays, lab projects, and other similar academic work.

      1. Use of Another's Paper. Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
      2. Re-use of One's Own Papers. Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
      3. Assistance from Others. Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent/guardian or sibling, and the essay is substantially rewritten by the student's parent/guardian or sibling. Assistance from home is encouraged, but the work must remain the student's.
      4. Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
      5. Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
      6. Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

   iii. "Plagiarism" means to take and present as one's own material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source

without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

1. Failure to Credit Sources. Copying work (words,sentences, paragraphs, illustrations, or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
2. Falsely Presenting Work as One's Own. Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
3. "Contributing to academic integrity violations" means to participate in or assist another in cheating or plagiarism. It includes, but is not limited to, allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

b. Sanctions. The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
   i. Academic integrity offenses are a violation of school rules. The principal or assistant principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices. The District strongly discourages students from bringing personal electronic devices to school. Personal electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of personal electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

a. "Electronic devices" include, but are not limited to, cell phones, iPods, tablets, Chromebooks, portable game consoles, cameras, digital scanners, laptop computers, smart watches, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
b. "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video, or other medium that:
   i. Displays any sexually explicit conduct as defined by the Neb. Rev. Stat. § 28-1463.02;
   ii. Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph, or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene, or pornographic photography, films, or depictions; and/or,
   iii. Displays a sexually explicit message for sexual gratification, flirtation, or provocation, or to request or arrange a sexual encounter.
c. Violations.
   i. Prohibited Use of Electronic Devices. Students shall not use electronic devices for activities which disrupt the educational environment; illegal activities in violation of state or federal laws or regulations; unethical activities, such as cheating on assignments or tests; immoral or pornographic activities; activities in violation of Board or school policies and procedures relating to student conduct and harassment; recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; "sexting;" or, activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

ii. Disposition of Confiscated Electronic Devices. Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time.

iii. Penalties for Prohibited Use of Electronic Devices. Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in "sexting" or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.

iv. Reporting to Law Enforcement. Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

v. Responsibility for Electronic Devices. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, student and parent/guardian authorizes the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

4. **Inappropriate Public Displays of Affection (IPDA).** Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling, or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA: Consequences consistent with each school's Parent-Student Handbook. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

5. **Specific Rule Items**. Specific rules will be developed at the school and the District level and reviewed each year. These expectations will be included in each school's Parent-Student Handbook.

6. **Law Violations**. Any act of a student which is a basis for expulsion and which the principal or assistant principal knows or suspects is a violation of the Nebraska Criminal Code shall be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent/guardian of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the School Board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his/her parent/guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent/guardian or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parent/guardian.

Electronic Communication Devices and Cell Phones (Board Policy 6113)

All students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

1. When required by a student's Individualized Education Program or 504 Plan;
2. When authorized by the District for educational purposes during instructional time;
3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or,
5. When determined appropriate by the Superintendent or the Superintendent's designee.

All exceptions listed herein must be approved in advance by the appropriate school staff member.

Any student who violates this policy may be subject to discipline under the District's Student Discipline Policy.

Alternative Education Programs or Plans for Expelled Students (Board Policy 5102)

In the event action is being taken to expel a student from this school district, the administration may offer the student: 1.) an alternative school, class, or educational program (hereinafter referred to as an "alternative program"); or, 2.) the development of a plan of behavior modification, educational objects, and financial resources and community programs available to meet the behavioral and educational objects, and monthly reviews to assess the student's progress toward meeting the specified goals and objects. An expelled student may not be required to attend an alternative program.

Alternative Education Program. The Superintendent or the Superintendent's designee is hereby granted the authority to arrange and plan for a student's alternative educational program, based on the available resources and the student's individual circumstances.

Education Plan Program. If the administration elects not to provide an alternative education program or if a student declines to participate in the alternative education program, the following procedures shall be:

1. A conference shall be called by a school administrator and held to assist the District in the development of a plan with the participation of a parent/guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.
2. The plan shall be in writing and adopted by a school administrator and presented to the student and the parent/guardian.
3. The plan shall:
    a. Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided;
    b. Identify educational objectives that must be achieved in order to receive credits toward graduation;
    c. Specify the financial resources of the community programs available to meet both the educational and behavioral objects identified; and,
    d. Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

The District shall submit such a plan on the form "Alternative Education Plan for Expelled Students."

Weapons

Scottsbluff Public Schools will not tolerate the possession of dangerous weapons by students on school district property or at school district-sponsored events. Possession includes having a weapon in a desk, backpack, locker, vehicle, or on a student's person. If a student carries, displays, or draws any dangerous weapon, look-alike weapon, any toy that looks like a weapon, or anything that could cause bodily harm, they may face consequences up to and including expulsion.

Anti-Bullying Policy (Board Policy 5415)

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors

by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events and while away from school grounds if the misconduct materially and substantially interferes with or disrupts the educational environment, the District's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior. The District shall review the Anti-Bullying Policy annually.

Initiations, Hazing, Secret Clubs, and Outside Organizations (Board Policy 6284)

Initiations. Initiations by classes, clubs, or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion. The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams, or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Internet Safety and Acceptable Use Policy (Board Policy 6800)

Internet Safety Policy. It is the policy of Scottsbluff Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall:

1. Prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
2. Provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Prevent unauthorized access, including so-called "hacking," and other unlawful activities online;
4. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
5. Obtain verifiable parental consent before allowing third parties to collect personal information online from students; and,
6. Implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means 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 in respect to minors.

Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall

be used to block and/or filter Internet or other forms of electronic communications, as well as to block/filter access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes unauthorized access, including so-called 'hacking,' and other unlawful activities, and unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.

The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

Computer Acceptable Use Policy. This computer acceptable use policy is supplemental to the District's Internet Safety Policy. This policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the Internet.

Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or the Superintendent's designee shall develop appropriate user agreements and shall require that employees, students (and their parents/guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents/guardians of students in programs operated by the District shall inform the Superintendent or the Superintendent's designee in writing if they do not want their child to have access. The Superintendent and the Superintendent's designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

Unacceptable Uses. The following are unacceptable uses of the technology resources:

1. Personal Gain. Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
2. Personal Matters. Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the user has entered into a lease agreement or other similar agreement with the District that makes such use permissible under law.
3. Occasional use that the Superintendent or the Superintendent's designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District include sending an email to a minor child or spouse or sending an email related to a community group in which an employee is a member where the

membership in the community group facilitates the District's mission. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time, nor may students do so during instructional time. The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use or sending an e-mail related to one's own private consulting business.

4. Campaigning. Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
5. Technology-Related Limitations**.** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
    a. Users shall not use another person's name, log-in, password, or files for any reason, or allow another to use their password (except for authorized staff members).
    b. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
    c. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
    d. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
    e. Users shall not copy, change, or transfer any software without permission from the network administrators.
    f. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
    g. Users shall not engage in any form of vandalism of the technology resources.
    h. Users shall follow the generally accepted rules of network etiquette. The Superintendent or the Superintendent's designees may further define such rules.

Other Policies and Laws. Technology resources shall not be used for any purpose contrary to any district policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. To access any material contrary to the Internet Safety Policy or to create or generate any such material.
2. To engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.
3. To engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language, use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue, or sending emails that divulge protected confidential student information to unauthorized persons.
4. To engage in or promote violations of student conduct rules.
5. To engage in illegal activity, such as gambling.
6. In a manner contrary to copyright laws.
7. In a manner contrary to software licenses.

Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error-free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes who has successfully completed District training on proper disabling circumstances and procedures, with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of the Superintendent. 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 provided the minor is monitored directly by an authorized staff member.

Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Artificial Intelligence (Board Policy 6288)

Scottsbluff Public Schools acknowledges that artificial intelligence continues to emerge as a resource that may assist students with future technology and different methods of learning. However, artificial intelligence also poses a challenge to delineate the responsible use of artificial intelligence with student plagiarism. As a result, the Board of Education adopts this policy to specifically address how the District will address academic honesty and integrity regarding a student's use of artificial intelligence.

Permissible Uses of Artificial Intelligence in School Assignments. Students may use artificial intelligence or related platforms when any of the following occurs.

1. The student receives advance permission from the teacher for the given assignment or project; or,
2. The teacher's classroom rules or expectations established artificial intelligence as a permissible resource for students to access.

Any student with questions about the permissible use of artificial intelligence should contact their teacher in advance of using artificial intelligence to assist with any assignment. It is the responsibility of each student to understand the permissible use (if any) of artificial intelligence in a given class or a particular assignment. Students must be fully forthright and honest about their use of artificial intelligence to assist with any school assignment.

Impermissible Uses of Artificial Intelligence in School Assignments. Unless otherwise permitted by this policy, students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the District's plagiarism policy and academic dishonesty rules.

Device-Assisted Learning Initiative (DALI)

~~The mission of the Device-Assisted Learning Initiative in the Scottsbluff Public School District is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement, problem-solving, and higher-level thinking with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. Scottsbluff Public Schools endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for college and career readiness. More information regarding the DALI can be found online at: https://www.sbps.net/Page/1488.~~

The mission of the Device-Assisted Learning Initiative (DALI) in the Scottsbluff Public School District is to foster a collaborative learning environment for all students. This environment will empower both students and teachers to leverage technology in transformative ways, enhancing student engagement, problem-solving skills, and higher-level thinking. The initiative aims to promote self-directed learning and encourage students to become lifelong learners.

Students will shift from being mere consumers of information to becoming creative producers and owners of knowledge. Scottsbluff Public Schools is dedicated to preparing students for an ever-changing world, where technological advancements occur at a rapid pace. The district is committed to ensuring students are ready for both college and career opportunities.

For more information about DALI, please visit: https://www.sbps.net/Page/1488.

Sexual Misconduct

Students are not to engage in sexual misconduct consisting of but not limited to: sexual harassment, sexual violence, sexual assault or gender-based harassment, or attempts at the aforementioned. Sexual misconduct can be physical and/or verbal. This conduct may result in or up to an expulsion regardless of the time or location of the offense if the conduct occurs on the school premises or creates a substantial disruption to the learning environment.

Sexual Assault (Nebraska Revised Statute § 28-319 & 28-320). "Any person who subjects another person to sexual penetration a.) without the consent of the victim, b.) who knew or should have known that the victim was mentally or physically incapable of resisting or appraising the nature of his/her conduct, or c.) when the offender is nineteen years of age or older, and the victim is at least twelve but less than sixteen years of age is guilty of sexual assault in the first degree. Any person who subjects another person to sexual contact a.) without consent of the victim, or b.) who knew or should have known that the victim was physically or mentally incapable of resisting or appraising the nature of his/her conduct is guilty of sexual assault in either the second degree or third degree."

Definitions.

Sexual Harassment. Unwelcome or coercive sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct, including technological communication that creates a substantial interruption to the school environment. Sexual conduct is unwelcome whenever the person subjected to it considers it unwelcome.

Quid Pro Quo. The expressed or implied demands for sexual favors in exchange for some benefit or to avoid some detriment in the educational setting, it is intended to compel a student to engage in "unwelcome" conduct. Quid pro quo harassment is committed by someone who is in a position of power or authority over another. Quid pro quo harassment is equally illicit whether a student resists and suffers the threatened harm, or submits and thus avoids the threatened harm. The student who does not reject sexual conduct may seem to consent to it, however, a lack of rejection doesn't necessarily mean the student actually welcomed the conduct. The student might not speak up because they want to:

1. Avoid getting in trouble;
2. Continue to please the perpetrator;
3. Earn good grades; and/or,
4. Protect his/her position in a school sport or activity.

Hostile Educational Environment. Sexually harassing conduct (which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature) by a student that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile, abusive, or demeaning educational environment. Unwelcome conduct is behavior a reasonable person would find so "severe, pervasive, and objectively offensive" that it effectively denies someone equal access to education. This can include but is not limited to lewd comments about a student, can also look or feel like teasing, intimidating or offensive comments based on stereotypes, or bullying someone based on their sex, gender identity, or sexual orientation. If a behavior is inappropriate or makes a student uncomfortable, they have the right to tell the person to stop. If the student does not stop, students have the right to ask your school to intervene.

Sexual Contact. The intentional touching of the victim's sexual or intimate parts or the intentional touching of the victim's clothing covering the immediate area of the victim's sexual or intimate parts. Sexual contact also means the touching of sexual or intimate parts or the clothing covering the immediate area of the victim's sexual or intimate parts when such touching is intentional by the offender. Sexual contact includes only such conduct which can be reasonably construed as being for the purpose of sexual arousal or gratification of either party.

Without consent. Can mean:

1. The victim was compelled to submit due to the use of force, threat of force, or coercion;
2. The victim expressed a lack of consent through words;
3. The victim expressed a lack of consent through conduct;
4. The consent, if any was actually given, was the result of the offender's deception as to the identity, nature, or purpose of the act;

5. The victim need only resist, either verbally or physically, so as to make the victim's refusal to consent genuine and real and so as to reasonably make known to the offender the victim's refusal to consent; and/or,
6. A victim need not resist verbally or physically where it would be useless or futile to do so.

Gang Activity or Association

For the purpose of these policies, a gang is a group of three or more people who interact together to the exclusion of others, claim a territory or area, have a name, have rivals/enemies, and exhibit antisocial behavior often associated with crime or a threat to the community. The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

1. Lead school officials to believe that such behavior, apparel, activities, acts or other attributes are gang-related or would disrupt or interfere with the school environment or activity and/or educational objectives;
2. Present a physical safety hazard to self, students, staff members, or other employees;
3. Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or,
4. Imply gang membership or affiliation by written communication, marks, drawing, paint, design, or emblem upon any school or personal property or on one's person.

Additionally, inappropriate hand gestures of any type are not acceptable. If the student's dress or behavior is in violation of these regulations, the principal or designee will ask the student to make the appropriate correction. If the student refuses, the parent/guardian will be notified and asked to make the necessary correction. The principal or designee will make the final decision and take appropriate corrective or disciplinary action.

Restorative Practice

Restorative Practices reflect the philosophy that when misbehavior occurs within a school, it affects those harmed, those causing the harm, and possibly others within the school community. The goal of Restorative Practices is to address conflict using open and respectful dialogue that focuses on the harm caused, strategies to repair this harm and the relationships of those involved, and strategies to stop the disruptive behavior. The goal of Restorative Practices is to foster new understanding through dialogue that results in a mutually-agreed resolution to the issue.

Behavioral Points of Contact (Board Policy 6930)

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents/guardians and/or students should contact their building principal or behavioral points of contact listed below.

Location	Behavioral Point of Contact
Bear Cub Preschool	Dr. Bree Rock
Lake Minatare	Ashlen Schaneman
Lincoln Heights	Krystal Rodriguez
Longfellow	Lukas Benzel
Roosevelt	Jessica Stec
Westmoor	~~Bethany Jolliffe~~ Kristen Juelfs
Bluffs Middle School	James Miller
Scottsbluff High School	Matt Huck

SECTION 10–STATE AND FEDERAL PROGRAMS

Anti-Discrimination, Anti-Harassment, and Anti-Retaliation (Board Policy 5401)

Elimination of Discrimination

The Scottsbluff Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This School District intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Scottsbluff Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees, and Others:
Dr. Wendy Kemling, Executive Director of Student Services
2617 College Park, Scottsbluff, NE 69361
(308) 635-6200
wkemling@sbps.net

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact:

U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550 (voice)
Fax: (816) 268-0559
Telecommunications Device for the Deaf: (800) 877-8339
OCR.KansasCity@ed.gov

Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others

Purpose

The Scottsbluff Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment, and retaliation of any kind by district employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

1. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment; or,
2. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

1. Unwelcome sexual advances or propositions;

2. Requests or pressure for sexual favors;
3. Comments about an individual's body, sexual activity, or sexual attractiveness;
4. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body;
5. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol;
6. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc.; and/or,
7. Gender-based harassment: acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows, or reasonably should know, about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All district employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

Anti-Retaliation

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

Grievance (or Complaint) Procedures

Employees or students should initially report all instances of discrimination, harassment, or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment, or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is available in the office of each district building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

1. Level 1 - Investigation and Findings
   Once the District receives a grievance, complaint, or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and

prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and district employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within 10 working days after receiving a complaint or report, unless extenuating circumstances exist as determined by the investigator. Extenuating circumstances may include the unavailability of witnesses or the investigator due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will be determined by the investigator and in compliance with any legal requirement. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

a. Providing the parties with the opportunity to present witnesses and provide evidence;
b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct;
c. For allegations involving harassment, some of the factors the District will consider include:
    i. The nature of the conduct and whether the conduct was unwelcome;
    ii. The surrounding circumstances, expectations, and relationships;
    iii. The degree to which the conduct affected one or more students' education;
    iv. The type, frequency, and duration of the conduct;
    v. The identity of and relationship between the alleged harasser and the suspect or suspects of the harassment;
    vi. The number of individuals involved;
    vii. The age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment;
    viii. The location of the incidents and the context in which they occurred;
    ix. The totality of the circumstances; and/or,
    x. Other relevant evidence.
d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?).

The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations.

The District will inform each party when the investigation is complete and will communicate any remedies or disciplinary sanctions that are directly applicable to that individual. The District will not disclose information about disciplinary actions or remedies imposed on another student or employee, except as required by law or when such information directly impacts the receiving party.

2. Level 2 - Appeal to the Superintendent

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within 10 working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. (If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.)

Confidentiality

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

Training

The District will ensure that all district employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, First Student bus drivers, and school law enforcement officers are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate district officials or employees.

Designated Compliance Coordinators

Designated compliance coordinators will be responsible for:

1. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations;
2. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above;
3. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate);
4. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other district employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur;
5. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education;
6. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements;
7. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process;
8. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation;
9. Determining whether district employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations;
10. Recommending changes to this policy and grievance procedure; and,
11. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

Preventive Measures

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination in electronic and printed formats, including prominently displaying the notice on the District's website. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District’s website, reprinting it in district publications, such as Parent-Student Handbooks, and sending it electronically to members of the school community. The District will

provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

~~The Scottsbluff Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies for students, employees, and others:~~

~~Dr. Wendy Kemling, Director of Student Services - 1722 1st Avenue, Scottsbluff, NE 69361 (308) 635-6200 - wkemling@sbps.net~~

~~Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or OCR.KansasCity@ed.gov.~~

~~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, 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. This institution is an equal opportunity provider. 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~~
3. ~~Email: program.intake@usda.gov~~

Designation of Coordinator(s)

Any person having inquiries concerning this district's compliance with anti-discrimination laws, policies, or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies, or programs. The contact address for the coordinator is: Scottsbluff Public Schools, 2617 College Park ~~1722 1st Avenue~~, Scottsbluff, NE 69361, (308) 635-6200.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent, Dr. Andrew Dick and Executive Director of Student Services, Dr. Wendy Kemling

Title IX	Discrimination or harassment based on sex; gender equity	Superintendent, Dr. Andrew Dick and Executive Director of Student Services, Dr. Wendy Kemling
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent, Dr. Andrew Dick and Executive Director of Student Services, Dr. Wendy Kemling
Homeless student laws	Children who are homeless	Superintendent, Dr. Andrew Dick and Executive Director of Student Services, Dr. Wendy Kemling
Safe and Drug-Free Schools and Communities	Safe and drug-free schools	Superintendent, Dr. Andrew Dick and Executive Director of Student Services, Dr. Wendy Kemling

Federal Programs Complaint Procedure

Federal regulations require the Scottsbluff Public Schools Board of Education to have on file written procedures for receiving and resolving any complaint from an organization or individual regarding a violation of a federal statute regulation that applies to federal programs. If you should have such a complaint, copies of the procedure are available at the District Office, 2617 College Park ~~1722 1st Avenue~~, Scottsbluff, NE.

Multicultural Policy (Board Policy 6370)

Scottsbluff Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and European Americans with special emphasis on human relations and sensitivity toward all races.

Statement of Philosophy and Mission. The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with:

1. An understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our nation and the world, and of the contributions made by diverse cultures and races; and,
2. The ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to prepare students to value and respect their own culture and race and cultures and races other than their own, and eliminate stereotypes and different treatment of others based on culture and race. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Implementation of Multicultural Education. The philosophy and mission of the multicultural education program is to be implemented as follows:

1. Multicultural education shall be included in goals established for educational programs.
2. Multicultural education shall be included in the District curriculum guides, frameworks, or standards.
3. The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and European Americans with special emphasis on human relations and sensitivity toward all races.
4. Staff development shall be provided on the District's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the District and program goals.
5. Periodic assessment of the multicultural education program shall be conducted by the Superintendent or the Superintendent's designee. Teachers and other staff upon request shall have the responsibility to provide the administration with reports on:

a. The instructional materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission;
b. Programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission; and,
c. With their professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent or the Superintendent's designee shall provide an annual status report on the assessment to the Board of Education.

~~Notice to Parents/Guardians of Rights Afforded by Section 504 of the Rehabilitation Act of 1973~~

~~The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:~~

1. ~~Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.~~
2. ~~Have the District advise you of your rights under federal law.~~
3. ~~Receive notice with respect to the identification, evaluation, or placement of your child.~~
4. ~~Have your child receive a free appropriate public education.~~
5. ~~Have your child receive services and be educated in facilities that are comparable to those provided to every student.~~
6. ~~Have evaluation, educational, and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.~~
7. ~~Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the District) at no greater cost to you than would be incurred if the student were placed in a program operated by the District.~~
8. ~~Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the District.~~
9. ~~Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement.~~
10. ~~Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)~~
11. ~~File a local grievance.~~

Notification of Rights Under FERPA (Board Policy 5202.1)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading at the time the record was created. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or otherwise allowed by law. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee or

assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

Notice Concerning Directory Information

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and,
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released and can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's name, address, telephone ~~listing~~ number, and the name, address, telephone ~~listings~~ number ~~(if not unlisted),~~ e-mail address and ~~work or~~ other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent/guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. ~~Student's date of birth and place of birth;~~
6. Student's extracurricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team; and,
9. Student's photograph; ~~and,~~
10. ~~School or school district the student attended before he or she enrolled in Scottsbluff Public Schools.~~

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent/guardian or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents/guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent/guardian notifies the Superintendent in writing. ~~The period of time within which a parent or guardian or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the District's office to indicate your refusal to have your child's information designated as directory information. The District may disclose information about former students without meeting the conditions in this section.~~

Notice Concerning Designation of Law Enforcement Unit

The District designates the Scottsbluff Police Department as the District's "law enforcement unit" for purposes of:

1. Enforcing any and all federal, state, or local law;
2. Maintaining the physical security and safety of the schools in the District; and,
3. Maintaining safe and drug-free schools.

Military Recruiters

The District will provide access to routine directory information of each student in a high school grade upon a request made by a military recruiter, unless the student's parent/guardian has submitted a written request to the

high school principal that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students. If a parent/guardian does not want his/her student's information to be provided to a military recruiter, the parent/guardian must submit a written request to the high school principal.

Notice Concerning Designation of Law Enforcement Unit

The District designates the Scottsbluff Police Department as the District's "law enforcement unit" for purposes of enforcing any and all federal, state, or local law, maintaining the physical security and safety of the schools in the District, and maintaining safe and drug-free schools.

Requests to Contact Students and Student Interviews by Non-School Personnel (Board Policy 5413)

Removals of Students and Interviews of Students. In dealing with law enforcement officials, Scottsbluff Public Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with district operations or educational programming. For the purposes of law enforcement, (or other similar investigative processes) school staff may not transport the student.

Removals of Students by Law Enforcement Officials. Law enforcement officers shall be permitted to remove a child from school when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshalls, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests. Law enforcement officers, may in the line of duty, require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:

1. The child has violated a state law or municipal ordinance and such child was 11 years of age or older at the time of the violation, and the officer has reasonable grounds to believe such child committed such violation and was 11 years of age or older at the time of the violation;
2. The child is seriously endangered in his/her surroundings and immediate removal appears to be necessary for the child's protection;
3. The officer believes the child to be mentally ill and dangerous as defined in Neb. Rev. Stat. § 71-908 and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;
4. The officer has reasonable grounds to believe that the juvenile has run away from his/her parent/guardian or custodian;
5. A probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place lives or property in danger;
6. The officer has reasonable grounds to believe the juvenile is truant from school;
7. The officer has reasonable grounds to believe the child is immune from prosecution for prostitution under subsection (5) of the Neb. Rev. Stat. § 28-801; or,
8. The child has committed an act or engaged in behavior described in subdivision (1), (2), (3)(b), or (4) of the Neb. Rev. Stat. § 43-247 and such child was under 11 years of age at the time of such act or behavior, and the officer has reasonable cause to believe such child committed such act or engaged in such behavior and was under 11 years of age at such time.

If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of Scottsbluff Public Schools, the following action is to be taken:

1. Establish Authority to Remove. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student. The Affidavit & Release to Remove Student form may be used for this purpose.
2. Notify Local Law Enforcement. In some instances, there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of Scottsbluff Public Schools. Local law enforcement should be contacted and requested to participate in or monitor the removal.
3. Notify Parent/Guardian of Removal. When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent/guardian or responsible relative of the minor regarding the release of the minor student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse

or neglect, the principal or other school official is not required to notify the parent/guardian, but shall provide the peace officer with the address and telephone number of the minor student's parents/guardian.

A student should not be released to a private detective or "special police officer" who is not an officer of a Nebraska political subdivision or an officer of an agency of the federal government without consent of the student's parent/guardian or custodian.

Interviews of Students by Law Enforcement Officials. Law enforcement officers and other law authorities should be urged to contact students for questioning outside the instructional day and off school premises whenever possible. When it is appropriate that such questioning occur, the following guidelines are to be followed:

Interviews Not Related to District Events. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to Scottsbluff Public Schools, questioning should not take place until the student's parent/guardian or custodian has been contacted and permission is given for such interview, unless the crime being investigated is neglect or abuse of that student, in which case consent and permission is not required. The consent should be documented. The presence of a school employee during the interview is not necessary.

1. Interviews Related to District Events. If the investigation relates to an incident which took place on school premises or during instructional time, it is not necessary to obtain consent of the student's parent/guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates only to the incident which took place on school premises or during instructional time or something which is directly related thereto.
2. Child Abuse or Neglect. If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted without consent of the student's parent/guardian or custodian. In these situations, an employee of Scottsbluff Public Schools should accompany the student to the interview location.
3. Probation Officer Interview. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on school premises. In such situations, it is neither necessary nor desirable that a district employee be present during the interview. It also is not necessary to obtain the consent of the parent/guardian or custodian.

Disclosure of Student Records. School employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

Removals and Interviews by Persons other than Law Enforcement Official. A person who comes to school premises to interview a student or remove a student prior to the end of the student's instructional day must obtain permission of an administrator or designee. Permission to remove is not to be granted without consent of the student's parent/guardian or custodian, or a person authorized by the student's parent/guardian or custodian to give such permission. Permission to interview on subjects not related to school matters is not to be granted unless there is a clearly valid and proper reason for the interview and such is not disruptive to school operations or the student's educational program. Ordinarily such contacts shall be restricted to the student's parent/guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

~~**Combined District and School Title I Parent and Family Engagement Policy (Board Policy 6410)**~~

~~Scottsbluff Public School District intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.~~

~~The written district parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy describes the means for carrying out the requirements as listed below:~~

1. ~~Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports, and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.~~
2. ~~Parents are involved in the planning, review, evaluation, and improvement of the Title I program, Parent and Family Engagement Policy, and the School-Parent Compact at an annual parent meeting scheduled at a~~

convenient time. This would include the planning and implementation of effective parent and family involvement activities.

3. Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
4. Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
5. Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
6. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
7. Coordinate and integrate parental involvement programs and activities with other federal, state and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Student Privacy Protection Policy (5419)

It is the policy of Scottsbluff Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents/Guardians to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties. Parents/guardians shall have the right to inspect, upon the parent/guardian's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent/guardian's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive. The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled "Notification of and Right to Opt-Out of Specific Events."

Right of Parents/Guardians to Inspect Instructional Materials. Parents/guardians shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents/guardians shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent/guardian shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent/guardian, at such reasonable time and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent/guardian of such concern, and assist the parent/guardian with forming a request which can reasonably be accommodated. If the parent/guardian does not formulate such a request, and continues to desire certain curriculum materials, the parent/guardian shall be asked to make their request to the Superintendent or the Superintendent's designee.

Rights of Parents/Guardians to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent/guardian opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions:

1. In accordance with Nebraska Department of Health and Human Service requirements;
2. Physical examinations or screenings that are permitted or required by an applicable state law; and,
3. Surveys administered to students in accordance with the Individuals with Disabilities Education Act.
   For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification & Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students. The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. Personal information for purposes of this policy means individually identifiable information about a student including student or parent/guardian's first and last name, home address, telephone number, and social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples:

1. College or postsecondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by student of products or services to raise funds for school-related/education-related activities; or,
6. Student recognition programs.

Parent/Guardian Access to Instruments Used in the Collection of Personal Information. While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents/guardians shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent/guardian shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent/guardian to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent or the Superintendent's designee for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting guardian as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy. The District shall provide parents/guardians with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents/guardians of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents/Guardians of Dates of and Right to Opt-Out of Specific Events. The District shall directly notify the parents/guardians of the affected children, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: The general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy;
3. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or of other students. (Note: The general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the

reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent/guardian opt-out right:

4. Screenings in accordance with Nebraska Department of Health and Human Service requirements;
5. Physical examinations or screenings that are permitted or required by an applicable state law; and,
6. Surveys administered to students in accordance with the Individuals with Disabilities Education Act.

Parents/guardians shall be offered an opportunity in advance to opt their child out of participation in any of the above-listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive. Any survey containing one or more of the following matters shall be deemed to be sensitive for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's parent/guardian;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent/guardian; or,
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service. The District shall attempt to obtain informed consent from the parent/guardian of each child who is under 18 years of age to participate in any mental-health assessment or therapeutic service that is funded under the Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent/guardian written notice describing in detail such mental health assessment or therapeutic service, including the purpose for such assessment or therapeutic service, the provider of such assessment or therapeutic service, when such assessment or therapeutic service will begin, and how long such assessment or therapeutic service may last. No mental health assessment can be conducted without written consent from the parent/guardian.

Parental Involvement in Schools (Board Policy 6400)

Scotts Bluff County School District 79-0032, aka Scottsbluff Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent/guardian or educational decision-maker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent/guardian or educational decision-maker may request a personal conference with appropriate school personnel to discuss such concerns as the Superintendent or the Superintendent's designee may deem appropriate. The Superintendent or the Superintendent's designee shall prepare a complaint form which may be used by a parent/guardian or educational decision-maker to express objections to any such instructional material. Such complaint form shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent/guardian or educational decision-maker.
2. Upon reasonable advance request, a parent/guardian or educational decision-maker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the child, other students, and the educational staff. Guidelines may be found in the District Parent-Student Handbook.
3. Parents/guardians or educational decision-makers are encouraged to communicate to school staff when the parent/guardian or educational decision-maker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent/guardian or educational decision-maker finds objectionable. The Superintendent or the Superintendent's designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent/guardian or educational decision-maker concerning what specific testing, classroom instruction, or other school experience the parent/guardian finds objectionable, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent/guardian, or educational decision-maker and consistent with the mission of the District and legitimate

school interests. Parents/guardians or educational decision-makers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent/guardians or educational decision-maker, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents/guardians or educational decision-makers when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents/guardians or educational decision-makers will be notified of where a sample of such a test might be viewed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent/guardian or educational decision-maker of such student shall be prohibited unless a parent/guardian or educational decision-maker requests in writing that such tests be administered to their child.

   Parents/guardians and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when a survey concerns one or more of the following areas:
   a. Political affiliations or beliefs of the student or the student's parent/guardian or educational decisionmaker;
   b. Mental or psychological problems of the student or the student's family;
   c. Sex behavior or attitudes;
   d. Illegal, anti-social, self-incriminating, or demeaning behavior;
   e. Critical appraisals of other individuals with whom respondents have close family relationships;
   f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
   g. Religious practices, affiliations, or beliefs of the student or student's parent/guardian or educational decisionmaker; or,
   h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

   Any survey administered by the District that asks students to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents/guardians or educational decisionmakers that their student will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents/guardians and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their students from participating in the survey.

   No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

   No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

6. As a general matter, substantive decision-making processes will be left to the judgment of the professional staff, administration, or where appropriate, the Board of Education, subject to an effort to receive information from parents/guardians as to any concerns, objections, or other information such parents/guardians or educational decision-makers would wish to provide to the District concerning a parent/guardian's or educational decision-maker's access, involvement, and participation in activities of the school.

~~Scotts Bluff County School District 79-0032, a/k/a Scottsbluff Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:~~

~~1. In the event any parent/guardian has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with appropriate school personnel to discuss such concerns as the Superintendent or the Superintendent's designee may deem appropriate. The Superintendent or the Superintendent's designee shall prepare a complaint form which may~~

~~be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.~~

2. ~~Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff. Guidelines may be found in the District Parent Student Handbook.~~
3. ~~Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or the Superintendent's designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.~~
4. ~~Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.~~
5. ~~The District will notify parents when their child may be subjected to a standard norm-referenced or criterion-referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such a test might be viewed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.~~
6. ~~Prior to any school-sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or the Superintendent's designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which the survey exists from the school's perspective.~~
7. ~~As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration, or, where appropriate, the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the District concerning a parent's access, involvement, and participation in activities of the school.~~

Homeless Students (Board Policy 5418)

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

Definitions:

"School of Origin" shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

"Homeless Children and Youths" shall mean any individuals who lack a fixed, regular, and adequate nighttime residence, and includes:

a. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals
b. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
c. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and/or,
d. Migratory children who qualify as homeless because they are living in circumstances described.

"Unaccompanied Youth" shall mean a homeless child or youth not in the physical custody of a parent/guardian.

School Selection. Each school shall presume that keeping a homeless child or youth enrolled in the child's or youth's school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent/guardian or, in the case of an unaccompanied youth, the youth. To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent/guardian or, in the case of an unaccompanied youth, the youth.

Enrollment. Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency, or has missed any application or enrollment deadlines during any period of homelessness.

Transportation. If the child or youth continues to attend his/her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

Records. Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and,
3. In a manner consistent with the Federal Education Rights and Privacy Act.

Services. The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing, and any other appropriate services;
4. Ensure that homeless children and youths:
    a. Are enrolled in school which includes attending classes and participating fully in school activities;
    b. Have a full and equal opportunity to meet the same challenging state academic standards as other children and youths;
    c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports; and,
    d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid;
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents/guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable; and,
6. Ensure the dispute resolution process is carried out in accordance with the law and district policy.

Dispute Resolution. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The District shall immediately provide the child's parent/guardian or, in the case of an unaccompanied youth, a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent/guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within thirty calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

Appeals. Any parent/guardian, or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Pregnant and Parenting Students (Board Policy 5422)

Scottsbluff Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the District will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences. Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting-related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the District at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the District deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork, and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work. The District will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative programs for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation. The District will make reasonable accommodations for breastfeeding or milk expression during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair, and is reasonably accessible. Students shall also be provided a food-safe refrigerator to store breast milk safely.

Child Care. If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a Step 3 rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality. Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law. Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards, or scholarships.

Other Accommodations. Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional workspace, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment. Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination. This policy will be available at the beginning of each school year on the District's website and will be incorporated into the Parent-Student Handbook.

Married Students (Board Policy 5403)

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

Dating Violence Parent/GuardianNotice (Board Policy 5420)

Scottsbluff Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his/her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope, and subject to the limits of the District's authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy. Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the District's Parent-Student Handbook or an equivalent such publication. Parents/guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents/guardians shall be provided a copy of the dating violence policy and relevant information.

Student Records (Board Policy 5202)

Confidentiality of Student Records. School staff shall maintain student records in compliance with state and federal law. Student files and other education records shall not be released or divulged except in compliance with state and federal law. School officials may have access to only those education records in which they have a legitimate educational interest, unless the parent/guardian has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to, and including, termination. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility and effectively provide the function or service for which they are responsible. A school official for purposes of access to education records is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. To the extent permitted by law, contractors, consultants, and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest, which means records needed to effectively provide the function or service for which they are responsible.

Student and Parent/Guardian Access to Student Records. A parent/guardian of a student or former student, and a student or former student who is 18 years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. Non-custodial parents will be provided full and equal access to the education records of his/her child unless there is a court order to the contrary.

Maintenance and Destruction. Student files or records shall be maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three years.

Amendment of Student Records. Parents/guardians and eligible students (a student who has reached 18 years of age or is attending an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading, or violates the privacy rights of the student. Such a challenge may be made by making a written request to the principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the principal shall inform the parent/guardian of the student and the Superintendent. The parent/guardian shall be advised of the right to a hearing. If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent/guardian or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

~~Notice Concerning Staff Qualifications (Board Policies 4100 & 4200)~~

~~The Every Student Succeeds Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Scottsbluff Public Schools will give parents/guardians the following information about their child's classroom teacher:~~

1. ~~Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;~~
2. ~~Whether the teacher is teaching under an emergency or provisional teaching certificate; and,~~
3. ~~The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Scottsbluff Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.~~

Qualifications for Appointment as Teachers (Board Policy 4100)

To be eligible for appointment as a teacher, an applicant must hold a valid Nebraska teaching certificate or permit (or provide satisfactory evidence that these requirements will be in place prior to commencement of duties).

Qualifications of Non-Certified Employees (Board Policy 4200)

Non-certificated employees shall meet the statutory license requirements and such other qualifications as may be determined by the Board and the Superintendent.

~~Custodial Rights~~

~~School officials will rely upon current, verifiable legal documents to interpret parental and custodial rights as they pertain to matters of a child's education.~~

Asbestos

Scottsbluff Public Schools has completed and has on file at the Administration Office at 1722 1st Avenue, each Building Asbestos Management Plan. This plan contains the results of all building inspections and the response action necessary to either abate or encapsulate any asbestos-containing material. Each Building Plan is available electronically for public inspection in the principal's office at each building, with a master copy available at the Administration Office at 1722 1st Avenue, Scottsbluff, Nebraska.

Student Fees Policy (Board Policy 5416)

The Board of Education of Scottsbluff Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. The District's general policy is to provide for the free

instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents/guardians have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent/guardian contributions to enhance the educational program provided by the District. Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. The policy includes Appendix "I," which provides further specifics of student fees and materials required of students. Parents/guardians and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

Guidelines for Non-Specialized Attire Required for Specified Courses and Activities. Students have the responsibility to furnish and wear non-specialized attire meeting general district grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses, and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course, or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical, or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors, and math calculators. A specific class supply list will be published annually for elementary and middle school students. The list may include refundable damage or loss deposits required for usage of certain district property.

Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents/guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

Music Course Materials. Students will be required to furnish musical instruments for participation in optional music

courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

Parking. Students may be required to pay for parking on school grounds or to school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

Extracurricular Activities-Specialized Equipment or Attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

Postsecondary Education Costs. Students are responsible for postsecondary education costs for courses offered off-campus that are not part of the students Career Academy graduation requirements. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a dual credit course taken at Scottsbluff High School taught by a Scottsbluff High School instructor or a course taken through a post-secondary institution as part of the student's Career Academy graduation requirements, the course shall be offered without charge for tuition, transportation, books, or other fees.

Transportation Costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

Copies of Student Files or Records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents/guardians of such student. A parent/guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents/guardians of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

Participation in Before-and-After-School or Pre-Kindergarten Services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

Participation in Summer School or Night School. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

Breakfast and Lunch Programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for participation in extracurricular activities and the use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents/guardians must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Parent-Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the Parent-Student Handbook). The Parent-Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

Student Fee Fund. The Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for:

1. Participation in extracurricular activities;
2. Postsecondary education costs; and,
3. Summer school or night school.

School Wellness Policy (Board Policy 5417)

A function of Scottsbluff Public Schools ("District") is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following school wellness policy.

District Wellness Committee Role and Membership. The District will convene a representative SBPS District Wellness Committee ("SBPSDWC") that meets at least two times per year to establish goals for and oversee school health and safety policies and programs, including the development, implementation, and periodic review and update of this District wellness policy. The SBPSDWC membership will represent all school levels and include (to the extent possible), but not be limited to parent/guardians, students, representatives of the school nutrition program, physical education teachers, health education teachers, school health professionals or staff, mental health and social services staff, school administrators, Board members, and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the SBPSDWC will include representatives from each school building and reflect the diversity of the community.

The Superintendent or the Superintendent's designee will convene the SBPSDWC and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy. Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement. The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school, and includes information about who will be responsible to make what change, by how much, where and when, as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report. This wellness policy and the progress reports can be found on the District's website.

Recordkeeping. The District will retain records to document compliance with the requirements of the wellness policy at the District Office and/or on the District's computer network.

Annual Notification of Policy. The District will inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website. This will include a summary of the District's events or activities related to wellness

policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments. Under the direction of the Superintendent or the Superintendent's designee, at least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and identify necessary revisions. The District will notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy. The SBPSDWC will update or modify the wellness policy based on the results of the annual and triennial assessments and/or as district priorities change, community needs change, wellness goals are met, new health science, information, and technology emerges, and new federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach, and Communications. The District is committed to being responsive to community input, which begins with awareness of the wellness policy.

School Meals. All schools within the District will participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional federal child nutrition programs as eligible, such as the Fresh Fruit and Vegetable program, the Child and Adult Care Food Program and the After-School Snack program and will meet the minimum nutritional requirements of such programs. The District will make drinking water available in all locations where school meals are served during meal times.

Competitive Foods and Beverages. To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, and snack or food carts. Only for the purpose of competitive food and beverages in subsection 3 of this policy, a school day is the time between midnight the night before to 30 minutes after the end of the instructional day.

Celebrations and Rewards. All foods offered on the school campus will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. Celebrations and parties. The District will provide a list of healthy party ideas to parents/guardians and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents/guardians. The District will provide or make available to parents/guardians a list of foods and beverages that meet the USDA Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources. Foods and beverages will not be withheld as punishment for any reason, such as for performance or behavior.

Fundraising. Foods and beverages that meet or exceed the USDA Smart Snacks nutrition standards may be sold through fundraisers on the school campus during the school day.

Nutrition Promotion. Nutrition promotion will be provided through both classroom and school meal program efforts, which encourage participation in school meal programs and the consumption of nutrient-rich foods. Students and staff will receive consistent nutrition messages throughout the school building, classrooms, gymnasiums, and cafeterias.

Nutrition Education. The District will teach, model, encourage, and support healthy eating by all students.
Physical Education. A substantial percentage of students' physical activity can be provided through a Comprehensive School Physical Activity Program (CSPAP). The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education.

Classroom Physical Activity Breaks. Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week.

These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

Active Academics. Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible. Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before-and-After-School Activities. The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before-and-after-school by sponsoring or permitting physical activity clubs and physical activity in aftercare, intramurals, or interscholastic sports.

Active Transport. The District will support active transport to and from school, such as walking or biking.

Other Activities that Promote Student Wellness. The District will integrate wellness activities across the entire school setting, including other initiatives related to physical activity, physical education, nutrition, and other wellness components so efforts are complementary and work towards the same set of goals to promote student well-being, optimal development, and strong educational outcomes.

Community Partnerships. The District will develop, enhance, or continue relationships with parents/guardians, families, and community partners in support of this wellness policy implementation. Families, community members, and organizations will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

Community Health Promotion and Family Engagement. The District will promote to parents/guardians, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

Staff Wellness and Health Promotion. The SBPSDWC will focus on staff wellness issues, identify, and disseminate wellness resources and perform other functions that support staff wellness in coordination with human resources staff. Schools in the District will implement strategies to support staff in promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will receive information about health promotion efforts.

Professional Learning. When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.

District Handbook Changes

Page #	2	Updated page numbers	**Page #**	34	Removed the phrase "Early Childhood Education" from the "Physical Examination" section
Page #	3	Updated student photo	**Page #**	34	Updated language under "Immunizations" section
Page #	4	Updated SBPS District Map	**Page #**	38	Updated Board Policy 5101 - "Student Discipline"
Page #	5	Updated 2025-2026 PreK-12 Calendar	**Page #**	46	Added Board Policy 6113 - "Electronic Communication Devices and Cell Phones"
Page #	6	Removed "The State of Your Schools" phrase	**Page #**	50	Updated the "Device-Assisted Learning Initiative" section
Page #	6	Updated Annual Report photo	**Page #**	52	Updated Westmoor's Behavioral Point of Contact to Kristen Juelfs
Page #	6	Added "ParentSquare" section	**Page #**	53	Updated "Anti-Discrimination, Anti-Harassment, and Anti-Retaliation" and "USDA Non-Discrimination Statement" sections
Page #	6	Added "Parenting Plans" section	**Page #**	59	Removed "Notice to Parents/Guardians of Rights Afforded by Section 504 of the Rehabiliation Act of 1973" (Duplicated from page 28)
Page #	7	Added Scottsbluff Plus to the District Contact Information section	**Page #**	59	Updated Board Policy 5202.1 - "Notification of Rights Under FERPA"
Page #	7	Updated SHS and Westmoor principal information and titles; Updated addresses for buildings	**Page #**	62	Removed Board Policy 6410 - "Combined District and School Title I Parent and Family Engagement Policy"
Page #	9	Changed the word "visitor pass" to "visitor badge"	**Page #**	65	Updated Board Policy 6400 - "Parental Involvement in Schools"
Page #	9	Moved the "Smoke Free Environment" section to include the language on page 38 under the "Tobacco Policy" section	**Page #**	71	Updated Board Policy 4100 - "Qualifications for Appointment as Teachers"
Page #	12	Removed "Copyrights" section and added Board Policy 6287 - "Plagiarism, Copyrights, and Patents"	**Page #**	71	Updated Board Policy 4200 - "Qualifications for Appointment as Non-Certified Employees"
Page #	14	Added Board Policy 5008.1 - "Mandatory Ages of Attendance"	**Page #**	71	Removed "Custodial Rights" section
Page #	15	Updated Board Policy 5008 - "Student Attendance"			
Page #	17 & 18	Updated the SBPS Attendance Guidelines			
Page #	20	Removed Graduation Requirements table			

Other	Updated Handbook Cover
Other	In numerous places, the term "student handbook" was updated to "Parent-Student Handbook."
Other	In numerous places, the terms "parents" or "parents or guardians" was updated to "parents/guardians" to maintain consistency with updated Board Policy language.
Other	In numerous places, the term "school district" was changed to "the District" to maintain consistency with updated Board policy language.
Other	In numerous places, the District Office address was updated from 1722 1st Avenue to 2617 College Park

RESOLUTION APPROVING STAFF TRAININGS

WHEREAS, the School District is required by various state and federal laws to train staff on numerous topics; and,

WHEREAS, during the 2024 legislative session, the Legislature enacted LB 1329; and,

WHEREAS, LB 1329 defers to each Board of Education to determine the reasonable length of time for certain staff training requirements; and

WHEREAS, to ensure that the District's planned training requirements for the 2025-2026 school year comply with LB 1329's requirements, and to ensure the Board of Education is aware of and approves of other required staff trainings during the 2025-2026 school year, the Board of Education adopts this Resolution to find and determine that the following training requirements are reasonable in scope and length.

NOW, THEREFORE, **BE IT RESOLVED** that the Board of Education hereby determines as follows:

1. The following trainings are reasonable in both length and scope and the Superintendent or designee shall identify the District staff who shall be trained as follows:

Subject	Required by	Source of Training	Approximate Length of Training	Participants
Behavioral Awareness	Neb. Rev. Stat. § 79-3602 & 79-3603	ESU 13	60 Minutes	Behavioral Point of Contacts
Dating Violence Prevention	Neb. Rev. Stat. § 79-2,141	ALICAP	34 Minutes (Annually)	Grades 6-12 Staff
Suicide Prevention	Neb. Rev. Stat. § 79-2,146	Option 1 - The Jason Foundation Option 2 - Society for the Prevention of Teen Suicide Option 3 - Building a Suicide-Safe School Community	67 Minutes (Annually)	All Staff
Concussion Awareness	Neb. Rev. Stat. § 71-9104	NFHS Certification Training James Buck Review Training	45 Minutes	All NSAA Coaches, High School, and Middle School
Fire Drills	Neb. Rev. Stat. § 81-527; Nebraska State Fire Code	District	15 Minutes	All Staff
Tornado Drills	Neb. Rev. Stat. § 2,144(8)	District	15 Minutes	All Staff
Intruder Drills	Neb. Rev. Stat. § 79-2,144(5); NDE Rule 10.011.01B	District	2 Drills (60 Minutes Each)	All Staff

Anti-Bullying	Neb. Rev. Stat. § 79-2,137; NDE Rule 10.011.01F; NDE Guidance	Title IX	15 Minutes	All Staff
Pupil Transportation Drivers	NDE Rule 91.003.02	UNK	3 Hours (Annually)	All Staff that Drive Students
Anti-Harassment and Discrimination Requirements for Designated Title IX Positions	Title IX, 20 U.S. Code § 1681	Office of Civil Rights	1 Hour	All Staff
Safe Seizure Schools	Neb. Rev. Stat. § 79-3204	Epilepsy Foundation Safe Seizure	75 Minutes (Every 2 years)	Certified Staff
School Resource Officers and Building Administrators	Neb. Rev. Stat. § 79-2704	NASRO - Basic SRO Course Multiple Trainings & Courses	40 Hours-SRO 20 Hours-Admin	School Resource Officers and Identified Building Administrators
District Assessment Contact - State Assessments	NDE Guidance	NDE Training	60 Minutes (Annually)	Proctors, Teachers, Principals
Darkness to Light	District Requirement	Darkness to Light	2 Hours	New Staff
Standard Response Protocol	Neb. Rev. Stat. § 79-2,144(5); NDE Rule 10.011.01B	District Safety and Security Standard Response	1 Hour	New Staff
CPR/First Aid	Coaches and Other Identified Staff	District	1 Hour	Coaches

2. The Superintendent or designee is authorized to implement additional training requirements for staff if the Superintendent or designee determines that additional training would be in the best interest of the District and/or is otherwise required by law.
3. The Superintendent or designee is further authorized to deviate from the source of these training requirements if any unexpected circumstances arise and the Superintendent or designee determines that it is in the best interests of the District to require a different training(s).
4. All District staff who are directed to attend or participate in any training requirement(s) must complete such training(s) in good faith and in accordance with this Resolution and the directives of the Superintendent or designee.

This Resolution shall continue until or unless modified by a vote of the majority of a quorum of the Board of Education.

DATED this ___ day of _____, 2025.

_____ **PUBLIC SCHOOLS**

BY: _____
President

ATTEST:

_____
Secretary

2025 - 2026

STAFF HANDBOOK



SCOTTSBLUFF PUBLIC SCHOOLS

EVERY CHILD , EVERY DAY

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Intent of Handbook

Any portion of this manual, which is in conflict with Board policy, SEA Collective Bargaining Agreements, SSCA Collective Bargaining Agreement, Administrator Negotiated Agreement, federal or state laws, will be secondary to the appropriate policy or statute.

SECTION 1 – GENERAL DISTRICT INFORMATION

Educational Philosophy of Scottsbluff Public Schools

As a school corporation of Nebraska, the Scottsbluff Public School District, acting through its School Board, is dedicated to promoting an equal opportunity for a quality public education to its students within the limitations of the District's ability to furnish financial support to provide for students in cooperation with their parents and the District community, the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors through the dedication of the District's resources, to encourage students, who come to the District from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the District community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem-solving skills that will assist the students' preparation for life shall be instructed as part of a sequentially coordinated curriculum. The District strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the District community are essential to achieve educational excellence in the District. The District strives to maintain an active relationship with the home and the District community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

Strategic Priorities

1. Scottsbluff Public Schools Commits to Attracting, Developing, and Retaining Highly Qualified Staff.
2. Scottsbluff Public Schools will Invest in the Mental Health and Wellbeing of Our Students and Staff through Proactive Wellness Efforts and Behavior Interventions.
3. In Alignment with District Priorities, Scottsbluff Public Schools will Invest in Upgraded Facilities and Infrastructure.
4. Scottsbluff Public Schools Commits to Providing a Safe and Secure Environment for Students and Staff.
5. Scottsbluff Public Schools Commits to Providing Opportunities that Maximize Student Engagement and Achievement.

SCOTTSBLUFF PUBLIC SCHOOLS

25-26 PRE-K - 12 CALENDAR

AUGUST
T = 17 S = 12

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

SEPTEMBER
T = 21 S = 19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER
T = 23 S = 20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER
T = 17 S = 17

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

DECEMBER
T = 15 S = 13.5

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY
T = 20 S = 18

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY
T = 19 S = 18

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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22	23	24	25	26	27	28

MARCH
T = 22 S = 19

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL
T = 19 S = 19

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY
T = 16 S = 13.5

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

K-12 START & END TIMES

School	Start	End
BMS	7:45	3:00
SHS	7:45	3:25
Lake Minatare	8:05	3:20
Lincoln Heights	7:55	3:10
Longfellow	7:50	3:05
Westmoor	8:00	3:15
Roosevelt	8:05	3:20

PRE-K START & END TIMES

Full Day	8:00	3:00
AM Session	8:15	11:15
PM Session	12:15	3:15

Calendar dates and times are subject to change.

Snow Days: After three snow days, each additional snow day will add a workday for staff.

www.sbps.net

TOTAL ATTENDANCE DAYS

STUDENT = 169 DAYS*
STAFF = 189 DAYS

QUARTER 1 = 43 DAYS
QUARTER 2 = 38.5 DAYS
QUARTER 3 = 45 DAYS
QUARTER 4 = 42.5 DAYS

1ST SEMESTER = 81.5 DAYS
2ND SEMESTER = 87.5 DAYS

**BASED ON GRADES 9-12*

August
1-6: New Teacher Orientation
7-13: Staff Development
12-13: PK Home Visits
14: PK Staff Head Start Training
14: K-12 Students-1st Day of School
18-19: PK Students-1st Day of School

September
1: No School for Students/Staff
2: PD/Workday-No School for Students
19: PD Day-No School for Students
22: No School-PK-8 Students

October
16: End of 1st Quarter
16: No School-PK-5 Students
17: PD/Workday-No School for Students
22: PK-12 Parent-Teacher Conferences (4:00-8:00 PM)
23: PK-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
24: No School for Students/Staff

November
26-28: No School for Students/Staff

December
1: PD/Workday-No School for Students
19: End of Semester-11:30 AM Dismissal
19: No School for PK Students
22-31: No School for Students/Staff

January
1-2: No School for Students/Staff
5: PD/Workday-No School for Students
6: 1st Day of Second Semester
23: PD Day-No School for Students
23: PK Staff Head Start Partnership Training

February
13: No School for Students/Staff
16: ESU PD Day-No School for Students
17: No School-PK-8 Students

March
12: End of 3rd Quarter
13: PD/Workday-No School for Students
18: PK Home Visits - No School for PK (8:00 AM-3:30 PM)
18: K-12 Parent-Teacher Conferences (4:00-8:00 PM)
19: K-12 Parent/Teacher Conferences (8:00 AM-8:00 PM) No School
19: PK Home Visits-No School for PK (8:00 AM-8:00 PM)
20: No School for Students/Staff

April
2-6: No School for Students/Staff
7: No School-PK-5 Students
30: PK Parent/Teacher Conferences (4:00-8:00 PM)

May
1: PK Parent-Teacher Conferences (8:00 AM-3:30 PM) No School for PK
4: PD Day-No School for Students
17: Graduation
20: Last Day for PK Students
21: Last Day for K-12-11:30 AM Dismissal
22: Last Day for Staff

DISTRICT CONTACT INFORMATION

Location	Address	Administration	Website
Bear Cub Preschool	2617 College Park	Dr. Bree Rock, Early Childhood Director	Bear Cub Preschool
Bluffs Middle School	27 East 23rd Street	Jana Mason, Principal Brittni Chancellor, Assistant Principal James Miller, Assistant Principal	Bluffs Middle School
Lake Minatare Elementary	280548 CR K	Dr. Ashlen Schaneman, Principal	Lake Minatare Elementary
Lincoln Heights Elementary	2214 Ave C	Jeremy Behnke, Principal Krystal Rodriguez, Assistant Principal	Lincoln Heights Elementary
Longfellow Elementary	2003 5th Ave	Lukas Benzel, Principal Dr. Ashlen Schaneman, Assistant Principal	Longfellow Elementary
ReConnect	2512 2nd Ave	Kyle King, Program Director	Reconnect
Roosevelt Elementary	1306 9th Ave	Frances Burkhalter, Principal Jessica Stec, Assistant Principal	Roosevelt Elementary
Scottsbluff High School	313 E 27th	Justin Shaddick, Principal Matt Huck, Assistant Principal Kelli Jensen, Assistant Principal Kenna Urwiller, Assistant Principal Nate Rock, Activities Director	Scottsbluff High School
Westmoor Elementary	1722 Avenue K	Bethany Jolliffe, Principal Kristen Juelfs, Assistant Principal	Westmoor Elementary
District Office	1722 1st Ave	Dr. Andrew Dick, Superintendent Marianne Carlson, Exec. Director of Finance Dr. Wendy Kemling, Exec. Director of Student Services Mike Mason, Exec. Director of Curriculum and Instruction	SBPS

SECTION 2 – NOTICE TO EMPLOYEES

Combined Non-Discrimination Notice

It is the policy of Scottsbluff Public Schools to employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies for students, employees, and others:

Dr. Wendy Kemling, Executive Director of Student Services
2617 College Park, Scottsbluff, NE 69361
308-635-6200 - wkemling@sbps.net

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or OCR.KansasCity@ed.gov.

The Americans with Disabilities Act

The Americans with Disabilities Act of 1990 seeks to eliminate discrimination against individuals with disabilities in the areas of employment, transportation and public accommodations. ADA prohibits employers from excluding people from jobs, services, activities or benefits based on their disabilities. Congress amended the ADA in 2008 known as the ADA Amendments Act of 2008.

The ADA defines disability with respect to an individual as:

- A physical or mental impairment that substantially limits one or more major life activities of such individual;
- A record of such an impairment; or,
- Being regarded as having such an impairment.

It also defines:

- A qualified individual with a disability as one who possesses the requisite skills, education, experience and training for a position, and who can, with or without reasonable accommodations, perform the essential functions of the position the individual desires or holds.
- A substantial limitation as an impairment that prevents the performance of a major life activity that the average person in the general population can perform; or a significant restriction as to the condition, manner or duration under which an individual can perform a particular major activity as compared to the average person in the general population.
- A reasonable accommodation as a modification or adjustment to the job application process or the work environment that enables a qualified person with a disability to be considered for a position, or enjoy the same benefits and privileges of employment as are enjoyed by similarly situated employees without disabilities.

Major life activities include:	**Major bodily functions include:**
• Walking • Seeing • Speaking • Hearing • Breathing • Learning • Performing manual tasks • Caring for one's self • Working • Eating • Sleeping • Standing • Lifting • Bending • Reading • Concentrating • Thinking • Communicating	• Functioning of immune system • Normal cell growth • Digestive • Bowel • Bladder • Neurological • Brain • Respiratory • Circulatory • Endocrine • Reproductive

Procedures for Requesting ADA Accommodations. Employees can initiate the accommodation process by requesting an accommodation for a disability to the Executive Director of Student Services, Dr. Wendy Kemling. If you believe you have a qualifying disability and are seeking accommodations in the workplace to enable you to perform your essential job functions, you should contact the Executive Director of Student Services, Dr. Wendy Kemling at 308-635-6200 to begin the interactive interview process as required by federal law.

1. Employee submits a request in writing to the District ADA Coordinator, Dr. Wendy Kemling, 308-635-6217 (fax).
2. The employee provides the ADA Coordinator with adequate documentation (as determined by the District) from a qualified health care professional of a disability or impairment on the District's form. Reasonable accommodations will not be provided prior to the receipt of adequate documentation as determined by the District.
3. After receiving the documentation from the healthcare provider, the ADA Coordinator will review the medical information to determine its adequacy. If the information provided is incomplete, unclear or inconsistent, the ADA Coordinator can request that the employee obtain additional or clarifying information from the health care provider.
4. The ADA Coordinator speaks with the employee to identify and discuss accommodations to perform the essential functions of the job.
5. The ADA Coordinator discusses requested accommodations with the principal or supervisor.
6. The ADA Coordinator discusses the feasibility and appropriateness of the requested accommodation(s) after reviewing all the information.
7. The ADA Coordinator notifies the employee in writing of its determination as to appropriate accommodation(s) to be implemented or the explanatory denial of the request or portions of the request.

Please Note the Following. Having a medical condition alone is not enough to make an employee eligible for accommodations under the Americans with Disabilities Act Amendment Act of 2008 (ADAAA). Scottsbluff Public Schools reserves the right to obtain an independent medical opinion concerning the impairment for which an employee seeks an accommodation at Scottsbluff Public School Districts' expense.

Federal Grant Complaint Procedure

Federal regulations require the Scottsbluff Public Board of Education to have on file written procedures for receiving and resolving any complaint from an organization or individual regarding a violation of a federal statute or regulation that applies to federal programs. If you should have such a complaint, copies of the procedure are available at the District Office, 2617 College Park, Scottsbluff, Nebraska.

SECTION 3 – THE BOARD OF EDUCATION

Board of Education

Scott Reisig – President
Beth Merrigan – Vice President
Mark Lang – Member
Rob Polk – Member
Tory Schwartz – Member
Paul Snyder – Member
Dr. Andrew Dick, Superintendent
Marianne Carlson - Treasurer (Appointed)
Reagan True - Secretary (Appointed)

The Scottsbluff School District is designated as the School District of Scottsbluff, in the County of Scotts Bluff, in the State of Nebraska. Control of the schools is placed, by law, in the hands of a six-member Board of Education elected by legal voters of the District. Members are elected to four-year terms.

Offices of the Board are: President, Vice-President, Secretary, and Treasurer. The President and Vice-President are elected by the Board; the Secretary and the Treasurer are appointed.

Regular meetings of the Board are usually held on or before the second Monday of each month. The Board shall adhere to this meeting date unless the Board requires additional meetings or, due to circumstances beyond the Board's control, the meeting cannot be held on the regular meeting date, and the meeting will be rescheduled at the Board's convenience. Public notice of the meetings shall be given.

Special meetings may be held as circumstances occur. Special meetings may be called by the president of the Board or any two Board members. Should a special meeting be called, public notice shall be given and the meeting shall be conducted in accordance with the open meetings laws.

All meetings of the Board are open to the public. The Board may hold a closed session by the affirmative vote of a majority of its members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the Board's motion to close. (Neb. Rev. Stat. §84-1410)

SECTION 4 – THE ADMINISTRATIVE STAFF

The Superintendent of Schools

The Superintendent of Schools is the chief executive officer of the Board of Education. The Superintendent shall be in charge of the administration of the School System.

Executive Director of Curriculum and Instruction

The primary responsibility of the Executive Director of Curriculum and Instruction is to provide assistance to professional personnel in the maintenance and improvement of the instructional program and to assist the Superintendent in all areas of administration, as requested.

Executive Director of Student Services

The primary responsibility of the Executive Director of Student Services is to act as Director of Special Education and Director of Title 1, and to provide administrative assistance to all administrators and other personnel.

Executive Director of Finance
The Executive Director of Finance is administratively responsible for planning and administration of the District's budget, payroll, benefit administration, fixed assets, bidding, purchasing, HR, accounting, contract management, nutritional services, transportation, wellness/safety, legal and regulatory compliance.

Assistant Director of Student Services
The Assistant Director of Student Services is directly responsible to the Executive Director of Student Services. The Assistant Director may act in the capacity of the Executive Director during the absence of the Executive Director from the district.

Building Principals
All building principals shall act as the chief administrative officer for their own school building and grounds. They shall be responsible for and have authority over the actions of students, certified and non-certified employees and visitors.

Assistant Principals
The Assistant Principal is directly responsible to the Building Principal. The Assistant Principal may act in the capacity of the Building Principal during the absence of the Principal from the building.

Activities Director/Assistant Principal
The Activities Director/ Assistant Principal is directly responsible to the Senior High Principal. The Activities Director is in charge of keeping the Master Calendar for all activities occurring during the school year.

SCOTTSBLUFF PUBLIC SCHOOLS
EVERY CHILD, EVERY DAY

District Organizational Chart

SCOTTSBLUFF STUDENTS AND CITIZENS

BOARD OF EDUCATION

REAGAN TRUE
Executive Assistant to the Board of Education /Superintendent



DR. ANDREW DICK
Superintendent



MIKE MASON
Executive Director of Curriculum & Instruction

- CONTENT AREA SPECIALISTS



DR. WENDY KEMLING
Executive Director of Student Services

- BETSY SKELCHER — Assistant Director of Student Services
- SPECIALISTS
  - Special Education
  - Health Services
  - School Climate
  - Early Childhood
  - After School Program



MARIANNE CARLSON
Executive Director of Finance

- BUSINESS TEAM

- **DAVID DAVIS** — Director of Technology
  - IT STAFF
- **MELISSA PRICE** — Director of Communications
- **PRINCIPALS AND SCHOOL LEADERSHIP**
  - SCHOOL CERTIFIED AND CLASSIFIED STAFF
- **JAMES TODD** — Director of Safety and Security
  - CAMPUS SUPERVISORS AND SECURITY STAFF
- **TRAVIS RICKEY** — Director of Facilities and Maintenance
  - SKILLED TRADES, GROUNDS AND FACILITIES STAFF

Revised 12/30/22

SECTION 5 – BOARD POLICIES

Advertising & Promotion (Board Policy 1060)

Students, staff members, facilities, property or equipment of the schools may not be used in any manner for advertising or promoting the interest of any community or non-school agency or organization without the approval of the Board of Education. Please refer to Board Policy 1060 for more details.

Tobacco Policy (Board Policy 1120)

Scottsbluff Public Schools is tobacco free. The use of tobacco products is prohibited on any real or personal property of the District, including but not limited to school vehicles and busses.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Administrative Action in Emergencies (Board Policy 2410)

In any crisis or emergency circumstances, the immediate concern is securing the safety and welfare of students and staff. A second priority, if appropriate, will be the securing and salvaging of property. The Superintendent of Schools will be in charge of administering and monitoring any emergency event, except that if the situation is confined to a particular building, the principal will be in charge with the Superintendent of Schools advising on necessary decisions. Once the nature of the emergency is determined and the immediate concerns for students and staff are addressed, the Superintendent of Schools will:

1. Alert Board members.
2. Decide whether or not to convene or postpone school, with attendant adjustments in transportation or activity schedules.
3. Determine the need to involve other agencies and/or officials (e.g. police, fire and emergency personnel, counseling services, insurance representatives). All administrators will maintain an accessible emergency phone list.
4. Notify students, staff, and patrons via appropriate media.

Please refer to Board Policy 2410 for more details.

Cellular Telephone Service (Board Policy 3063)

The Board recognizes that the use of cellular telephones may be appropriate to provide for the effective and efficient operation of the District and to help ensure safety and security of district property, staff and others while on district property or engaged in district-sponsored activities. To this end, the Board authorizes the purchase and employee use of cellular telephones, as deemed appropriate by the Superintendent.

District-owned cellular telephones shall be used only for authorized district business purposes, consistent with the District's mission and goals. Personal use of such equipment is prohibited except in emergency situations. Any expenses incurred for such personal use shall be reimbursed to the District.

Personal use of privately-owned cellular telephones is restricted to breaks and planning/preparation times. At all other times, cellular phones should be silenced except with administrative approval.

The District may strongly advise staff to load essential applications on their personal cell phones that are related to essential communications and/or the safety and security of students and school personnel. This may be necessary in order to alert all staff, especially those who may be off-site, to local emergencies that may require immediate notification and response. Use of cellular telephones in violation of Board policies, administrative regulations and/or state and federal law may result in disciplinary action.

Monies in School Buildings (Board Policy 3200)

Monies collected by school district employees and by student treasurers shall be managed in a good and prudent business manner.

All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

Video Surveillance (Board Policy 3231)

Purpose. The Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare and safety of staff, students and visitors, safeguarding district facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.

Placement. Video cameras and similar devices are authorized to be used on school facilities, school vehicles and other places within the control of the District. The locations in which the devices will be placed and the times the devices will be in use are to be determined by the Superintendent or the Superintendent's designee consistent with the purposes set forth in this policy. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms.

Notice. Notice of the fact that video surveillance cameras are being utilized shall be given through appropriate mechanisms, such as by posting signs in the building entry and other locations and by including a notice in the student-parent and staff handbooks.

Viewing Monitors and Video Recordings. Monitors used to view video recordings are to be located and positioned such that only authorized personnel are able to see the images on the monitors. Only authorized personnel shall be allowed to view recorded video. Authorized personnel for these purposes are: school administrators, school staff members with a direct involvement with the recorded contents of the specific video recording and employees or agents responsible for the technical operations of the system (for technical purposes only).

School administrators may allow law enforcement officers to view monitors and recorded video when such is consistent with school security and discipline and consistent with law. Students shall not be permitted to view the monitors. Students shall not be permitted to view recorded video except where the individual student is the focus of the recorded video.

If a student is not the sole focus of the recorded video, and the parent or guardian wishes to have other individuals in the video redacted, the parent or guardian will be required to pay the cost of the redaction.

Use of Video Recordings. Video records may be used as a basis for student or employee disciplinary action and for making reports to law enforcement.

Video Recordings as Education Records. Video recordings which are considered to be "education records" within the scope of FERPA shall be maintained in accordance with FERPA and other applicable laws. A video recording may be considered an education record when a specific student is the sole and only focus of the video recording.

Maintaining Video Recordings. The District shall comply with all applicable state and federal laws related to record maintenance and retention of video recordings. Video recordings that contain personal information shall be securely stored and, when such recordings are no longer needed or required to be maintained, shall be properly disposed of or erased.

Maintaining the Integrity of the Video Surveillance System. The building principals shall be responsible for periodically checking the video surveillance system within their building to ensure it is operating properly. Students or staff who vandalize, damage, disable, or render inoperable surveillance cameras or equipment, or use the video surveillance system in a manner that is not consistent with the purposes set forth in this policy, shall be subject to appropriate disciplinary action (up to and including expulsion, for a student, and termination, for a staff member) and referral to appropriate law enforcement authorities.

Title I Funds (Board Policy 3570)

Parents' Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents or guardians of each student attending any school receiving Title I funds that the parents or guardians may request, and the District will provide the parents or guardians on request, and in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

1. Whether the student's teacher:
    a. Has met the state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    b. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; and,
    c. Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

See Board Policy 3570 for further information.

Anti-Discrimination, Anti-Harassment, and Anti-Retaliation (Board Policy 4003)

Elimination of Discrimination. The Scottsbluff Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Scottsbluff Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Dr. Wendy Kemling, Executive Director of Student Services
2617 College Park, Scottsbluff, NE 69361
(308) 635-6200 - wkemling@sbps.net

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov

Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others. The Scottsbluff Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by district employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

1. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment; or,

2. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

1. Unwelcome sexual advances or propositions;
2. Requests or pressure for sexual favors;
3. Comments about an individual's body, sexual activity, or sexual attractiveness;
4. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body;
5. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol;
6. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc.; or,
7. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All district employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

Anti-Retaliation. The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

Grievance (or Complaint) Procedures. Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may

report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each district building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

Level 1 (Investigation and Findings). Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and district employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist as determined by the investigation. Extenuating circumstances may include the unavailability of witnesses or the investigator due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will be determined by the investigator and in compliance with any legal requirements. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

1. Providing the parties with the opportunity to present witnesses and provide evidence.
2. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
3. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
4. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations.

The District will inform each party when the investigation is complete and will communicate any remedies or disciplinary sanctions that are directly applicable to that individual. The District will not disclose information about disciplinary actions or remedies imposed on another student or employee, except as required by law or when such information directly impacts the receiving party.

Level 2 (Appeal to the Superintendent). If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

Confidentiality. The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

Training. The District will ensure that relevant district employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate district officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

Designated Compliance Coordinators. Designated compliance coordinators will be responsible for:

1. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
2. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
3. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
4. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other district employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
5. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
6. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
7. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.

8. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
9. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
10. Recommending changes to this policy and grievance procedure.
11. Performing other duties as assigned.

Preventive Measures. The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, reprinting it in district publications such as Parent-Student Handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Duty Hours of Employees (Board Policy 4004)

The work day for salaried employees shall begin each day of the school year at a time established by the Superintendent. Certificated employees who are employed only during the academic year shall have the same work day as other certificated employees. "Day" is defined as one work day regardless of full-time or part-time status of an employee.
Salaried employees are to be in their assigned school building during the work day. Advance approval to be absent from the school building must be obtained from the principal whenever the certificated employees must leave the school building during the work day. Hourly employees will have their work day adjusted or clock-out when leaving the workplace.
The building principal is authorized to make changes in the work day in order to facilitate the education program. These changes shall be reported to the Superintendent.
The work day outlined in this policy is a minimum work day. Nothing in this policy prohibits certificated employees from working additional hours outside the work day.
All other staff shall be on duty as determined by the Superintendent or Superintendent's designee
No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the District.

Family and Medical Leave Policy (Board Policy 4007)

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA) as amended.

The "leave year" for purposes of the FMLA shall be a "rolling" twelve-month period, measured backward from the date of any FMLA leave usage.

Substitution of accrued paid leaves for otherwise unpaid FMLA leaves may be required in the discretion of the Superintendent or the Superintendent's designee, or the Board. The employee may also have paid leave run concurrently with unpaid FMLA leave entitlement, provided the employee meets applicable requirements of the leave policy.

Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board based on the nature of the illness or

other circumstances surrounding the leave. Second and third medical opinions may, at the Superintendent or the Board's discretion, be required. Employees shall be required to report periodically, at such times as requested by the Superintendent or the Board, on their intent to return to work from FMLA leaves and other leaves. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee's serious health condition, or from a sick leave taken by reason of the employee's illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board when such is deemed appropriate by the Superintendent or the Board based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of certificated employees, be any administrative, teaching, or instruction related position for which the employee is qualified by reason of endorsement, college preparation, or experience, or other indicia; in the case of coaching or other similar extracurricular duty assignments, be any extracurricular duty assignment, and in the case of other employees or positions, be in a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board.

Drug & Substance Use & Abuse (Board Policies 4009)

It is the policy of the Scottsbluff Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Drug-Free Workplace. The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The District recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the workplace or on duty time shall be a violation of the drug-free workplace.

The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 calendar days after such conviction.

Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.

Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Alcohol and Drug Testing. The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, the Moving Ahead for Progress in the 21st Century (MAP-21) Act, and all regulations and rules promulgated pursuant to such Acts. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

See Board Policy 4009 for additional information.

Personnel Files (Board Policy 4013)

Any employee shall, upon request, have access to their personnel file and shall have the right to attach a written response to any item in such file, and may in writing authorize any other person to have access to such file, whose authorization shall be honored by the District. Such access and right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the employer which appear in the personnel file. No other person except school officials while engaged in their professional duties shall be granted access to such file nor shall the contents thereof be divulged in any manner to any unauthorized person.

Military & Family Military Leave (Board Policy 4022)

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a district leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Report Crimes, Etc. (Board Policy 4023)

Scottsbluff Public Schools will conduct a background check on applicants confirming that no substantial criminal charges or serious civil suits (such as restraining orders) have been filed against the applicant before being accepted for paid employment to work directly with Scottsbluff Public Schools' students.

Employees must notify the Superintendent by the next working day after:

1. **Arrest or Criminal Charges.** The employee is arrested, ticketed, or issued a criminal charge where:
    a. The maximum possible penalty for the crime equals or exceeds seven day incarceration;
    b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
    c. Conviction would impact performance of employee's job responsibilities, including offenses that:
    d. Would impact the responsibility to be a role model for students;
    e. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or,
    f. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
2. The arrest or the alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

3. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.

Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Employee Conflict of Interest (Board Policy 4050)

Employees' use of their position with the District for financial gain shall be considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the Superintendent. If the approval of the Superintendent is given, the employee must conduct the solicitations within the conditions set by the Superintendent. Further, the Superintendent may, upon five (5) days' notice, require the employee to cease such solicitations as a condition of continued employment.

Employees shall not act as an agent or a dealer for the sale of textbooks or other school supplies. Employees shall not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees shall not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the District.

It shall also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not limited to, any of the following:

1. The outside employment or activity involves the use of the District's time, facilities, equipment, and supplies or the use of the District's badge, uniform, business card or other evidences of office to give the employee's immediate family an advantage or monetary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the District.
2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the District for the performance of any act that the employee would be required or expected to perform as part of

the employee's regular duties or during the hours which the employee performs service or work for the District.
3. The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment of the activity. If the activity or employment falls under (3), then the employee must:
1. Cease the outside employment or activity; or,
2. Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

Anti-Nepotism (Board Policy 4051)

The Scottsbluff Public Schools standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary, disciplining, and terminating employees are based upon an individual's qualifications for the position, ability and performance. The District attempts to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment, and reserves the right to take appropriate action when relationships or associations of employees negatively affect the District's mission and goals.

Recruitment, Selection, Assignment and Advancement.
1. For purposes of this section:
    a. Family member means an individual who is the spouse, child, parent, brother or sister by blood, marriage, or adoption. Additionally, a family member includes any other member of the employee's household whether or not related by blood or marriage and any individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.
    b. Nepotism means the act of hiring, promoting, or advancing a family member or recommending the hiring, promotion, or advancement of a family member.
    c. Supervisor means an employee having authority, to hire, transfer, suspend, layoff, promote, discharge, assign, evaluate, reward, or discipline employees, responsibility to direct them or to adjust their grievances, or effectively to recommend any such action, if the exercise of such authority is not merely of a routine or clerical nature but requires the use of independent judgment.
2. No official or employee shall engage in nepotism.
3. No employee shall act as a supervisor to his or her family member.
4. No official or employee shall terminate the employment of another employee so as to make funds or a position available for the purpose of hiring a family member.
5. Any person violating this section may be subject to disciplinary action.
6. With the Superintendent's recommendation, the Board of Education may, upon a written showing of good cause, grant an exception to subsection (2) or (3) of this policy. The written showing of good cause shall be a public record.
7. An employee who becomes a supervisor to his or her family member other than by means of nepotism shall notify the Superintendent within seven days of becoming aware of such a situation and may continue to act as a supervisor until the Superintendent remedies the situation.

Supervisor/Subordinate Employee Relationships. Furthermore, to avoid the risk of sexual harassment or any appearance of impropriety, employees shall not be allowed to retain supervisory responsibilities over subordinate employees whom they are dating. A supervisor who becomes involved in a relationship covered by this policy shall notify the Superintendent within 10 working days after the start of this relationship. Upon receiving notification of such a relationship from the supervisor, the Superintendent shall immediately assign to another supervisor all responsibilities for employment decisions affecting the subordinate employee and shall make arrangements to

transfer one of the employees to another position in the District within a reasonable period of time.

Exceptions involving the Superintendent and the Superintendent's family or household members must be approved by the Board of Education

Professional Boundaries (Board Policy 4070)

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

1. Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades). *Scottsbluff Public Schools requires all messaging with students to be through district-sponsored programs: SBPS Remind, SBPS Google Mail, SBPS Google Classroom and SBPS SeeSaw*.
2. Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
3. Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
4. Making any sexual advance - verbal, written, or physical - towards a student.
5. Showing sexually inappropriate materials or objects to a student.
6. Discussing with a student sexual topics that are not related to a specific curriculum.
7. Telling sexual jokes to a student.
8. Invading a student's physical privacy (e.g., walking in on the student in a restroom).
9. Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
10. Unwanted or unwarranted touching of a student without a reasonable educational purpose or while alone with a student when no others are present.
11. Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
12. Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
13. Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
14. Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
15. Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
16. Going to the student's home when the student's parent or a proper chaperone is not present.
17. Giving gifts of a personal nature to a specific student.
18. Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
19. Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
20. Staff should be judicious in posting photos online – both personally and professionally – especially if they could be considered unprofessional or in any way exhibit poor role-modeling for students.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District.

Confidentiality. Employees should not discuss school matters outside the job nor discuss confidential or personal information about students or staff. Requests from anyone, including fellow building staff members, for personal information about students should be referred to the principal. Please refer to Board Policy 6600 Special Education Policies for more details.

Catastrophic Illness, Injury, or Physical Condition Leave (Board Policy 4171)

The Board of Education may establish and fund for each school fiscal year sixty (60) school days of catastrophic sick leave bank which shall be available to certificated employees upon application of a catastrophic illness, injury, or condition involving the employee's spouse or children. Such sick leave bank benefit is discretionary with the Board of Education and is not a benefit of or subject to:

1. The negotiated agreement or agreements with the collective bargaining agent for the certificated and non-certificated staff of the District, or,
2. Individual contract of any certificated or non-certificated staff member not a member of a collective bargaining unit. Upon adoption by the Board of Education, the policy shall remain in effect until repealed or modified in the sole discretion of the Board of Education.

An employee will not be paid for each day's absence in excess of the allowances provided by negotiated agreement unless granted additional leave through the District's sick leave bank.

Sick Leave Bank Days will be available on a first-come, first-served basis to certificated employees who have both exhausted their accumulated sick and personal leave and are faced with a catastrophic situation involving a spouse or child. Determination of a catastrophic situation will be the responsibility of the Superintendent or designee. A maximum of twenty (20) days per year per individual will be allowed for use. The actual number of days used during any given year by an eligible individual will be determined by the Superintendent. Application for this leave shall be made to the Superintendent and/or CFO/Executive Director of School Finance.

A catastrophic illness or condition shall mean an illness, injury or physical condition of a certificated employee's spouse or child(ren) that is certified by a physician to be of a serious life threatening or emergency nature that the certificated employee's attendance at school is prohibited or the certificated employee's presence with the spouse or child is reasonable and necessary to the care and recuperation of the spouse or child. Approved procedures and forms must be used.

Should an employee exhaust his/her sick leave and not qualify for additional days through the District's Sick Leave Bank, said employee shall receive notification that his/her sick leave allowance has been exhausted. This notification shall be in writing from the Chief Financial Officer. Sick leave bank days granted to a certificated employee shall be counted against any available Family and Medical Leave Act (FMLA) leave days.

Military Recruiters (Board Policy 5012)

The District will provide access to routine directory information of each student in a high school grade upon a request made by a military recruiter, unless the student's parent or guardian has submitted a written request to the high school principal that the student's information not be shared with a military recruiter.

The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students. If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the high school principal.

All requests by a military recruiter should be submitted to the Building Administrator.

Student Records (Board Policy 5202)

Student Records

School staff shall maintain student records in compliance with state and federal law.

Confidentiality of Student Records
Student files and other education records shall not be released or divulged except in compliance with state and federal law.

School officials may have access to only those education records in which they have a legitimate educational interest, unless the parent or guardian has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to, and including, termination.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

A school official for purposes of access to education records is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

To the extent permitted by law, contractors, consultants, and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest, which means records needed to effectively provide the function or service for which they are responsible.

Student and Parent or Guardian Access to Student Records.
A parent or guardian of a student or former student, and a student or former student who is 18 years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. Non-custodial parents will be provided full and equal access to the education records of his or her child unless there is a court order to the contrary.

Maintenance and Destruction.
Student files or records shall be maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three years.

Amendment of Student Records.
Parents or guardians and eligible students (a student who has reached 18 years of age or is attending an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the principal shall inform the parent or guardian of the student and the Superintendent. The parent or guardian shall be advised of the right to a hearing.

If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent or guardian or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

Anti-Bullying Policy (Board Policy 5415)
One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events and while away from school grounds if the misconduct materially and substantially interferes with or disrupts the educational environment, the District's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior.

The School District shall review the Anti-Bullying Policy annually.

Search and Seizures (Board Policy 5406)

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that:
    i. The student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent);
    ii. The testing actually be random;
    iii. That the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy; and,
    iv. That the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
6. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

See Board Policy 5406 for additional information.

Homeless Students (Board Policy 5418)

General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

See Board Policy 5418 for additional information.

Student Privacy Protection Policy (Board Policy 5419)

Student Privacy Protection Policy

It is the policy of Scottsbluff Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

1. Right of Parents or Guardians to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties
   Parents or guardians shall have the right to inspect, upon the parent or guardian's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent or guardian's child.

2. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive
   The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."
3. Right of Parents or Guardians to Inspect Instructional Materials
   Parents or guardians shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents or guardians shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.

   The procedures for making and granting a request to inspect instructional materials are as follows: the parent or guardian shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent or guardian, at such reasonable time and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent or guardian of such concern, and assist the parent or guardian with forming a request which can reasonably be accommodated. If the parent or guardian does not formulate such a request, and continues to desire certain curriculum materials, the parent or guardian shall be asked to make their request to the Superintendent or the Superintendent's designee.

4. Rights of Parents or Guardians to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings
   The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent or guardian opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions:
      a. In accordance with Nebraska Department of Health and Human Service requirements;
      b. Physical examinations or screenings that are permitted or required by an applicable state law; and,
      c. Surveys administered to students in accordance with the Individuals with Disabilities Education Act.

   For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

5. Protection of Student Privacy in Regard to Personal Information Collected from Students
   The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

   Personal information for purposes of this policy means individually identifiable information about a student including:
      a. A student or parent or guardian's first and last name;
      b. Home address;

c. Telephone number; and/or,
d. Social security number.

The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples:

a. College or postsecondary education recruitment, or military recruitment;
b. Book clubs, magazines, and programs providing access to low-cost literary products;
c. Curriculum and instructional materials used by elementary schools and secondary schools;
d. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments;
e. The sale by student of products or services to raise funds for school-related or education-related activities; and/or,
f. Student recognition programs.

6. Parent or Guardian Access to Instruments used in the Collection of Personal Information

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents or guardians shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent or guardian shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent or guardian to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent or the Superintendent's designee for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent or guardian as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy

The District shall provide parents or guardians with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents or guardians of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents or Guardians of Dates of and Right to Opt-Out of Specific Events

The District shall directly notify the parents or guardians of the affected children, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

3. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or of other students. (Note: The general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent or guardian opt-out right:
    a. Screenings in accordance with Nebraska Department of Health and Human Service requirements;
    b. Physical examinations or screenings that are permitted or required by an applicable state law; and,
    c. Surveys administered to students in accordance with the Individuals with Disabilities Education Act.

Parents or guardians shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be sensitive for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent or guardian;
2. Mental or psychological problems of the student or the student's parent or guardian;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent or guardian; or,
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service

The District shall attempt to obtain informed consent from the parent or guardian of each child who is under 18 years of age to participate in any mental-health assessment or therapeutic service that is funded under the Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent or guardian written notice describing in detail such mental health assessment or therapeutic service, including the purpose for such assessment or therapeutic service, the provider of such assessment or therapeutic service, when such assessment or therapeutic service will begin, and how long such assessment or therapeutic service may last. No mental health assessment can be conducted without written consent from the parent or guardian.

Parent Involvement (Board Policy 6400)

Parental Involvement in Schools

Scotts Bluff County School District 79-0032, aka Scottsbluff Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent, guardian, or educational decision-marker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites, or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decision-maker of a student may request a personal conference with appropriate school personnel to discuss such concerns as the Superintendent or the Superintendent's designee may deem appropriate. The Superintendent or the Superintendent's designee shall prepare a complaint form which may be used by a parent, guardian, or educational decision-maker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decision-maker.

2. Upon reasonable advance request a parent, guardians, or educational decision-makers will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which

includes the interests of the child, other students, and the educational staff. Guidelines may be found in the District Parent-Student Handbook.

3. Parents, guardians, or educational decision-makers are encouraged to communicate to school staff when the parent, guardian, or educational decision-maker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decision-maker finds objectionable. The Superintendent or the Superintendent's designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decision-maker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decision-maker and consistent with the mission of the District and legitimate school interests. Parents, guardian, or educational decision-makers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardians, or educational decision-maker, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, or educational decision-makers when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents, guardians, or educational decision-makers will be notified of where a sample of such a test might be viewed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, guardian, or educational-decision-maker of such student shall be prohibited unless a parent, guardian, or educational decision-maker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decision-makers will be notified in advance of any school-sponsored survey administered to students of the District when a survey concerns one or more of the following areas:
    a. Political affiliations or beliefs of the student of the student's parent, guardian, or educational decision-maker;
    b. Mental or psychological problems of the student or the student's family;
    c. Sex behaviors or attitudes;
    d. Illegal, anti-social, self-incriminating, or demeaning behavior;
    e. Critical appraisals of other individuals with whom respondents have close family relationships;
    f. LEgally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    g. Religious practices, affiliations or beliefs of the student or student's parent, guardian, or educational decision-maker; or,
    h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

    Any survey administered by the District that asks students to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, or educational decision-makers that their student will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how many findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, or educational decision-makers may request a copy of the survey, review the survey, and/or exempt their students from participating in the survey.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration, or, where appropriate, the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents, guardians, or educational decision-makers would wish to provide to the District concerning a parent's, guardian's, or educational decision-maker's access, involvement, and participation in activities of the school.

Free and Reduced Price Meals (Board Policy 6500)

There will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to:

1. Work for their meals;
2. Use a separate lunch room;
3. Go through a separate serving line;
4. Enter the lunchroom through a separate entrance;
5. Eat meals at a different time; or,
6. Eat a meal different from the one sold to children paying the full price

See Board Policy 6500 for more information.

Internet Safety & Acceptable Use Policy (Board Policy 6800)

It is the policy of Scottsbluff Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall:

1. Prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
2. Provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Prevent unauthorized access, including so-called "hacking," and other unlawful activities online;
4. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
5. Obtain verifiable parental consent before allowing third parties to collect personal information online from students; and,
6. Implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means 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/or,
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value in respect to minors.

Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate

network usage includes: 1.) unauthorized access, including so-called 'hacking,' and other unlawful activities; and 2.) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.

Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

Computer Acceptable Use Policy. This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or the Superintendent's designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or the Superintendent's designee in writing if they do not want their child to have access. The Superintendent or the Superintendent's designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

Unacceptable Uses. The following are unacceptable uses of the technology resources:

1. Personal Gain. Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
2. Personal Matters. Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the District that makes such use permissible under law.
3. Occasional use that the Superintendent or the Superintendent's designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District include sending an email to a minor child or spouse or sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not

play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time. The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

4. Campaigning. Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
5. Technology-Related Limitations. Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
    a. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
    b. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
    c. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
    d. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
    e. Users shall not copy, change, or transfer any software without permission from the network administrators.
    f. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
    g. Users shall not engage in any form of vandalism of the technology resources.
    h. Users shall follow the generally accepted rules of network etiquette. The Superintendent or the Superintendent's designees may further define such rules.
6. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any district policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
    a. To access any material contrary to the Internet Safety Policy; or to create or generate any such material.
    b. To engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.
    c. To engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.
    d. To engage in or promote violations of student conduct rules.
    e. To engage in illegal activity, such as gambling.
    f. In a manner contrary to copyright laws.
    g. In a manner contrary to software licenses.

Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: 1.) who has successfully completed district training on proper disabling circumstances and procedures; 2.) with permission of the immediate supervisor of the staff member requesting said disabling; or, 3.) with the permission of the Superintendent. 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 provided the minor is monitored directly by an authorized staff member.

Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Dispensing Medication (Board Policy 6910)

The administration of medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking the medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by district personnel shall be administered in accordance with the Medication Aide Act.

See Board Policy 6910 for additional information.

Student Self-Management of Asthma, Anaphylaxis, Diabetes, and/or Seizure Disorders (Board Policy 6920)

Students with asthma, anaphylaxis, diabetes or seizure disorders will be permitted to self-manage such medical conditions upon:

1. written request of the student's parent or guardian;
2. authorization of the student's physician or a healthcare professional who prescribed the medication for treatment of the student's condition;
3. receipt of a signed no liability statement from the parent or guardian; and,
4. development of an asthma, anaphylaxis, diabetes or seizure disorder medical management plan for the student.

Students with such a medical management plan may possess the necessary medication to manage their medical condition upon the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan the student shall be subject to discipline in accordance with the student conduct and drug-free school policies.

SECTION 6 – STANDARD RESPONSE PROTOCOL

Scottsbluff Schools and our community clearly prioritize the safety and well-being of children above all else. Crisis teams, emergency plans and school safety drills are just some of the priorities that have been long established in

our district to help ensure that everyone knows exactly how to respond to an emergency or crisis. A priority for our administrators and other interested staff has been to update our practices and make sure that all staff is comfortable, confident and prepared. In September 2011 Scottsbluff Public Schools conducted training for its Teachers, Administration and other staff members on the Standard Response Protocol.

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given scenario. SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple – there are four specific actions that can be performed during an incident.

- **Hold** is followed by the Directive: "In Your Classroom or Area" and is the protocol to clear the hallways and remain in the classroom until the "All Clear" is announced with business taking place as usual.
- **Secure** is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building.
- **Lockdown** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.
- **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- **Shelter** is always followed by a type and a method and is the protocol for group and self protection.



These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as "Lockdown! Locks, Lights, Out of Sight." Communication to the local law enforcement agency would then be "We are under Lockdown." Each response has specific student and staff action. The Evacuate response is always followed by a location: "Evacuate to the Bus Zone." Responses can also be chained. "Evacuate to the Hallway. Shelter for Tornado. Drop, Cover and Hold."

The SRP is now in place in literally thousands of schools around the country and over the last year or two is becoming standard in school safety training. It is fully endorsed by the Scottsbluff Police Department. For more information visit the I Love U Guys Foundation Website at http://iluvuguys.org.

SECTION 7 – BREAKS, UNIFORMS, & EMPLOYEE IDENTIFICATION BADGES

Lunch Breaks

Classified employees who work an entire day may be allocated a thirty (30) minute lunch break per day. Lunch breaks should be scheduled by the principal/supervisor so as not to disrupt building or departmental functions. Lunch breaks are uncompensated time. They do not count towards the number of hours you are required to work each day. You are required to clock out on the TimeClock Plus web application for the time you are gone.

Employee Dress Code

It is the policy of the District that employees should project a professional/business to business casual like image unless subject matter (or the day's activities) requires otherwise or as appropriate for your position. Good taste and common sense should be exercised by employees. Clean, professional, business to business casual like attire is the appropriate dress for employees.

Unacceptable Dress.

- Clothing that is torn, dirty or frayed
- Blue jeans (with exemptions as approved by your administrator or director)
- Clothing that reveals too much cleavage, chest, midriff or back
- T-shirts (with exemptions as approved by your administrator or director)
- Flip flops or thongs
- Extreme short skirts
- Sheer or see-through clothes
- Shorts (with exemptions as approved by your administrator or director)
  - Appropriate shorts may be worn during summer school
- Sweatpants or exercise pants
- Clothing with potentially offensive words, logos or graphics

Employee Identification Badges

All employees are provided district picture identification badges through the Business Department at the District Office. The badges are to help staff and students recognize authorized individuals and to increase school safety. Employee Identification Badges are required to be worn by all Scottsbluff Public Schools employees when on duty. The badges may be attached to either a lanyard or to your clothing using an alligator clip. **The badges are to be in full display at all times.**

Employee Building Access Badges

All employees are provided district building access badges through the District Office. The badges are to be used for entry into the various school buildings. If the badge is ever lost or damaged, please notify your principal or the District Office immediately.

SECTION 8 – SAFETY, HEALTH, & ASBESTOS

Workplace Safety

The District is committed to providing and maintaining a safe and healthful work environment. This district recognizes its responsibility in protecting and conserving its human and financial resources.

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Infectious Disease - Personnel

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the District's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the Director of Student Services and school nurses.

The health risk to immune-depressed employees shall be determined by their personal physician. The health risk to others in the District environment from the presence of an employee with a communicable disease shall be determined on a case-by-case basis by the employee's personal physician, a physician chosen by the District or public health officials.

An employee who is at work and who has a communicable disease which creates a substantial risk of harm to a student, coworkers, or others at the workplace shall report the condition to the Principal or Superintendent any time the employee is aware that the disease actively creates such risk. Health data of an employee is confidential and it shall not be disclosed to third parties. Employee medical records shall be kept in a file separate from their personal file.

It shall be the responsibility of the Executive Director of Student Services, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

Material Safety Data Sheets

The Material Data Safety Sheet (MSDS) is a detailed information bulletin prepared by the manufacturer or importer of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures. Information on an MSDS aids in the selection of safe products and helps prepare employers and employees to respond effectively to daily exposure situations as well as to emergency situations. You can access our MSDS site by going to our staff intranet.

Gun-Free School Zones Act

Per Title XVII, Section 1702, of the Crime Control Act of 1990 (Public Law 101-647), the Gun-Free School Zones Act of 1990, makes it illegal for any individual to knowingly possess a firearm in a school zone. The term school zone means in or on the grounds of a public, parochial, or private school, or within a distance of 1,000 feet from school grounds. More information may be found here.

SECTION 9 – RECRUITMENT & BENEFITS

Recruitment

This district secures quality personnel through effective recruitment. It is the responsibility of the Superintendent of Schools and his designees to determine personnel needs of the District and to locate suitable candidates.

There should be no discrimination against any employee or applicant for employment by reason of race, color, national origin, creed, marital status, sex or age, or other protected status. A personal interview will be required of selected candidates.

It shall be the duty of the Superintendent or the Superintendent's designee to see that persons nominated for employment meet all qualifications established by law and Board policy for the type of position for which nomination is made.

Immigration Reform and Control Act (I-9). In compliance with the Immigration and Control Act of 1986 and Nebraska state law, we require all newly hired employees to present documented proof of identity and eligibility to work in the United States. Employees are required to furnish this information within three working days of hire date.

Employee Orientation

Employees must know their role and duties. New employees may be required to participate in an orientation program for new employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the Executive Director of Finance or designee. The supervisor may wish to review the staff handbook as part of the orientation process.

Section 125 Flexible Benefit Plan (RCI SelectFlex)

Section 125 of the Internal Revenue Code, enacted by Congress in 1978, allows companies to give their employees the opportunity to pay for benefits on a pretax basis. Pretax benefits lower payroll-related taxes for both the employer and employees.

Expenses such as deductibles, medical reimbursement and dependent daycare can quickly add up. Employees are able to set aside portions of their salaries before taxes are calculated. This reduces your taxable income, meaning you will pay less in taxes. The money set aside is automatically deducted from your paychecks and credited to an individual's flex spending account. Enrollment for SelectFlex is held every year prior to September 1st. Annual re-enrollment is required and late applications will be denied per IRS regulations. Any questions concerning the plan should be directed to the Executive Director of Finance.

Social Security and Medicare

All wages paid for teaching in Nebraska will count towards potential benefits to the teacher and/or to his or her eligible dependents and survivors under the Federal Insurance Contribution Acts (FICA). This FICA (Social Security and Medicare) deduction provides a Federal system of old age, survivors, disability, and medicare benefits. Wages paid for substitute, part-time and temporary employment must be reported just the same as wages for regular teaching and administrative positions. FICA taxes are collected on 7.65% of earnings. Any deductions made for Section 125 purposes are exempt for Social Security, Medicare tax, and State and Federal Income Tax. The social security and medicare rates for the school year are deducted from the employee's paycheck and a like amount is paid by the District for each employee.

For additional information, contact the Social Security District Office at 415 Valley View Drive, Scottsbluff, and/or ask for their free booklet, 'Your Social Security.'

Worker's Compensation

All employees of the District are covered by Worker's Compensation Insurance. To be eligible the injury to an employee must arise from and in the course of employment in the District. Employees injured during the course of employment are required to report **ALL** accidents or injuries to their supervisor and the Human Resources Benefit Coordinator immediately. The Supervisor is to fill out the 'Supervisor's Accident Investigation Report' and the injured employee needs to report to the Business Office to have the 'Incident Report and First Report of Alleged Occupational Injury or Illness forms completed. Failure on the part of the employee to report an injury within twenty-four (24) hours may prejudice and defeat a claim for compensation.

Regional West Medical Center is Scottsbluff Public School's *designated medical facility* for Worker's Compensation claims. Employees are required to contact the HR Coordinator to make arrangements with Regional West Medical Center to provide the best care for the employee's injury/illness.

Disability Insurance

Scottsbluff Public Schools provides disability insurance to employees who are working at least twenty hours, that will commence upon exhaustion of sick leave days, regardless of how many or how few days were available to the employee. Refer to the Negotiated Agreement for Scottsbluff Education Association and Scottsbluff Schools Classified Association. Contact the Business Department at the District Office for more details.

An employee who becomes permanently disabled, as qualified by a physician, without possibility of return to employment in the District will be compensated for unused sick leave per their negotiated agreement.

Mandatory Retirement/NPERS

All classified employees who are hired for positions that are 20 hours or more per week on an ongoing, regular basis are required to participate in the Nebraska Public Employees Retirement System (NPERS). All members of the Retirement System will contribute the required percentage as established by NPERS. The District will match that contribution 101%. A member who terminates employment before retirement with Scottsbluff Public Schools may:

1. Leave the account on an inactive basis.
2. Receive a refund of the account. A Non-Contributing School Member Form must be filled out with the Nebraska Public Employees Retirement Systems, PO Box 94816, Lincoln, NE 68509-4816. For full details or questions, please call the Retirement System at (800)245-5712.

Voluntary Retirement

Section 403(b) of the Internal Revenue Code allows employees of public school systems and certain charitable and nonprofit organizations to establish tax-deferred voluntary retirement plans which can be funded with mutual fund shares. 403(b) participation is generally available to those employees working 20 hours or more per week. Reference additional information regarding 403b plans through the Scottsbluff Public Schools staff intranet, business department, 403b Informational videos. Required forms for optional participation are available in the Business Department.

Life Insurance

Life insurance is provided by the District for all employees who work at least twenty hours.
Refer to the Negotiated Agreement for Scottsbluff Education Association and Scottsbluff Schools Classified Association for details. Optional additional life insurance is available; for the cost of this insurance, please contact the Business Department.

COBRA

Cobra Law – The Consolidated Omnibus Budget Reconciliation Act. In 1986, Congress passed the Consolidated Omnibus Budget Reconciliation Act (COBRA) which provides continuation of health insurance coverage that otherwise might be terminated after leaving employment. This law amends the Employee Retirement Income Security Act (ERISA), the Internal Revenue Code and the Public Health Service Act to allow continuation of group health coverage. Under COBRA, group health plans sponsored by employers that have at least 20 employees in the prior year must offer the option of continuing health coverage in certain instances.
COBRA requires group health plans to offer continuation coverage to covered employees, former employees, spouses, former spouses, and dependent children when group health coverage would otherwise be lost due to certain events including the death of a covered employee, termination or reduction of hours of a covered employee's employment for reasons other than gross misconduct, a covered employee becoming eligible for Medicare, divorce or legal separation of a covered employee and spouse, and a child's loss of dependent status under the plan.

SECTION 10 – CLASSIFIED EMPLOYEE

Hiring/Dismissal (Board Policy 4210)

The Board of Education hereby delegates to the Superintendent the authority to hire, suspend and dismiss non-certificated employees (employees in positions that do not legally require a teacher or administrative certificate)

on behalf of Scottsbluff Public Schools. Such authority shall be exercised in compliance with the policies of the Board of Education. The decision of the Superintendent shall be final and may not be appealed to the Board of Education.

Dismissal of non-certificated employees shall be on an at-will basis, as such employees are subject to termination at any time with or without cause, with or without prior disciplinary action or progressive discipline, and irrespective of the lack of any evaluation or the irregularity in any evaluation process.

Accrued vacation time cannot be used in lieu of two-week notice to resign employment.

Attendance

Regular, dependable, in-person attendance contributes significantly towards better team effort and productivity. Each employee is very important to the smooth operation of Scottsbluff Public Schools. Faithful attendance is an essential component of solid employee performance. Occasionally, however, it may be necessary for you to be absent from work as a result of illness, injury, or other personal reasons. Employees who will be absent are expected to notify their building administrator or supervisor immediately. All absence must be entered into Employee Access under Attendance.

An hourly classified staff member may not be away from their daily responsibilities for more than five hours per week for the purpose of attending in-person college classes. Each individual employee request will be evaluated on a case-by-case basis with consideration given to the number of other employees in the building making a similar request and the daily requirements of the position the employee fulfills. Exceptions to the five hour per week rule may be approved by a building administrator if the employee is pursuing a teaching certification or degree in education.

Selection Procedures

Managing the qualifications, recruitment and selection of candidates for these positions shall be the responsibility of the Superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

Persons interested in a classified staff position shall have an opportunity to apply and qualify for classified staff positions in the District without regard to age, race, creed, color, sex, national origin, religion or disability. Job applicants for classified staff positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and,
- Possession of, or ability to obtain, state or other license or certificate, if required, for the position.

All job postings will be listed on the District's website. Our district uses the tool SchoolSpring to list job postings. Anyone qualified for a position may submit an application by applying on SchoolSpring found on the District website www.sbps.net.

Whenever possible, the preliminary screening of applicants shall be conducted by the administrator or director who directly supervises and oversees the position. The interviewer shall work from a written list of interview questions, using the same set of questions for each applicant.

A minimum of three reference checks made by telephone and using a standard list of questions shall be used in the screening process. These checks shall be documented and filed with the employee's records. Prior to hiring any person, the district shall conduct background checks regarding the applicant's fitness for employment.

Employee Classification

Classified Staff are employees who are not administrators or employees in positions which do not require a Nebraska Department of Education teaching certificate and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Support Staff shall include, but not be limited to, teacher and classroom

aides, custodial and maintenance employees, clerical employees, food service employees and temporary help for summer or other maintenance. The position may be full-time or part-time.

1. Maintenance and Custodial employees keep the physical plant open, heated, lighted and ready for use or keep the grounds, buildings and equipment at their original condition through repair or replacement. Maintenance works under the direction of the Director of Facilities & Maintenance and custodians work under the direction of the Principal.
2. Clerical employees engage in accounting/fiscal office management and clerical assistance to the administration.
3. Para-professionals provide instructional services or student support in the classroom under the direction of the classroom teachers and/or building principal.

Transfer. Any classified employee wishing to transfer from one position to another shall submit such request to the Building Principal, Executive Director of Student Services, or supervisor as appropriate. All transfers will be considered on an individual basis. Since all classified employees are employed on an "at-will" basis and not entitled to any contractual or extended job rights, no classified employee is entitled to any transfer or change in job position. The assignment of any classified employee may be changed during the year when deemed advisable by the Superintendent or designees.

Involuntary Transfer. Determining the location where a classified employee's assignment will be performed is the responsibility of the Superintendent, based upon recommendations from the building administrators and supervisors. In making position assignments, building administrators and supervisors, along with the Superintendent, shall consider the qualifications of the employee and the needs of the District.

Duties

The duties of all classified employees shall be defined in accordance with the job descriptions and expectations of the employee's supervisor, as may change from time to time.

The job descriptions are of a general nature and duties assigned to an employee are not restricted to the items listed within the job description. Each employee will be responsible to the supervisor to whom they are assigned.

Evaluations

Building administrators and supervisors will typically perform a formal annual evaluation of all classified staff employees. Evaluation of support staff employees on their skills, abilities and competence shall be an ongoing process. The goal of the formal evaluation of classified staff employees shall be to maintain employees who meet or exceed the District's standards of performance, to clarify each employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the District and to develop a working relationship between the supervisor and employee.

Conduct

District employees have many opportunities to contribute to the positive, caring image of the school system. Courtesy, tact, patience, friendliness, cooperation and an optimistic attitude are highly valued attributes of employees along with proficiency and skill in job assignments. All employees are expected to treat everyone with respect and understanding. Efforts by employees to contribute to the positive educational environment in the buildings are greatly appreciated.

Wages

Salary Schedule. A salary schedule is negotiated for all support staff employee positions. The basic compensation of each employee shall be set forth in the salary schedule as approved by the Scottsbluff Public Schools Board of Education. Pay scales, years of service compensation, professional development and education levels are set forth as stated in the Scottsbluff Schools Classified Association Negotiated Agreement. Please note that we consider wage and salary information to be 'CONFIDENTIAL'.

Compensation and Related Benefits

The Board of Education will negotiate the compensation package with the classified employees. All employees are paid monthly on or before the 21st of each month. If the 21st falls on a weekend, payment will occur on the Friday prior to the 21st.

CLASSIFIED PAYCHECK SCHEDULE
2025-2026

Start Date	End Date	Pay Date
08/04/2025	08/31/2025	09/19/2025
09/01/2025	10/5/2025	10/21/2025
10/6/2025	11/2/2025	11/21/2025
11/03/2025	12/7/2025	12/19/2025
12/08/2025	01/04/2026	01/21/2026
01/05/2026	02/01/2026	02/20/2026
02/02/2026	03/01/2026	03/20/2026
03/02/2026	04/05/2026	04/21/2026
04/06/2026	05/03/2026	05/21/2026
05/04/2026	06/07/2026	06/18/2026
06/08/2026	07/05/2026	07/21/2026
07/06/2026	08/02/2026	08/21/2026

All employees are required to participate in the direct deposit program as this process ensures that your paycheck is deposited. Payroll checks will be deposited into your checking or savings account, unless we notify you otherwise. Pay Cards are available for employees without checking accounts. If you believe there is an error on your paycheck, please report it immediately to the payroll department. Once a determination has been made, necessary corrections will occur.

Our payroll period varies, and staff will be notified of payroll periods for each year at the start of the school year. Each hourly employee is required to use the time clock provided on their computer (Timeclock Plus). If you should have a problem using the WebClock, you need to notify your supervisor. Your supervisor will have you fill out a 'Time Clock Mispunch' form indicating the adjustment that needs to be made and will in-turn notify the payroll department. **Under no circumstances should anyone ever clock in or out for another employee. If this should occur, it is grounds for immediate dismissal from Scottsbluff Public Schools for both parties involved.**

Salary Checks and Deductions

Salary checks are based on hours worked multiplied by the hourly wage indicated on the employee's salary worksheet.

Scottsbluff Public Schools is required to deduct federal and state withholding taxes (income taxes) based on information you provide on your W4. Deductions for Social Security and Medicare are also deducted at the rate established by the federal government. Retirement, based on employee's eligibility, will be deducted at the rate established by NPERS. The District is also required to withhold and remit court-ordered garnishments, child support and liens.

Other voluntary deductions including Medical and Dental Insurance, Life Insurance, 403b Retirement, Vision Insurance, Select Flex, etc. must be approved by the employee, which is indicated on the signed enrollment forms.

Any changes per the employee to payroll including tax withholdings, insurance, etc., must be received by the payroll department at the Business Office by the first day of the month preceding the pay date for that month. **Any mid-year changes to any Section 125 Plan items (health insurance, dental insurance, AFLAC, Select Flex**

child care and Select Flex medical reimbursement) can only be made if there is a qualifying "change in status". Contact the payroll department should you have questions or changes.

Employee Access (EA)

Employees have access to the schools system called Employee Access which gives them access to viewing their paychecks, W2's, ACA 1095's, obtaining benefit forms, etc. Information regarding the EA will be given to the employee at orientation or by contacting the business office.

Overtime Pay

Fair Labor Standards Act mandates payment of 1 ½ times employee's regular rate on any hours worked over 40 by a nonexempt employee in a workweek. Any overtime must be approved by the employee's supervisor (Superintendent, building principal, director or supervisor) before working over the 40 hour limit. An employee who works overtime in violation of this provision may be subject to discipline, up to and including termination of employment.

Medical/Dental Insurance

All classified employees employed under the Scottsbluff Schools Classified Association 2025-26 Negotiated Agreement shall receive a 60% reduction of the cost of the month premium ($536.93) for an 'Employee' level health/dental plan for each month the employee is employed by the District and continues to be enrolled in the Blue Cross/Blue Shield EHA Group Health & Dental Insurance Plan. Dual deductibles are offered - $1050 Deductible or $2500 Deductible.

Health Coverage	**Employee**	**Ee & Child(ren)**	**Ee & Spouse**	**Ee, Spouse & Children**
$1050 Deductible	$ 863.10	$ 1,596.76	$ 1,812.52	$ 2,433.76
$2500 Deductible	$ 728.21	$ 1,347.23	$ 1,529.28	$ 2,053.42
Dental Coverage				
PPO=100% A, 75% B, & 50% C Cov	$ 31.78	$ 58.76	$ 66.70	$ 89.61
Employee's Actual Cost w/60% District Contribution				
$1050 Deductible	$ 357.95	$ 1,118.59	$ 1,342.29	$ 1,986.44
$2500 Deductible	$ 223.06	$ 869.06	$ 1,059.05	$ 1,606.10

Vision Insurance

Vision Insurance is offered to all employees who work more than .5 FTE.

Vision – VSP Insurance Premiums	
Employee	$ 9.22/month
Employee + Spouse	$ 18.48/month
Employee + Child(ren)	$ 19.75/month
Family	$ 31.60/month

SECTION 11 - CLASSIFIED LEAVES/VACATIONS/HOLIDAYS

Personnel employed by the District may request or be required to be absent for several reasons:

1. Those beyond their control, such as personal sickness or injury, jury duty, military service or emergencies.
2. Those governed by compassion or conviction, such as family illness, bereavement and other personal reasons.

3. Those stemming from occupational status such as attendance at meetings, conventions, in-service courses and seminars.
4. Those provided by scheduled vacations.

All leaves except holidays must be entered into the iVisions system; this is the responsibility of all employees. (Employees are encouraged to record their absence(s) within 24 hours; or run the risk of not having those day(s) included in current pay period)

Leaves

If you know that you will not be able to attend work at the time you are scheduled, please notify your building administrator or supervisor in advance. If you are unable to give advance notice, you must telephone your building administrator or supervisor as soon as possible. If you are personally unable to contact your building administrator or supervisor, you are responsible for asking someone else to do so. Depending on the circumstance, your building administrator or supervisor may request that you also contact the Superintendent. It is your responsibility to notify your building administrator or supervisor each time you are unable to report to work.

If you are absent from work and we do not hear from you or someone notifying us on your behalf after three (3) consecutive workdays, we will conclude that you have voluntarily terminated your employment with the District. Any request for employment verification of job performance references will result in an unfavorable recommendation if you decide to leave the Scottsbluff Public Schools in this manner.

Notwithstanding anything to the contrary herein, an employee only earns paid leave on the date and conditions precedent specified in this handbook, Board policy, or the employee's individual contract. As a courtesy, the District's payroll software may show an employee's total number of leave days for the entire year if the employee remains employed for the full year, rather than the number of leave days the employee has actually earned. In the event that the District's payroll software shows that an employee has more leave available than the employee has actually earned, then the employee shall have no right or expectation to exhaust such additional leave or receive any payout for such unearned leave. If an employee takes more leave than the employee actually earns before the employee earns such leave, then the District reserves the right to withhold the additional paid leave from the employee's final paycheck.

Sick Leave

Classified personnel will receive sick leave. Refer to the Negotiated Agreement for Scottsbluff Board of Education and Scottsbluff Schools Classified Association for details. Leave must be approved by the immediate supervisor. Sick leave must be entered into the iVisions system as well; this is the responsibility of all employees. Employees who take sick leave under false or misleading pretenses may be subject to discipline, up to and including termination of employment.

Personal Leave

Employees budgeted thirty (30) or more hours per week will be allowed two (2) personal days per year. Refer to the Negotiated Agreement for Scottsbluff Board of Education and Scottsbluff Schools Classified Association for more details. Personal leave must be entered into the Employee Access system as well; this is the responsibility of all employees.

Holiday

Employees working six (6) hours a day or more will receive paid holidays. Refer to the Negotiated Agreement for Scottsbluff Board of Education and Scottsbluff Schools Classified Association for more details. Schedule of Holidays for 2025-2026 school year are as follows:

HOLIDAY (2025-2026)	9 Month Employees	10 Month Employees	12 Month Employees
July 4, 2025			**X**
September 1, 2025	**X**	**X**	**X**
November 27, 2025	**X**	**X**	**X**
November 28, 2025		**X**	**X**

December 25, 2025	X	X	X
December 26, 2025		X	X
January 1, 2026		X	X
January 2, 2026		X	X
April 3, 2026		X	X
April 6, 2026			X
May 25, 2026		X	X

Vacation

Each classified, full-time 12 month employee will accrue vacation leave. Refer to the Negotiated Agreement for Scottsbluff Board of Education and Scottsbluff Schools Classified Association for more details. Vacation time must be entered into the Employee Access system as well; this is the responsibility of all employees.

Inclement Weather Days

If our schools are closed due to bad weather, you will not be paid for non-worked hours. The time off could be considered a personal day, unless you are already pre-scheduled to be gone for the day. In that case, your pre-scheduled leave will be used. Maintenance, custodial staff and other employees deemed essential to the District operation are expected to report to work and will be paid for hours worked. Classified employees will not be paid for missing a scheduled workday due to inclement weather if the District is open for school. In this case, time off will be considered whether personal, vacation leave or leave without pay. If, because of inclement weather, students and employees are dismissed early for the day, employees will be paid for the hours worked.

SECTION 12 - CLASSIFIED DISCIPLINE & TERMINATION/RESIGNATION

Progressive Discipline Procedures

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Scottsbluff Public School supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Scottsbluff Public School reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Nothing in this section shall entitle an employee to any step of the progressive discipline procedure, and the District reserves the right to skip any or all steps in this procedure depending on the severity of the misconduct. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines Scottsbluff Public School's progressive discipline process:

- **Coaching Session.** A supervisor verbally coaches an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Verbal Warning.** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written Warning.** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.

- **Performance Improvement Plan.** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

Scottsbluff Public School reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Your employment with Scottsbluff Public Schools is a voluntary one and is subject to termination by you or Scottsbluff Public Schools at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Scottsbluff Public School employees.

SECTION 13 - CLASSIFIED GRIEVANCE PROCEDURE

Grievance Procedure – Per Classified Negotiated Agreement

The purpose of this grievance procedure is to secure, at the lowest possible level, equitable solutions to the problems that may from time to time arise concerning the interpretation, application, or meaning of the terms and conditions of employment set forth in this Negotiated Agreement. An underlying principle of the grievance procedure is to ensure fair and equitable treatment to the District's employees.

Definitions.

1. Grievance. A grievance is defined as any claim or complaint relative to a purported violation of the terms and conditions of employment set forth in this Negotiated Agreement.
2. Grievant. A Classified staff member, or the Association making the claim. Any employee has the right to have a representative of their choice at any step of the grievance procedure.
3. Time Limits. All time limits shall consist of the Classified staff's working days except when a grievance is submitted after the end of the school year; the time limits after the end of the school year shall consist of all weekdays Monday through Friday. The number of days indicated at each level should be considered maximum and every effort shall be made at all levels to expedite the process. Failure of any grievant to comply with the time limits contained herein shall constitute a waiver of right to appeal to the next step. Failure of the District or its representatives to comply with the time limits at any level shall permit the grievant to appeal the grievance to the next level.
4. Grievance Meetings or Hearings. All meetings and hearings under this procedure up to and including Step 2 shall be conducted in private and shall include only the administration's representatives, the grievant, and the grievant's designated representatives.

The Procedure.

1. Informal Resolution. The parties believe that it is usually most desirable for an employee and the District to resolve problems through free and informal communications. When requested by the Classified staff, a representative of the Association may assist in this resolution. However, when the grievance remains unresolved, then the grievance shall be processed as follows:

a. Step 1. The request or complaint shall be made in writing to the Classified staff member's immediate supervisor. The supervisor shall then have five (5) working days to respond to the grievance and give an answer in writing.

b. Step 2. If the grievance has not yet been settled, the Classified staff member may pursue further action by filing the grievance within five (5) working days to the Superintendent of the Schools or their designated representative. The Superintendent or their designated representative shall arrange for a meeting to be held within ten (10) working days in order to discuss the grievance. A written answer to the grievance will be

provided within five (5) working days after the conclusion of the meeting. The decision of the Superintendent of Schools shall be final and may not be appealed to the Board of Education.

SECTION 14 - CERTIFIED - CURRICULUM & INSTRUCTION

Our goal is to ensure that every student – regardless of what school they go to and what neighborhood they live in – graduates from high school prepared for college and career. The intent of our district is to work collaboratively with our teachers and schools to ensure a consistent high quality curriculum and instruction that is relevant to our students. We must continue to improve the quality of instruction in our classrooms by effectively utilizing tools and resources.

District Learning Guides have been developed by Scottsbluff Public Schools in the areas of Math, Reading, Writing, Social Studies, Foreign Language, Music and Science. These documents were developed by groups of SBPS teachers and are aligned to Nebraska State Standards. The Learning Guides provide a framework that identifies the concepts, information and skills for a course and helps to provide consistency and continuity of instruction. Learning guide development process is an essential step in the process of ongoing curriculum development and implementation. While these are fluid documents that are continually revised, it is expected that staff follow the Learning Guides. District selected textbooks and other information sources including electronic sources are selected to support the Learning Guides.

Instruction includes strategies for engaging students in active learning and for tailoring these experiences to meet the individual needs of students so that all students improve their performance. Some instructional strategies identified by the District or building are required as part of the school improvement process and Target Implementation Plans.

Assessments and testing are planned to guide instruction and improve student performance. Scottsbluff Public Schools teachers are expected to use data and information from a variety of standardized tests, performance assessments and teacher observations to make decisions to modify curriculum and instruction to improve student performance. The Scottsbluff Public Schools Assessment Schedule is available on the District website.

Professional development is an ongoing process that serves as the bridge between where teachers are now and where they will need to be to address new challenges and ensure the academic success of all students. The most effective professional development engages teams of teachers to focus on the needs of their students. All Scottsbluff Public School staff are expected to participate in professional development and professional learning teams at the building and/or district level.

Continuous Improvement and the school improvement process is a key to effective schools and districts. Scottsbluff Public Schools staff members are expected to work collaboratively to establish priorities, select goals and implement improvement plans.

Scholastic Achievement - Guidelines for the Marking System in the Elementary

- ➔ The effort evaluation, which is based on the individual's earnest attempt in the classroom, is placed under the work habits category, rather than repeating with each subject. Achievement, based on the individuals' progress, is indicated by codes listed. Resource grades that are scaled or adjusted will be indicated on the card and inside the cumulative folder by teacher notation.
- ➔ Student learning in grades K-5 will be evaluated and reported relative to the Nebraska standards. Every state has outlined expectations for what students should know, understand, and be able to do. These expectations are called *standards*. In a standards-based system, the goal is to provide accurate information about students' levels of understanding or how competent they are in the standards. To do this, teachers will report on student understanding. A grading symbol called a score—indicated by 1, 2, 3 or E—will provide a description of student academic performance.

- ➔ The purpose of a Standards-based Report Card is to provide more detailed feedback to parents regarding the progress their children are making toward specific learning standards at their grade level.
- ➔ The Standards-based Report Card will allow parents and students to understand more clearly what is expected of students and how parents/guardians can help them to be successful in Scottsbluff Public Schools' rigorous academic programs.
- ➔ The Standards-Based Report Card will provide a focused and detailed profile of their child's academic performance.

Types of Codes Used on Standards-Based Report Cards

Performance Level	1	2	3	Exemplary (E)
Descriptor	The student has demonstrated a minimal understanding of subject matter and does not meet grade level expectations at this time.	The student has demonstrated a partial understanding of subject matter and is approaching grade level expectations at this time.	The student has demonstrated a solid understanding of subject matter and is meeting grade level expectations at this time.	The student has demonstrated a thorough understanding of challenging subject matter and exceeds grade level expectations at this time.

Scholastic Achievement - Guidelines for the Marking System in the Middle School

Marking System and Report Cards. Report cards are issued at the end of each nine weeks. Academic core classes and exploratory courses are graded using A, B, C, D, and F. The whole range of letter grades includes:

A – Superior	A = 90 – 100%
B – Above Average	B = 80 – 89%
C – Average	C = 70 – 79%
D – Below Average	D = 60 – 69%
F – Failing	F = 59% and Below
I – Incomplete	

Grade Books/Infinite Campus

- All teachers must record at least two grades per week in their grade books.
- Grades are to be kept accurately and up-to-date on Infinite Campus by all teachers.
- The more detail that is provided in the assignments portion of Infinite Campus, the less likelihood there is for the possibility of misunderstanding with the parent/guardian.
- Grade assignments in a timely manner.

Grading Practices

- In all core classes (Language Arts, Math, Science, and Social Studies) student grades are weighted so that 70% of a student's grade is based on student performance on assessments and 30% of a student's grade is based on student performance on daily work assignments. Students who do not submit assessments or fail to complete an assessment satisfactorily will be expected to complete the assessment before or after school, during lunch, and/or at Saturday School.
- At a minimum (and more are encouraged), teachers should have at least FIVE assessment activity grades in the "Assessment" category of the grade book per quarter in all Language Arts, Math, Science, and Social Studies classes.

Progress Reports

- At a minimum, progress reports must be sent home with students the third week of each nine week marking period in all courses.
- During the third week of each nine week period, teachers must contact the parent/guardian of any student with a failing grade via phone, email, or letter and document the communication.

Scholastic Achievement - Guidelines for the Marking System in the Senior High School

Marking System and Report Cards. The percentage grading system is used in Scottsbluff High School. Each percentage grade represents the level of achievement in the course's objectives.

A - Outstanding Level Achievement	90%-100%
B - Above Average Level Achievement	80%-89%
C - Average Level of Achievement	70%-79%
D - Minimum Level of Achievement	60%-69%
F - Failing - No Credit	59% & Below

Grade Books/Infinite Campus

- All teachers must record at least one grade per week in their grade books.
- Grades are to be kept accurately and up-to-date on Infinite Campus by all teachers.
- The more detail that is provided in the assignments portion of Infinite Campus, the less likelihood there is for the possibility of misunderstanding with the parent/guardian.
- Grade assignments in a timely manner.

Grading Practices

- In all classes student grades are weighted so that 70% of a student's grade is based on student performance on assessments and 30% of a student's grade is based on student performance on daily work assignments. Students who do not submit assessments or fail to complete an assessment satisfactorily will be expected to complete the assessment before or after school, during lunch, and/or at Saturday School.
- At a minimum (and more are encouraged), teachers should have at least Four assessment activity grades in the "Assessment" category of the grade book per quarter in all classes.
- During the sixth week of each nine week, teachers must contact the parent/guardian of any student with a failing grade via phone, email, Remind, or letter and document the communication.

Final Exams

Comprehensive final exams will be given at the end of each semester in all classes. Common classes will give the same final. Grades, finals or guidelines for semester projects used in lieu of finals, must be available upon request by the principal.

A hard copy of all final tests given must be available to the principal upon request at the end of each semester.

Report Cards and Parent Contacts

Report cards are designed primarily to help students and parents understand the progress the student is making toward achieving the goals and objectives of their assigned courses. No report card can convey complete understanding of the total school program or adequately explain the progress of every pupil. Conferences, letters mailed home, emails and telephone conversations to the home are important in supplementing the report card. Whenever special contacts are made by a teacher with a student's home, a notation of this is to be submitted in writing to the counselor for the cumulative folder.

Whenever making a contact with parents concerning a student in academic difficulty, request that the parents return a call later in that same grade period to check on their child's academic progress. This will shift part of the responsibility of the child's academic progress to the parent and improve the teacher's position at the end of the grade period if questions arise. Do make suggestions as to what a parent might do to help their child succeed. No student may be given an "F" without contacting the parents/guardians during the final grading period for the semester.

DO NOT LIMIT PARENT CONTACTS TO ONLY PROBLEM OR ADVERSARIAL SITUATIONS. REGULAR AND SINCERE PARENT CONTACTS RELATING POSITIVE SITUATIONS CAN BE VERY EFFECTIVE AND IN EVERYONE'S BEST INTEREST.

SECTION 15 - CERTIFIED - CLASSROOM PROCEDURES

Attendance Procedure

Each teacher is responsible for maintaining accurate attendance records and should report attendance in Infinite Campus as required by building administration.

Parent-Teacher Conferences

Parent-teacher conferences will be held periodically during the school year as per the District calendar. All teachers are expected to attend, unless prior arrangements are approved by the building Principal to hold conferences at an alternate time.

Homework

Any homework should serve a definite educational purpose.

Lesson Plans

Teachers are responsible for the preparation of daily lesson plans according to building guidelines. In the event of absence from school, staff are expected to have available a lesson plan for the substitute along with other necessary information such as bell schedules, duty assignments, attendance, seating charts, etc. In the event of an unforeseen absence from work, teachers are expected to have lesson plans prepared in advance for substitute teachers to access and utilize on short notice.

Student Teachers

It is the belief of Scottsbluff Public Schools that one of our most important responsibilities is to help prepare potential teachers for successful careers. We take this very seriously.

For this reason, student teachers are placed only with the most proficient and skilled teachers who are willing to devote significant time and effort to effective supervision and guidance. The Executive Director of Curriculum and Instruction and building principals will approve the placement of student teachers based on these criteria.
The following guidelines for student teacher supervision are in place:

1. Student teachers should only be placed with outstanding teachers who understand the important responsibility supervising a student teacher carries.
2. No teacher should be asked to supervise a student teacher more than once every three years.
3. All placements should be made and accepted with the understanding that an effective supervising teacher works harder with a student teacher than without and that this is not intended to ever be a break.
4. A student teacher should not be placed in a situation where doing such might compromise a particular group of students' results.
5. Accepting a student teacher and supervising him or her well is a serious commitment and is an important way in which to contribute to our profession and to the future.

Certified In-House Employee Substitutes

The following process applies to teachers who cover as "in-house" substitutes during their planning or free periods:

- Teacher works with their administrator to determine if an "in-house" sub can cover the absence.
- Teacher calls in absence to the sub system. The job must be entered as **no sub required** to prevent the system from calling out and finding a sub.
- The teacher providing "in-house" coverage should be listed on the "In-House Sub Report" for the building. One (1) period will be considered .125 days. NOTE: This is a vital piece in making this process work, as this will be the only way that the District Office will be notified that a teacher is providing "in-house" coverage.
- Reports will be submitted to the District Office at the conclusion of the month as per standard procedure.

- Sub days will be calculated and paid in the following month's payroll at the rate of $25.00 per class period.

Compensation for Teachers who Absorb Students from an Unfilled Absence

Pay teachers for absorbing the students of another teacher's classroom (when a sub is not available) as follows:

- No additional pay if a teacher has additional students for 1 hour or less.
- If a teacher is assigned students from another classroom by their administrator, and the total number of students (normal class roster plus additional students from another classroom) exceed 30 (elementary) or 36 (MS or HS), the teachers impacted will be paid the pro-rata amount (equally divided among teachers receiving extra students) of the SBPS Certificated Staff Contracted 4+ years sub daily rate of pay. If a teacher receives extra students but does not meet or exceed the qualifying threshold of total students, the pro-rata daily rate will be unpaid to anyone. This additional pay will be based on ½ day of sub pay if the additional students are present in the teachers' classroom for more than 1 and up to 4.5 hours, or a full day of sub pay if more than 4.5 hours.

Special Education Work

Teachers that have been required to work during non-contracted days to complete IEP/MDT paperwork and/or hold IEP/MDT meetings will be compensated for their time outside the 189-day contract year on an administration (Executive Director of Student Services or Assistant Director of Student Services) pre-approval basis with compensation paid on a per hour basis; presently set at $30.00 per hour

Substitutes

If a substitute teacher is needed, log on to the web browser through the District website (www.sbps.net) as early as possible to make *a* request. All certified employees are required to report their absence(s) on the substitute calling system even when a substitute is not needed. Administrator's report their absence(s) through iVisions. Questions, please feel free to call the District Office. Preparation for a substitute teacher:

- Leave keys in the office or make provisions for desks and cabinets to be used.
- Provide directions to the whereabouts of books and materials.
- Provide the lesson plans containing a clear outline of class work.
- Provide the seating arrangement coinciding with the seating chart.
- Help the substitute teacher by providing a complete schedule of the regular teacher's classes, noting the exact time of the lunch period, assemblies, etc.

Breaks for Parent/Teacher Conferences

Certified staff will be provided the following breaks during parent/teacher conferences:

- 4:00 - 8:00 PM Conference Day = 1-40 minute break
- 8:00 AM - 8:00 PM Conference Day = 2-10 minute breaks and 2-40 minute breaks

Teachers may leave the building during their 40-minute breaks. Above breaks cannot be combined on one day without prior approval from a building administrator. Teachers do not need to use their breaks to attend the conferences of their own children.

Field Trips

All requests for buses for field trips must be made to the principal's office prior to sending the request to First Student. Requests must be received by First Student ten (10) days prior to the field trip. Please refer to SBPS Board Policy 6270 for more information regarding field trips.

Scottsbluff Public Schools Student Trip Request Process

1. The Teacher/Sponsor begins the request process 6 weeks prior to the trip for local field trips. The Teacher/Sponsor reviews the District Field Trip and Travel Regulations.
2. The Teacher/Sponsor completes the Student Trip Request for Approval form and submits to the building principal.
3. The Principal approves or denies the trip request.
4. If the field trip is out-of-state and a distance greater than 300 miles the Building Principal requests approval from the Superintendent.

5. Upon receiving approval, the Teacher/Sponsor completes a transportation request and sends the School Field Trip Permission Slip home with each student.
6. Only students returning the signed form will be allowed to participate.

School Sponsored Field Trips and Travel Regulations (Board Policy 6270)

School Trips Definition

School trips include field trips and non-NSAA-sponsored club or activity travel.

School Trip Purpose

School trips should have an educational purpose and be appropriate for the age and maturity level of the group. School trips planned as rewards will be considered and approved on a case-by-case basis.

School Trip Approval

The principal may authorize school trips when such events contribute to the achievement of the education goals of the District. In authorizing school trips, the principal shall consider the financial condition of the District, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the Superintendent. The Superintendent's approval will be required for school trips outside the state or over 300 miles. Board approval will be required for school trips that involve unusual length or expense.

School trips are to be arranged with the principal well in advance. The School Trip Request Form must be submitted by the employee. In the event a substitute teacher is needed, the teacher is responsible for reporting the absence within the substitute calling system.

School Trip Transportation

Arrangements for school bus transportation will be made well in advance, as directed, and without disrupting regular school bus schedules. Trip sponsors are responsible for the conduct of students while on the bus and while students are engaged in the learning activity.

Supervision on School Trips

School employees shall appropriately supervise each school trip so that good student discipline is maintained both while traveling and while students are engaged in learning. Parents and other adults may help with such supervision under the direction of a school employee. Supervision of traveling students shall be provided by a school employee. Parents and other adults may assist in such supervision as sponsors. For overnight trips, the following supervisor-to-student ratios will be used. A group of 16-30 students must have a minimum of two adult supervisors, a group of 31-45 students must have a minimum of three adult supervisors, and a group of 46-60 students must have a minimum of four adult supervisors. Groups larger than 60 must maintain a ratio of one adult to 15 students. Members of the school employee's family shall not be allowed to travel with the group unless qualified for such travel as a student of the Scottsbluff Public Schools or as an adult sponsor.

School Trip Permission

The School Trip Permission portion of the Scottsbluff Public Schools Parent-Student Permission Information Record Sheet will be required prior to the student's participation in field trips or Non-NSAA sponsored club or activity travel.

Overnight School Trips

School trips involving an overnight stay must have additional parent notification and permission on the Overnight Trip Permission Form.

Any overnight trips with groups consisting of both genders must provide adult sponsors of both genders. In the event sponsors of both genders are not available, exceptions can be made when supervisory responsibilities are shared with other school districts or by meeting the following:

- Principal or designee approval; and,
- Written parent permission for each student whose child is not represented by the gender of the sponsor.

All overnight trips must comply with Policy 6271.

School Trip Cost
The cost of a school trip shall be determined in advance, and each building principal has the responsibility to see that the cost associated with the trip is reasonable and appropriate. Any expenses associated with extracurricular activity trips must comply with Board Policy 5416 - Student Fees Policy.

School Trips and Code of Conduct
Students remain under the jurisdiction of the school during a visit and must adhere to the code of conduct at all times.

Alcohol or drug use or possession, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use or possess alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive an appropriate consequence including potential suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.

School Trips as an Incentive
Withholding students' participation in school trips should not be used as a punishment but may be used as an incentive to improve student performance as long as the criteria for participation is applied and communicated to all eligible students in a timely fashion prior to the time of the trip.

Regulations for NSAA Sponsored and Similar Activities (including Cheer and Drill Team)
Activity Trip Approval
All activity trips, and the arrangements for them, must have the approval of the Activities Director.

Activity Trip Transportation
Arrangements for school bus transportation will be made well in advance, as directed, and without disrupting regular school bus schedules. The school bus safety code will govern the behavior of students while on the bus. Trip sponsors are responsible for the conduct of students while on the bus and participating.

Supervision on Activity Trips
School employees shall appropriately supervise each trip so that good student discipline is maintained while traveling and participating. Parents and other adults may help with such supervision under the direction of a school employee.

Activity Trip Permission
Each student that goes on a trip will return a signed parental consent for the season or annually when appropriate.

Overnight Activity Trips
Any overnight trips with groups consisting of both genders must provide adult sponsors of both genders, exceptions can be made when supervisory responsibilities are shared with other school districts or by meeting the following:
- Principal or designee approval; and,
- Written parent permission for each student whose child is not represented by the gender of the sponsor.

All overnight trips must comply with Policy 6271.

Activity Trip Cost
The cost of a trip shall be determined in advance by the Activities Director, who has the responsibility to see that the cost associated with the trip is reasonable and appropriate.

Activity Trips and Code of Conduct
Students remain under the jurisdiction of the school during a visit and must adhere to the code of conduct at all times.

Alcohol or drug use or possession, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use or possess alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive an appropriate consequence including potential suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.

Non-School Sponsored Trips

On occasion, students have the opportunity to participate in trips that have an apparent connection to the District, but which in fact are not school-sponsored. Some examples: (1) travel with a club sports team, even though the club team may be coached by our high school coach; (2) a band traveling to an out-of-state band contest that is arranged by a Booster Club; and (3) a foreign language teacher taking students abroad during the summer. International travel will typically be considered non-school-sponsored travel. Any exceptions will require Superintendent and Board approval.

These opportunities are often worthwhile and beneficial to students. The message the District wants to make clear is that these opportunities are not school-sponsored activities. All arrangements for such trips, including costs, travel, supervision, and safety are the responsibility of the group or person making the trip available to students. All participant payments for these non-school-sponsored travel opportunities must go through a tour company, not an individual sponsor. Scottsbluff Public Schools has no responsibility for such trips.

Class time shall not be used for planning or organizing non-school sponsored trips nor shall these trips be scheduled on days school is in session. This does not, however, prohibit brief initial announcements, interest assessments, or providing printed information about the travel opportunity through bulletins or postings approved by the building principal. All signage and promotion of the trip must include a disclaimer stating the trip is not sponsored by Scottsbluff Public Schools.

Parents must receive and sign a written notification that the trip is not school-sponsored. Anyone who is uncertain as to whether or not a particular opportunity is school-sponsored should contact the Superintendent, principal, or Activities Director.

Fire Drills

FIRE DRILLS ARE OF UTMOST IMPORTANCE. TEACHERS: In case of a fire or any suspicion of a fire, sound the alarm from the nearest signal box. Don't stop to determine the location or seriousness of the fire. Don't go looking for others to advise. ACT!

Fire Drill Instruction. The building principal has worked out complete, detailed instructions for fire drills and each teacher should have a copy. These instructions should contain the following:

1. List exits (evacuation routes) to be used by given rooms (be very specific).
2. List where these groups shall stay when they have cleared the building.
3. EVERYONE must get out of the building and stay clear.
4. Close all windows and doors.
5. Stay clear of the building and quietly in place until the signal is given to return or to disperse to homes.
6. Teachers should watch carefully for students who might re-enter the building for some prized possession.
7. DISCIPLINE MUST BE OBSERVED BY ALL.
8. Drills must be held on an average of once a month.
9. Teachers should take their grade books and take roll.

Emergency Response Plan

Plans have been formulated and a booklet has been provided relative to the procedures to be followed in all emergency situations. Study this manual and become familiar with the plans. All classrooms should prominently display the The Emergency Preparedness Guide and all staff should be familiar with its contents.

Class Picnics

Individual elementary classrooms may elect to have a picnic during the final two weeks of the school year. The following rules should be observed in planning for a picnic:

1. Picnics are restricted to the Scottsbluff City limits, Riverside Park, and Lacey Park.
2. The maximum time consumed for this activity should not exceed one-half day.

SECTION 16 - CERTIFIED - PROFESSIONAL INFORMATION

Staff Meetings

Staff meetings may be called at any time by the principal, Superintendent, or supervisor. Plan to be present and engaged in the meeting, unless excused by the building principal.

In-service

District-level in-service days are planned teacher contract days. All staff members are expected to participate and be engaged. Other in-services will be planned at the building level.

Evaluation of Teachers

The Scottsbluff Board of Education believes that the primary purpose of teacher education is to constantly improve the quality of education being offered to pupils. The Board further believes that teacher evaluation is a necessary and vital part of our total school operation and that staff development, professional improvement, and the maximizing of staff strengths is an integral part of the evaluation process.

Effective evaluation is aimed at raising teacher performance in the Scottsbluff Public Schools which requires teacher/administrator involvement, cooperation and agreement in setting of goals. Education must be constructive and pupil-oriented. Procedures may be jointly developed by teachers and administrators for recommended action by the Board of Education.

Advancement on Salary Schedule (Board Policy 4114)

The Superintendent may recommend no increase, or appropriate step increases, for certified staff retained by the District. Increase or movement on the scale will be determined by the Negotiated Agreement with the Scottsbluff Education Association. Steps and years are not to be considered the same.

All credit courses for movement on the salary schedule must be submitted on a Credit Approval Form and approved by the Superintendent or Superintendent's designee prior to the course being taken. Upon completion of the course, evidence (official transcripts) of college hours of credit must be submitted to the District Office for verification of accurate record of employee status. Employees requesting salary placements must submit a credit approval form for approval and have their grade card(s)/transcript(s) turned into the Administration office on or before the last Friday of a given month for pay changes to occur in the following months' payroll.

To move horizontally beyond the BA degree, the hours must be earned subsequent to the granting of the BA degree and must be graduate hours in an educational field or the staff member's related field.

To move horizontally beyond the MA column, graduate hours must be earned subsequent to the granting of the MA degree and must be graduate hours in an educational field or the staff member's related field.

The requirements stated in the Negotiated Agreement between employees in that certified collective bargaining unit and the Board regarding salary schedule advancement of such employees shall be followed.

Professional Growth Requirements – Certificated Employees (Board Policy 4140)

State Requirement: Permanent certificated employee; evidence of professional growth required.
Every six years permanent certificated employees shall give evidence of professional growth. Six semester hours of

college credit shall be accepted as evidence of professional growth or, in the alternative, such other activities as are approved by the school Board, which may include, but are not limited to, educational travel, professional publications, or work on educational committees.

District Requirement. Each certificated staff must log ten professional development points each school year that have been preapproved by the staff member's supervisor and/or the Executive Director of Curriculum and Instruction. District-wide extenuating circumstances that may arise can allow for the Executive Director of Curriculum and Instruction and/or Superintendent to adjust the required professional points for the impacted school year. The completed form must be submitted to the Building Administrator by April 15. The professional growth period will be from June 1 to May 31.

Standards of Performance (Board Policy 4190)

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards. Reference: NDE Rule 27

See Board Policy 4190 for additional information.

Teacher Certification

It is the staff member's responsibility to maintain their current certification.

Nebraska Revised Statute § 79-804

"Teacher's or administrator's certificate; registration required; failure; effect:

(1) Each teacher or administrator shall register his or her certificate with the public, private, denominational, or parochial school in which the teacher or administrator is employed. The Superintendent or administrator of the school shall endorse upon the certificate that it has been registered and the date of registration. Such registration shall be without fee. No employment of a teacher or administrator shall be valid until the certificate is so registered. On or before September 15 of each year, the public, private, denominational, and parochial schools shall file with the State Department of Education a fall personnel report which shall specify the names of all individuals employed by the school who are required by law to hold a certificate and such other information as the Commissioner of Education directs. The Superintendent or administrator of the school shall transmit within ten days to the State Department of Education the name of the teacher or administrator to be employed, together with the position to which employed, if the teacher or administrator is employed after the submission of the fall personnel report. The Commissioner of Education shall certify to the school the name of any teacher or administrator who has not been issued a certificate or given evidence of application to the State Department of Education and qualification for a certificate or permit. The teacher or administrator shall not be reimbursed for any services to the school after the date of receipt of notification by the school.

(2) The Commissioner of Education shall notify the county treasurer to withhold all school money belonging to any district employing an uncertificated teacher or administrator until the teacher or administrator has obtained a certificate or has been dismissed by the board employing such teacher or administrator. The county treasurer shall withhold such money."

Concurrent Enrollment/Dual Credit Tuition Reimbursement Program

This Tuition Reimbursement Program (TRP) will provide an incentive for teachers seeking further graduate level course credits that will allow them to teach classes for which Scottsbluff Public School District (SBPS) students receive both high school and college credit by reimbursing them for their educational costs, not to exceed 50% of the cost they paid, limited to the University of Nebraska-Lincoln's tuition rate for Education Graduate Level courses.. Distribution of funds will be given to teachers who are taking graduate courses to be qualified to teach specific "Concurrent Enrollment/Dual Credit" program courses currently taught at the high school for which students can receive both high school and college credits (required career academy courses, language arts, social sciences, math, foreign language and science) and then to those who become qualified to teach other "dual enrollment"

courses. A teacher may not apply for tuition reimbursement for course work taken or Master's Degree received or earned prior to the adoption of this TRP. A teacher electing to participate in the tuition reimbursement program must complete and agree to the Tuition Reimbursement Application and Agreement, Exhibit "1", Request for Reimbursement Agreement, Exhibit "2", and attendant Promissory Note, Exhibit "3." Each teacher must also agree to accomplish the following:

1. Work towards completion of a Master's degree, eighteen (18) graduate credits toward attaining a Master's Degree in a content area, or graduate level courses that will allow the teacher to teach classes for which students can receive both high school and college credits;
2. Submit transcripts and receipts and understand that the teacher will be reimbursed for the tuition after such documents have been submitted.
3. Prior to receipt of reimbursement, to execute a Promissory Note Agreement and Promissory Note in the forms attached hereto as Exhibit "3", with each Promissory Note being dated even with the receipt of reimbursement under the terms set forth on Exhibit "3".
4. Satisfactorily teach all Concurrent Enrollment/Dual Credit program course(s) as assigned for not less than three (3) consecutive school years.

Special Education Tuition Reimbursement Program

This Tuition Reimbursement Program (TRP) will provide an incentive for teachers seeking further graduate level course credits that will allow them to teach special education by reimbursing them for their educational costs, not to exceed 50% of the cost they paid, limited to the University of Nebraska-Lincoln's tuition rate for Education Graduate Level courses.Distribution of funds will be given to teachers who are taking graduate courses to be qualified to become certified in Special Education. A teacher may not apply for tuition reimbursement for course work taken or Master's Degree received or earned prior to the adoption of this TRP. A teacher electing to participate in the tuition reimbursement program must complete and agree to the Tuition Reimbursement Application and Agreement, Exhibit "1", Request for Reimbursement Agreement, Exhibit "2", and attendant Promissory Note, Exhibit "3." Each teacher must also agree to accomplish the following:

1. Work towards completion of a Master's degree in special education.
2. Submit transcripts and receipts and understand that the teacher will be reimbursed for the tuition after such documents have been submitted.
3. Prior to receipt of reimbursement, to execute a Promissory Note Agreement and Promissory Note in the forms attached hereto as Exhibit "3", with each Promissory Note being dated even with the receipt of reimbursement under the terms set forth on Exhibit "3".
4. Satisfactorily teach all special education course(s) as assigned for not less than three (3) consecutive school years.

School Based Mental Health Grant Tuition Reimbursement Program

Licensed Mental Health Practitioners. This Tuition Reimbursement Program (TRP) through the School Based Mental Health Grant (SBMHG) will provide an incentive for teachers or employees seeking further graduate level course credits that will allow them to serve as Licensed Mental Health Practitioners (LMHP) for the Scottsbluff Public School District (SBPS) by reimbursing them for their educational costs, not to exceed 50% of the cost they paid, limited to the University of Nebraska-Lincoln's tuition rate for Education Graduate Level courses.Distribution of funds will be given to individuals who are taking graduate courses to meet the academic requirements necessary to obtain mental health licensure in Nebraska. A teacher or employee may not apply for tuition reimbursement for course work taken or for a Master's Degree received or earned prior to the adoption of this TRP. This TRP is currently limited to 2 individuals.

Each teacher or employee selected for this TRP must agree to accomplish the following:

1. Work towards completion of a Master's degree in Clinical Mental Health Counseling;
2. Complete the School Based Mental Health Grant Tuition Reimbursement Program application including all necessary components of the application;
3. Submit transcripts and receipts and understand they will be reimbursed for the tuition after such documents have been submitted;
4. Prior to receipt of reimbursement, execute a Promissory Note Agreement and Promissory Note in the forms attached hereto as Exhibit "3";

5. Successfully pass the National Counselor Examination (NCE) and obtain full mental health licensure in Nebraska;
6. Satisfactorily work as an LMHP in the District for not less than three (3) consecutive school years.

Licensed Alcohol and Drug Counselors. This Tuition Reimbursement Program (TRP) through the School Based Mental Health Grant (SBMHG) will provide an incentive for teachers or employees seeking further graduate level course credits that will allow them to serve as Licensed Alcohol and Drug counselors (LADC) for the Scottsbluff Public School District (SBPS) by reimbursing them for their educational costs, not to exceed 50% of the cost they paid, limited to the University of Nebraska-Lincoln's tuition rate for Education Graduate Level courses.Distribution of funds will be given to individuals who are taking graduate courses to meet the academic requirements necessary to obtain mental health licensure and certification to serve as licensed alcohol and drug counselors in Nebraska. A teacher or employee may not apply for tuition reimbursement for course work taken or for a Master's Degree received or earned prior to the adoption of this TRP. This TRP is currently limited to 4 individuals.

Each teacher or employee selected for this TRP must agree to accomplish the following:
1. Work towards completion of a Master's degree in Clinical Mental Health Counseling with graduate coursework leading to licensure as a LADC in Nebraska;
2. Complete the School Based Mental Health Grant Tuition Reimbursement Program application including all necessary components of the application;
3. Submit transcripts and receipts and understand they will be reimbursed for the tuition after such documents have been submitted;
4. Prior to receipt of reimbursement, execute a Promissory Note Agreement and Promissory Note in the forms attached hereto as Exhibit "3";
5. Successfully pass the Alcohol and Drug Counselor (ADC) examination and obtain full licensure in Nebraska;
6. Satisfactorily remain employed in the District for not less than three (3) consecutive school years.

Behavioral Health Education Center of Nebraska Tuition Reimbursement Program

This Tuition Reimbursement Program (TRP) through the Behavioral Health Education Center of Nebraska Grant (BHCEN) will provide an incentive for employees seeking further graduate level course credits that will allow them to serve as Licensed Mental Health Practitioners (LMHP), Licensed Alcohol and Drug counselors (LADC), or Social Workers (MSW) for the Scottsbluff Public School District (SBPS) by reimbursing them for their educational costs, not to exceed 50% of the cost they paid, limited to the University of Nebraska-Lincoln's tuition rate for Education Graduate Level courses.Distribution of funds will be given to individuals who are taking the appropriate graduate coursework necessary to obtain full licensure in Nebraska. Employees may not apply for tuition reimbursement for course work taken for a degree or for certification received or earned prior to the adoption of this TRP.

Each employee selected for this TRP must agree to accomplish the following:
1. Work towards completion of a Master's degree in Clinical Mental Health Counseling with graduate level coursework leading to licensure as an LMHP or LADC in Nebraska, or work towards the completion of a Master of Social Work program;
2. Complete the Behavioral Health Center of Nebraska Tuition Reimbursement Program application including all necessary components of the application;
3. Submit transcripts and receipts and understand they will be reimbursed for the tuition after such documents have been submitted;
4. Prior to receipt of reimbursement, execute a Promissory Note Agreement and Promissory Note;
5. Successfully pass required national and state examinations and obtain full licensure in Nebraska;
6. Satisfactorily remain employed in the District for not less than three (3) consecutive school years.

EL Endorsement Tuition Reimbursement Program

This Tuition Reimbursement Program (TRP) will provide an incentive for teachers seeking

further graduate level course credits that will allow them to obtain an EL endorsement by reimbursing them for their educational costs, not to exceed 50% of the cost they paid, limited to the University of Nebraska-Lincoln's tuition rate for Education Graduate Level courses. Distribution of funds will be given to teachers who are taking graduate courses to be qualified for an EL endorsement. A teacher may not apply for tuition reimbursement for course work taken towards an EL endorsement prior to the adoption of this TRP.
A teacher electing to participate in the tuition reimbursement program must complete and agree to the Tuition Reimbursement Application and Agreement, Exhibit "1", Request for Reimbursement Agreement, Exhibit "2", and attendant Promissory Note, Exhibit "3."

Each teacher must also agree to accomplish the following:

1. Work towards completion of an EL endorsement
2. Submit transcripts and receipts and understand that the teacher will be reimbursed for the tuition after such documents have been submitted.
3. Prior to receipt of reimbursement, to execute a Promissory Note Agreement and Promissory Note in the forms attached hereto as Exhibit "3", with each Promissory Note being dated even with the receipt of reimbursement under the terms set forth on Exhibit "3".
4. Satisfactorily teach all EL course(s) as assigned for not less than three (3) consecutive school years.
5. Up to two (2) people may enter into the program each school year with priority given to those currently in an EL position.

College Credit Program

This College Credit Program (CCP) will provide an incentive to all staff (certified, classified & admin) seeking further education. Distribution of funds will be given on a first come first served basis and will not open for application until August 4, 2025. A teacher is not eligible to participate in the CCP if they fall within the parameters of 3.1 within the negotiated agreement. A staff member electing to participate in the tuition reimbursement program must complete and agree to the Credit Approval Form or Classified Professional Development Request Form as applicable, Tuition Reimbursement Application and Agreement, Exhibit "1", and Request for Reimbursement Agreement and Exhibit "2".

Each staff member must also agree to accomplish the following:

1. Course must align with Board Policy 4114 Advancement on Salary Schedule for teachers and administrators.
2. Submit transcripts and receipts and understand that the teacher will be reimbursed for the tuition after such documents have been submitted.
3. Tuition reimbursement is limited to a maximum of three credit hours per individual at up to the University of Nebraska-Lincoln (UNL) rate for an online education field graduate level course (only actual tuition expenses incurred will be paid).
4. Course work for this program can be completed through any accredited post secondary institution so long as the Credit Approval Form has been approved by the Executive Director of Curriculum and Instruction or the Classified Professional Development Request Form has been approved by the appropriate Principal/Supervisor.
5. Course work for this program must be completed between August 4, 2025 to August 1, 2026, with transcripts and receipts due by August 15, 2026.
6. Staff who were reimbursed under this program in 2024-2025 are not eligible for the program in 2025-2026.
7. Program is limited to $25,000.

Teacher Assignment

The Superintendent is authorized to transfer staff whenever it appears that the best interests of the school will be served.

Request for Change of Building Assignment

There may be times when a teacher may have reasons for desiring a change in assignment. The matter should first be discussed with the principals involved, after which a letter should be written to both building principals, with a copy to the Superintendent, stating the reason for the request.

Reporting Leaves
Teachers are responsible to report all of their leaves on SmartFind Express. Leave may be submitted in 1/8th increments. Leave balances can be found in Employee Access. Request leave as far in advance as possible.

Care of School Property
Teachers are responsible for proper use of all school property. Students should be taught to respect school property and buildings. All acts of vandalism should be reported to the principal or designee of the building as soon as possible.

Use of Telephone
Teachers should not use the telephone during a class period unless the call is an emergency. No personal long distance phone calls or use of cell phones are allowed on any school phone during instructional time.

Checking and Reading of Email, Websites and Newsletters
1. The Scottsbluff Public School District will provide an email account to each full time employee of the District. This account (sbps.net) may be used to access a variety of services. Employees are responsible for using the account throughout their employment.
2. Employees must read email sent to this account on a daily basis (beginning and end of the day are recommended). Staff members throughout the District rely upon email to carry important information - effective collaboration requires effective communication.
3. Employees are also expected to regularly read the District and school webpage and newsletters and are responsible for all information they contain.

Supervisory Responsibilities
Teachers will be expected to assume a fair share of other responsibilities such as hall and outside duties, extra-curricular events, according to the needs of the school, as directed by one's immediate supervisor.

Payroll Dates for the 2025-2026 School Year
- September 19, 2025
- October 21, 2025
- November 21, 2025
- December 19, 2025
- January 21, 2026
- February 20, 2026
- March 20, 2026
- April 21, 2026
- May 21, 2026
- June 18, 2026
- July 21, 2026
- August 21, 2026

For the 2025-26 school year, teachers will be employed for one-hundred and eighty nine (189) days.

Medical/Dental Insurance
All certificated employees employed under the Scottsbluff Education Association 2025-2026 Negotiated Agreement shall receive a 50% reduction of the cost of the month premium ($447.44) for an 'Employee' level health/dental plan for each month the employee is employed by the District and continues to be enrolled in the Blue Cross/Blue Shield EHA Group Health & Dental Insurance Plan. Dual deductibles are offered - $1050 Deductible or $2500 Deductible.

Health Coverage	Employee	Ee & Child(ren)	Ee & Spouse	Ee, Spouse & Children
$1050 Deductible	$ 863.10	$ 1,596.76	$ 1,812.52	$ 2,433.76
$2500 Deductible	$ 728.21	$ 1,347.23	$ 1,529.28	$ 2,053.42

Dental Coverage				
PPO=100% A, 75% B, & 50% C	$ 31.78	$ 58.76	$ 66.70	$ 89.61
Employee's Actual Cost w/60% District Contribution				
$1050 Deductible	$ 447.44	$ 1,208.08	$ 1,431.78	$ 2,075.93
$2500 Deductible	$ 312.55	$ 958.55	$ 1,148.54	$ 1,695.59

Vision Insurance

Vision Insurance is offered to all employees who work more than .5 FTE.

Vision – VSP Insurance Premiums	
Employee	$ 9.22/month
Employee + Spouse	$ 18.48/month
Employee + Child(ren)	$ 19.75/month
Family	$ 31.60/month

SECTION 17 - MISCELLANEOUS

Use of Buildings

The philosophy regarding the use of school buildings is that all school properties should be made available to aid in the promotion of the best school program. The principal is responsible for building use and should work out appropriate schedules with activity sponsors, ML Scheduler, and security.

Activities Calendar

When planning or scheduling an activity of any kind, first check the calendar to guard against conflict. The building principal should request to place the event on the Activities Calendar maintained by the Athletic Director. These dates will usually be protected on a 'first-come' basis. Allow ample time for scheduling and keep the building principal informed of the schedule. Practices must not be scheduled on Sunday. All weekday practices should be over by 10:00 p.m. Each building administrator is responsible for his/her own calendar and this information is to be forwarded to the Athletic Director for the school calendar.

Soliciting of Funds

Teachers' solicitation of funds from students on behalf of any outside agency or group must be approved by the building principal.

Fundraisers go through the Principals. The District has created a form, found on Employee Access, Resources, Board Policy Forms, 1000 - "Community Relations", and called "1300 Approval Form - Fundraising", to collect information regarding any and all SBPS fundraisers (including concessions for fundraising purposes). The purpose of this is to help activities thrive and minimize as much as possible the amount of time students and staff spend asking for money as well as the resultant demand we place on the community. Fundraiser requests will be reviewed periodically and questions or concerns will be brought back to the respective building. Upon completion of the fundraiser, the "1300 Completion Form - Fundraising" must be submitted.

Contests

Teachers may enroll students in contests sponsored by organizations other than the school only with the approval of the building principal.

Special Activities

Please clear all special activities and use of rooms also used by others, etc., through the building principal.

SECTION 18 - SPECIAL SERVICES

Mandatory Reporting - Child Abuse/Neglect

School employees who have reasonable cause to suspect a child is a victim of abuse or neglect, or who observe conditions which reasonably would result in abuse or neglect, shall report such incidents or cause a report of neglect or abuse to be made to the proper authorities. The reporting employee, after informing the principal, shall make an oral report to the proper authorities by telephone. Following the oral report, a written report shall be given to the principal. The principal should then notify the Superintendent and/or designee of all reports and follow-up with a written report and provide a copy to the Superintendent's office. The report will include all information required by law.

Any person making such a report as required by law will be immune from any civil or criminal liability, except for in the case of making maliciously false statements. Failure to make such a required report, or knowingly releasing confidential information other than as permitted by law will result in a Class III misdemeanor. It is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. The Department of Health and Human Services is responsible for investigating the incident of alleged abuse.

Restraint/Seclusion (Board Policy 5421)

Physical restraint or seclusion should not be used except in situations where the child's behavior poses imminent danger of serious physical harm to self or others and restraint and seclusion should be avoided to the greatest extent possible without endangering the safety of students and staff. Staff should never use mechanical restraints to restrict a child's freedom of movement. Nonviolent Crisis Intervention training is offered as a preventative measure that emphasizes early intervention and nonphysical methods for preventing or managing disruptive behavior. Staff are expected to follow the District policies at any time when restraint or seclusion is necessary to prevent serious physical harm of the student or others.

According to Board Policy 5421, except in the case of an emergency, only school personnel who have received systematic training in the use of restraint and seclusion in accordance with the District's policy will implement physical restraint or seclusion with a student. In an emergency, a district employee may use physical restraint or seclusion as necessary to maintain order or to prevent a student from causing physical harm to self, other students, and school staff or property. School personnel will continuously monitor a student's status during any physical restraint or seclusion. An incident report must be completed as soon as possible and no later than by the end of the school day and submitted to the principal or designee. When a principal or designee has personal or actual knowledge of any of the events listed above, he or she shall attempt to promptly notify the student's parent or guardian and shall provide the name of the school employee whom the parent or guardian may contact regarding the incident. Parents must receive a written notification as well within 24 hours of the incident.

See Board Policy 5421 for additional information.

School Health Services

Registered Nurses are scheduled into district buildings throughout the school day including during the noon hour. If a nurse is needed, they may be reached at the extensions listed in the District Directory. In addition to the Registered Nurse, Health Service Aides assist in supporting the health needs of students.

Procedures for Sick or Injured Students

The school nurses develop and maintain a regular schedule of services to all schools and will deviate from the established schedule without hesitation whenever the need arises.

School personnel who are supervising students who are injured or who becomes ill will be responsible for getting the proper care of the student. Office personnel can assist in obtaining the proper care. At no time are supervising personnel to leave an assigned duty station, whether it be classroom, gym, playground, etc. The intercom or a messenger service should be utilized to request assistance from the office.

It is essential that in the event of an injury or illness that may be serious, the school nurse should be contacted for assistance. Parents will also be informed of the situation, if possible. If parents cannot be reached, other individuals named on the emergency information card will be contacted. The parents have a responsibility to keep emergency cards up-to-date.

If it is perceived that a student is in an emergency medical situation, an ambulance will be summoned to the scene whether the school nurse has arrived or not. The parents will be notified as quickly as possible, if such an event occurs.

It is assumed that when the student's physical welfare is at risk, that extra precaution and care will be utilized. School accident reports should be completed as soon as possible and forwarded to the Chief Financial Officer at the District Office.

Methods of Informing Teachers of Health Concerns

All teachers must be aware of student health plans. Teachers are expected to review the student health condition tab on Infinite Campus at the beginning of the school year. The Registered Nurse will share information regarding any significant health conditions and/or health plans with pertinent staff members at the beginning of the school year and thereafter as needs are identified. As the emergency health cards are returned from the parent or guardian, school health staff will review and update the Infinite Campus health condition tab.

Individualized Education Programs (IEPs) and Accommodations

Accommodations are alterations to practices, procedures, or assessment that mitigate the barrier of disability and provide students with disabilities with equal access to learning and assessments.

Accommodations are intended to reduce or even eliminate the effects of a student's disability; they do not reduce learning expectations. The accommodations provided to a student must be the same for classroom instruction, classroom assessments, and district and state assessments.

Determining appropriate accommodations means following good IEP practices. That is, the IEP should be developed in a logical order beginning with the present level of academic achievement and functional performance. The student's present level of performance describes how the child's disability affects the child's involvement and progress in the general education curriculum. Next, annual goals are developed considering the student's present level of performance and the skills needed to access the general education curriculum. Finally, service delivery or what services are necessary to address the annual goals are considered.

Accommodations or modifications that appear in IEPs are part of an agreed upon program that must be implemented. It is the case manager's responsibility to make sure that all school staff that interact with the student are informed, but ultimately it is each staff member's responsibility to implement the IEP. IEP summaries are uploaded to Infinite Campus and staff are expected to review the summaries. Once the summaries are reviewed, staff sign an assurance form indicating they have read the summaries and understand how to implement the IEP. Staff may review the full IEP by contacting the case manager. All staff must comply with a student's IEP. The IEP process is the venue for addressing any concerns including those that staff may have related to the accommodations. However, all parties shall implement accommodation/modifications in the IEP unless changes are made to the IEP. School Administrators will meet with any staff who are informed of the accommodations or modifications but do not implement them to determine how they can be supported to do so.

504 Information

Section 504 of the Rehabilitation Act is a federal anti-discrimination law that prohibits school districts from discriminating against students with disabilities. A student may be identified with a disability under Section 504 if the student has a physical or mental impairment that substantially limits one or more major life activities including but not limited to learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks. The District has specific responsibilities under the Section 504, including the responsibility to identify, evaluate and if the student is determined to be eligible under Section 504, to afford educational opportunities and benefits equal to those provided to nondisabled students. As with an IEP, the schools and staff are required to implement the plan as written.

SECTION 19 - BUSINESS SERVICES

Requisitions

All requisitions for service and/or materials must be approved by the building principal. When submitting requests for purchase orders all individuals or buildings are required to supply the complete catalog number, description, cost, and company address of items to be purchased. Requisition/purchase order should be submitted and approved on the iVisions portal. The warehouse should always be checked first for office supplies.

Custodial/Maintenance Facilities - SchoolDude.com (www.myschoolbuilding.com)

The District uses a web-based work order request system. All Staff have the ability to submit a work order request. Maintenance/Custodial requests will be routed through that school's principal for approval and then to the Director of Facilities. This system is able to track the submitted work orders on-line and remain up to date on the status of its completion.

Information Technology - IncidentIQ (sbps.incidentiq.com)

The District uses a web-based work order request system. All Staff have the ability to submit a work order request. IT requests will be routed to the appropriate supervisor and then to the Director of Information Technology. The system is able to track the submitted work orders on-line and remain up to date on the status of its completion.

Request for Bus Transportation (First Student)

All requests for bus transportation including field trips, and extra-curricular trips, must be submitted via "Trip Direct" through School Dude. These requests are automatically routed to the building principal for approval and forwarded to First Student for approval and scheduling. Email notifications will be system generated by School Dude throughout the approval process. Bus requests must be submitted and received ten (10) days prior to the requested trip.

Request for District Vehicle (Car/Van/Excursion)

All requests for car/van/excursions must be submitted via "Trip Direct" through School Dude. These requests are automatically routed to the building principal for approval and forwarded on to the District Office for approval and scheduling. All transportation requests must be submitted at least ten (10) working days prior to the scheduled date, please plan accordingly. District vehicles must be used when traveling to an out-of-town conference / workshop / seminar / meeting. Mileage will be reimbursed only when a district vehicle is not available. Before traveling, a current driver's license copy must be filed in the District Office.

Standard for Pupil Transportation Vehicle Drivers. Each person who is required to have a permit to operate a pupil transportation vehicle for this district shall meet all requirements to hold and continue to hold a pupil transportation operator's permit, including the successful completion of a physical assessment and a Medical Examiner's Certificate. One of the requirements for obtaining such a permit is that the person has a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior seven (7) years;
3. Reckless driving or willful reckless, within the immediate five (5) years; or,
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior four years. In the event the person has accumulated 3, 4, or 5 points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent of Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

In addition, pupil transportation drivers must meet additional requirements prior to transporting students. The District Office should be contacted prior to transporting students to ensure all requirements are met.

Standard for Drivers of Small Vehicles for Activity Trips. Each person who drives a small vehicle (car or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior seven (7) years;
3. Reckless driving or willful reckless, within the immediate five (5) years; or,
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior four years. In the event the person has accumulated 3, 4, or 5 points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent of Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Drivers who exclusively drive small vehicles for activity trips are not required to obtain a Medical Examiner's Certificate.

Standard for Drivers of Other School Vehicles. Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior two (2) years;
3. Reckless driving or willful reckless, within the immediate prior two (2) years; or,
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior four years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Texting while driving a district vehicle – particularly when students are in the vehicle – can result in loss of not only one's coaching position, but also jeopardize one's teaching position.

Transporting of Students by Employees

Generally, transportation of students shall be in a motor vehicle owned by the District and driven by an employee. Transportation of students in employee vehicles should occur only in rare or emergency situations and by prior approval of the employee's supervisor.

Travel/Reimbursement

The Board will reimburse employees for normal expenses for hotel, food, registration and transportation costs incurred while attending an authorized conference or other activities whose purpose is related to the instructional or operational improvement of the District. Your building administrator or supervisor must approve arrangements for attendance in advance, in writing. Scottsbluff Public Schools will supply a district traveler with a "P-Card" which is a

credit card that is specifically assigned to an employee. The P-Card is activated prior to the necessary travel dates after obtaining an approval from their Administrator via the “Expense Purchase Card and Allocation Request” form. Direct bill method is preferred for hotel/meal expenses; when this is not available, the P-Card should be used.

Specific guidelines for travel reimbursement are as follows:

1. Each building administrator or supervisor may allow travel expenses for personnel under their direct supervision at a cost up to the limitations of their building budget.
2. Complete the appropriate “‘Expense Purchase Card and Allocation Request for Travel” Form.
3. District vehicles are available for travel. A Fleet Credit Card will be allocated to each vehicle for the purchase of gasoline. If airline transportation is used, the most economical fare available will be allowed.
4. The P-Card must be returned, with the accompanying “Actual Expense Account” reimbursement form, within two (2) business days following the return from travel directly to the administration building (do not use interoffice mail). The reimbursement will not exceed established per diem rates.
5. Lodging at actual costs. Lodging should be arranged for direct billing whenever possible. Receipts are required.
6. Registrations and other fees may be allowed. Receipts are required.
7. Other expenses may be allowed at actual costs. Receipts are required.
8. The reasonable and customary cost for meals is based on the US GSA (General Services Administration) – M&IE (Meals & Incidental Expenses). You can locate the federal per diem rates @ http://www.gsa.gov/portal/category. Please keep in mind that you are traveling on behalf of Scottsbluff Public Schools and you are using taxpayer dollars.

Itemized Receipts

To comply with IRS guidelines and stricter audit requirements, increased focus is being placed on employee reimbursements. Therefore, any “Reimbursement Request” must be filled out including the name of meeting/conference, date of conference, and listing all attendees and expenses, regardless of what method was used to pay (cash or credit card). If the reimbursement is for supplies, a requisition must be completed and signed by an administrator. All reimbursements must be signed by the supervisor and/or administrator and coded appropriately. All receipts must be detailed and itemized per Board policy, and cannot include alcohol. Credit card receipts are not accepted.

To manage travel expenses and maintain real-time reporting and record integrity, receipts must be submitted within five (5) days of when the expense incurred**.** Expenses not documented within 14 days will not be reimbursed and when a district credit card is used, the expense will be charged back to the employee. The District credit cards (P cards) are required for all possible expenses. Requests for “P” cards should be made two (2) weeks prior to departure date. Only in situations where the credit card is not accepted is cash to be used. Cash expenses must be documented with receipts, following the same policies as outlined.

Supplies

School supplies have been placed in each building. Each building principal will issue the supplies under the building plan. If additional or special supplies are needed, present a requisition to the building principal for approval. Work with the building secretary to maximize usage of warehouse items so the District can take advantage of bulk pricing opportunities.

School Inventories

Each year an audit is completed of the inventory within our district. Each teacher is responsible for the inventory of all rooms under their immediate care. Movement of any asset from room to room, building to building or disposal must be reported on an asset form. Forms will be distributed from the principal's office. Disposal of any asset must have Superintendent approval and the sale of any asset must have Board approval. Teachers are encouraged to work with their building principals.

SCOTTSBLUFF PUBLIC SCHOOLS
EVERY CHILD, EVERY DAY

Staff Handbook Updates for 2025-2026

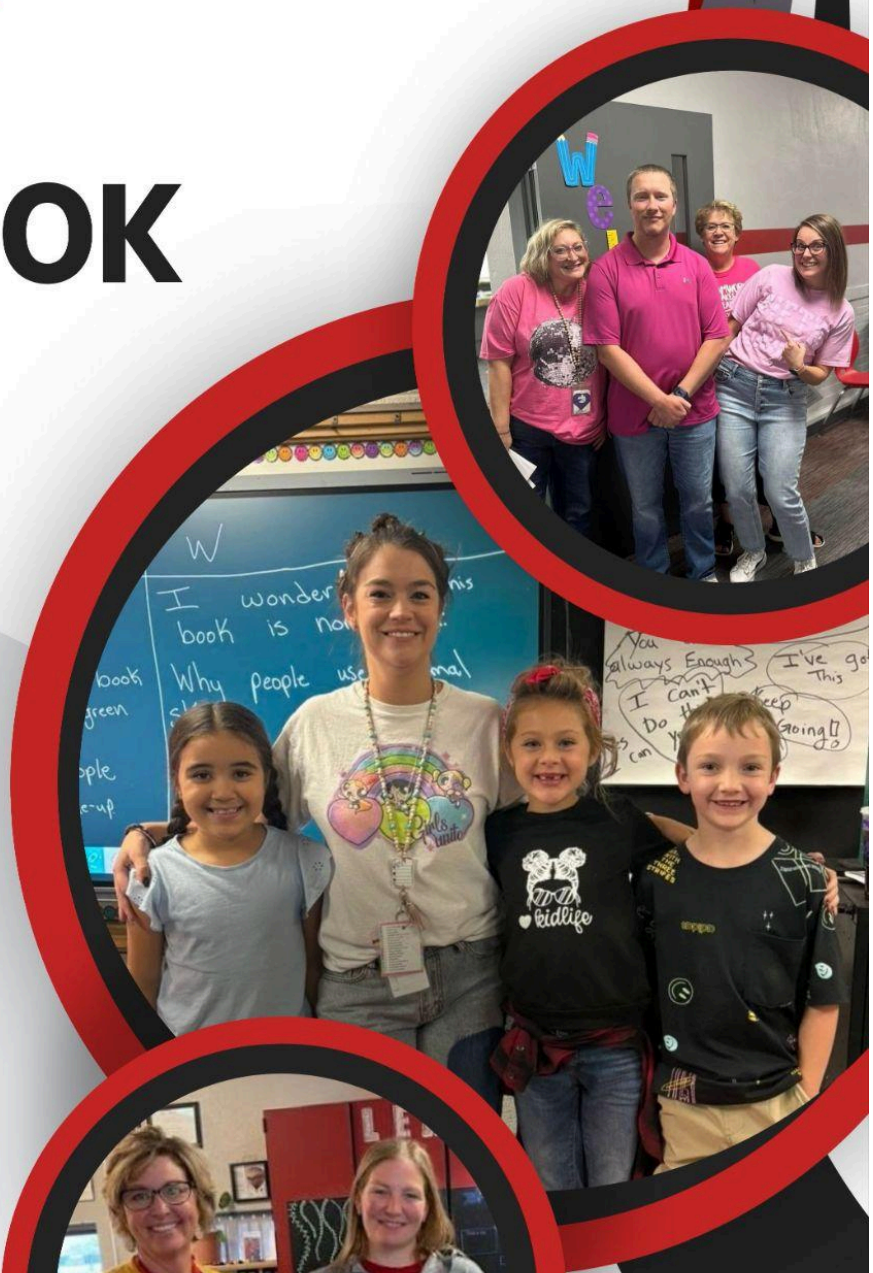
- Year updated from 2024-2025 to 2025-2026 throughout document
- Address for District Office updated throughout the document to 2617 College Park
- Page 4 - Updated calendar to the 2025-2026 Calendar
- Page 5 - Updated Bear Cub Preschool, ReConnect, & District Office Addresses, added Dr. in front of Ashlen Schaneman's name, updated the leadership for Westmoor Elementary, updated the Activities Director to Nate Rock
- Page 6 - Updated the Combined Non-Discrimination Notice to align with Board Policy 4003
- Page 7 - Removed under the Procedures for Requesting ADA Accommodations that the Reasonable Accommodations Request Form can be found on the District's website. The process is initiated by an employee submitting their request in writing to Dr. Kemling, who will provide the necessary forms upon receiving the request.
- Page 9 - Removed language under the Activities Director/Assistant Principal that stated they were in charge of scheduling the auditorium, cafeterias, SHS Meeting Room, etc.
- Pages 12-64 - Updated language under the following sections to match Board Policy
    - Page 11 - Board Policy 1120, Tobacco Policy
    - Page 11 - Board Policy 2410, Administrative Action in Emergencies
    - Page 14 - Board Policy 3570, Title I Funds*
    - Pages 14-18 - Board Policy 4003, Anti-Discrimination, Anti-Harassment, and Anti-Retaliation
    - Page 19 - Board Policy 4004, Duty Hours of Employees
    - Page 20 - Board Policy 4009, Drug & Substance Use & Abuse*
    - Pages 21-22 - Board Policy 4023, Report Crimes, Etc.
    - Pages 24-25 - Board Policy 4171, Catastrophic Illness, Injury, or Physical Condition Leave
    - Page 27 - Board Policy 5406, Search and Seizures*
    - Page 27 - Board Policy 5418, Homeless Students*
    - Pages 30-31 - Board Policy 6400, Parent Involvement
    - Pages 31-32 - Board Policy 6500, Free and Reduced Meals*
    - Page 35 - Board Policy 6910, Dispensing Medication*
    - Page 56 - Board Policy 4114, Advancement on Salary Schedule
    - Page 57 - Board Policy 4115, Certificated Employee Continued Education Credit (policy was removed as it no longer exists)
    - Page 57 - Board Policy 4140, Professional Growth Requirements - Certificated Employees
    - Page 57 - Board Policy 4190, Standards of Performance

    - Page 64 - Board Policy 5421, Restraint/Seclusion*

  *The only change was that language was added to see Board Policy for additional information.
- Page 36 - Addition of the full name of the TimeClock Plus application under Lunch Breaks
- Page 37 - Updated HR to Business for where staff obtain their ID badges
- Page 38 - Addition of “Executive” in front of the Director of Student Services under Infectious Disease
- Page 38 - Updated where staff can locate the Material Safety Data Sheets (MSDS)
- Page 39 - Under Worker’s Compensation, updated that staff must report injuries from HR to the Human Resources Benefit Coordinator
- Page 40 - Under Disability Insurance & Life Insurance, updated that staff must work at least twenty hours instead of being a .5 FTE, reference to the Scottsbluff Education Association instead of the Board of Education, and that the contact is the Business Department for more details about the plan
- Page 40 - Under Voluntary Retirement, updated where staff could find more information regarding a 403b plan
- Page 41 - Under Attendance, added guidelines for if an employee is attending college classes during the workday
- Page 41 - Under Selection Procedures, updated TalentEd to say SchoolSpring (same system, different name) and to reflect that a director who is the direct supervisor of a position may also do the preliminary screening of applicants (previously only stated administrator)
- Page 43 - Updated the 25-26 paycheck schedule
- Page 44 - Updated the Medical/Dental Insurance Rates for classified Staff
- Pages 45-46 - Updated the Holiday Schedule
- Page 58 - Updated under Teacher Certification to reflect the appropriate statute number
- Pages 58-60 - Addition to Tuition Reimbursement Programs to specify that the costs that an eligible participant would be reimbursed is limited to 50% of the course cost they paid and further limited to the University of Nebraska-Lincoln’s tuition rate for Education Graduate Level Courses.
- Page 61 - Updated the College Credit Program to open on August 4, 2025, with coursework needed to be completed between August 4, 2025, to August 1, 2026, and all required documentation to be received by August 15, 2026. Also added that staff who were reimbursed under the program in 2024-2025 are not eligible for the program in 2025-2026 to allow more individuals to benefit under this program.
- Page 62 - Updated the Payroll Dates for 25-26
- Pages 62-63 - Updated the Medical/Dental Insurance Rates for certified staff
- Page 65 - Removed the number of health service aides we have due to times when we may not be fully staffed
- Pages 66-67 - Under Request for District Vehicle, align with our Board Policy 3410

2025 - 2026

STAFF HANDBOOK





SCOTTSBLUFF
PUBLIC SCHOOLS
EVERY CHILD , EVERY DAY

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Intent of Handbook

Any portion of this manual, which is in conflict with Board policy, SEA Collective Bargaining Agreements, SSCA Collective Bargaining Agreement, Administrator Negotiated Agreement, federal or state laws, will be secondary to the appropriate policy or statute.

SECTION 1 – GENERAL DISTRICT INFORMATION

Educational Philosophy of Scottsbluff Public Schools

As a school corporation of Nebraska, the Scottsbluff Public School District, acting through its School Board, is dedicated to promoting an equal opportunity for a quality public education to its students within the limitations of the District's ability to furnish financial support to provide for students in cooperation with their parents and the District community, the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors through the dedication of the District's resources, to encourage students, who come to the District from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the District community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem-solving skills that will assist the students' preparation for life shall be instructed as part of a sequentially coordinated curriculum. The District strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the District community are essential to achieve educational excellence in the District. The District strives to maintain an active relationship with the home and the District community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

Strategic Priorities

1. Scottsbluff Public Schools Commits to Attracting, Developing, and Retaining Highly Qualified Staff.
2. Scottsbluff Public Schools will Invest in the Mental Health and Wellbeing of Our Students and Staff through Proactive Wellness Efforts and Behavior Interventions.
3. In Alignment with District Priorities, Scottsbluff Public Schools will Invest in Upgraded Facilities and Infrastructure.
4. Scottsbluff Public Schools Commits to Providing a Safe and Secure Environment for Students and Staff.
5. Scottsbluff Public Schools Commits to Providing Opportunities that Maximize Student Engagement and Achievement.

DISTRICT CONTACT INFORMATION

Location	Address	Administration	Website
Bear Cub Preschool	2512 2nd Ave	Dr. Bree Rock, Early Childhood Director	Bear Cub Preschool
Bluffs Middle School	27 East 23rd Street	Jana Mason, Principal Brittni Chancellor, Assistant Principal James Miller, Assistant Principal	Bluffs Middle School
Lake Minatare Elementary	280548 CR K	Ashlen Schaneman, Principal	Lake Minatare

			Elementary
Lincoln Heights Elementary	2214 Ave C	Jeremy Behnke, Principal Krystal Rodriguez, Assistant Principal	Lincoln Heights Elementary
Longfellow Elementary	2003 5th Ave	Lukas Benzel, Principal Ashlen Schaneman, Assistant Principal	Longfellow Elementary
ReConnect	2609 Broadway	Kyle King, Program Director	Reconnect
Roosevelt Elementary	1306 9th Ave	Frances Burkhalter, Principal Jessica Stec, Assistant Principal	Roosevelt Elementary
Scottsbluff High School	313 E 27th	Justin Shaddick, Principal Matt Huck, Assistant Principal Kelli Jensen, Assistant Principal Kenna Urwiller, Assistant Principal David Hoxworth, Activities Director	Scottsbluff High School
Westmoor Elementary	1722 Avenue K	Bert Wright, Principal Bethany Jolliffe, Assistant Principal	Westmoor Elementary
District Office	1722 1st Ave	Dr. Andrew Dick, Superintendent Marianne Carlson, Exec. Director of Finance Dr. Wendy Kemling, Exec. Director of Student Services Mike Mason, Exec. Director of Curriculum and Instruction	SBPS

SECTION 2 – NOTICE TO EMPLOYEES

Combined Non-Discrimination Notice

It is the policy of Scottsbluff Public Schools to employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies for students, employees, and others:

Dr. Andrew Dick, Superintendent
1722 1st Avenue, Scottsbluff, NE 69361
308-635-6200 - adick@sbps.net

Dr. Wendy Kemling, Executive Director of Student Services
1722 1st Avenue, Scottsbluff, NE 69361
308-635-6200 - wkemling@sbps.net

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
3. Email: program.intake@usda.gov

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or OCR.KansasCity@ed.gov.

The Americans with Disabilities Act

The Americans with Disabilities Act of 1990 seeks to eliminate discrimination against individuals with disabilities in the areas of employment, transportation and public accommodations. ADA prohibits employers from excluding people from jobs, services, activities or benefits based on their disabilities. Congress amended the ADA in 2008 known as the ADA Amendments Act of 2008.

The ADA defines disability with respect to an individual as:

- A physical or mental impairment that substantially limits one or more major life activities of such individual;
- A record of such an impairment; or,
- Being regarded as having such an impairment.

It also defines:

- A qualified individual with a disability as one who possesses the requisite skills, education, experience and training for a position, and who can, with or without reasonable accommodations, perform the essential functions of the position the individual desires or holds.
- A substantial limitation as an impairment that prevents the performance of a major life activity that the average person in the general population can perform; or a significant restriction as to the condition, manner or duration under which an individual can perform a particular major activity as compared to the average person in the general population.
- A reasonable accommodation as a modification or adjustment to the job application process or the work environment that enables a qualified person with a disability to be considered for a position, or enjoy the same benefits and privileges of employment as are enjoyed by similarly situated employees without disabilities.

Major life activities include:	**Major bodily functions include:**
• Walking • Seeing • Speaking • Hearing • Breathing • Learning • Performing manual tasks • Caring for one's self • Working • Eating • Sleeping • Standing • Lifting • Bending • Reading • Concentrating • Thinking • Communicating	• Functioning of immune system • Normal cell growth • Digestive • Bowel • Bladder • Neurological • Brain • Respiratory • Circulatory • Endocrine • Reproductive

Procedures for Requesting ADA Accommodations. Employees can initiate the accommodation process by requesting an accommodation for a disability to the Executive Director of Student Services, Dr. Wendy Kemling. If you believe you have a qualifying disability and are seeking accommodations in the workplace to enable you to perform your essential job functions, you should contact the Executive Director of Student Services, Dr. Wendy Kemling at 308-635-6200 to begin the interactive interview process as required by federal law.

1. Employee submits a request in writing to the District ADA Coordinator, Wendy Kemling, 308-635-6217 (fax). See Reasonable Accommodations Request form on the Scottsbluff Public School District's website.
2. The employee provides the ADA Coordinator with adequate documentation (as determined by the District) from a qualified health care professional of a disability or impairment on the District's form. Reasonable accommodations will not be provided prior to the receipt of adequate documentation as determined by the District.
3. After receiving the documentation from the healthcare provider, the ADA Coordinator will review the medical information to determine its adequacy. If the information provided is incomplete, unclear or inconsistent, the ADA Coordinator can request that the employee obtain additional or clarifying information from the health care provider.
4. The ADA Coordinator speaks with the employee to identify and discuss accommodations to perform the essential functions of the job.
5. The ADA Coordinator discusses requested accommodations with the principal or supervisor.
6. The ADA Coordinator discusses the feasibility and appropriateness of the requested accommodation(s) after reviewing all the information.
7. The ADA Coordinator notifies the employee in writing of its determination as to appropriate accommodation(s) to be implemented or the explanatory denial of the request or portions of the request.

Please Note the Following. Having a medical condition alone is not enough to make an employee eligible for accommodations under the Americans with Disabilities Act Amendment Act of 2008 (ADAAA). Scottsbluff Public Schools reserves the right to obtain an independent medical opinion concerning the impairment for which an employee seeks an accommodation at Scottsbluff Public School Districts' expense.

Federal Grant Complaint Procedure

Federal regulations require the Scottsbluff Public Board of Education to have on file written procedures for receiving and resolving any complaint from an organization or individual regarding a violation of a federal statute or regulation that applies to federal programs. If you should have such a complaint, copies of the procedure are available at the District Office, 1722 1st Ave, Scottsbluff, Nebraska.

SECTION 3 – THE BOARD OF EDUCATION

Board of Education

Scott Reisig – President
Beth Merrigan – Vice President
Mark Lang – Member
Rob Polk – Member
Tory Schwartz – Member
Paul Snyder – Member
Dr. Andrew Dick, Superintendent
Marianne Carlson - Treasurer (Appointed)
Reagan True - Secretary (Appointed)

The Scottsbluff School District is designated as the School District of Scottsbluff, in the County of Scotts Bluff, in the State of Nebraska. Control of the schools is placed, by law, in the hands of a six-member Board of Education elected by legal voters of the District. Members are elected to four-year terms.

Offices of the Board are: President, Vice-President, Secretary, and Treasurer. The President and Vice-President are elected by the Board; the Secretary and the Treasurer are appointed.

Regular meetings of the Board are usually held on or before the second Monday of each month. The Board shall adhere to this meeting date unless the Board requires additional meetings or, due to circumstances beyond the Board's control, the meeting cannot be held on the regular meeting date, and the meeting will be rescheduled at the Board's convenience. Public notice of the meetings shall be given.

Special meetings may be held as circumstances occur. Special meetings may be called by the president of the Board or any two Board members. Should a special meeting be called, public notice shall be given and the meeting shall be conducted in accordance with the open meetings laws.

All meetings of the Board are open to the public. The Board may hold a closed session by the affirmative vote of a majority of its members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the Board's motion to close. (Neb. Rev. Stat. §84-1410)

SECTION 4 – THE ADMINISTRATIVE STAFF

The Superintendent of Schools

The Superintendent of Schools is the chief executive officer of the Board of Education. The Superintendent shall be in charge of the administration of the School System.

Executive Director of Curriculum and Instruction

The primary responsibility of the Executive Director of Curriculum and Instruction is to provide assistance to professional personnel in the maintenance and improvement of the instructional program and to assist the Superintendent in all areas of administration, as requested.

Executive Director of Student Services

The primary responsibility of the Executive Director of Student Services is to act as Director of Special Education and Director of Title 1, and to provide administrative assistance to all administrators and other personnel.

Executive Director of Finance
The Executive Director of Finance is administratively responsible for planning and administration of the District's budget, payroll, benefit administration, fixed assets, bidding, purchasing, HR, accounting, contract management, nutritional services, transportation, wellness/safety, legal and regulatory compliance.

Assistant Director of Student Services
The Assistant Director of Student Services is directly responsible to the Executive Director of Student Services. The Assistant Director may act in the capacity of the Executive Director during the absence of the Executive Director from the district.

Building Principals
All building principals shall act as the chief administrative officer for their own school building and grounds. They shall be responsible for and have authority over the actions of students, certified and non-certified employees and visitors.

Assistant Principals
The Assistant Principal is directly responsible to the Building Principal. The Assistant Principal may act in the capacity of the Building Principal during the absence of the Principal from the building.

Activities Director/Assistant Principal
The Activities Director/ Assistant Principal is directly responsible to the Senior High Principal. The Activities Director is in charge of keeping the Master Calendar for all activities occurring during the school year. In cooperation with building principals, he is in charge of scheduling the auditoriums, cafeterias, SHS Meeting Room, etc.

SCOTTSBLUFF PUBLIC SCHOOLS
EVERY CHILD, EVERY DAY

District Organizational Chart

SCOTTSBLUFF STUDENTS AND CITIZENS

BOARD OF EDUCATION

REAGAN TRUE
Executive Assistant to the Board of Education /Superintendent



DR. ANDREW DICK
Superintendent



MIKE MASON
Executive Director of Curriculum & Instruction

- CONTENT AREA SPECIALISTS



DR. WENDY KEMLING
Executive Director of Student Services

- BETSY SKELCHER
  Assistant Director of Student Services
- SPECIALISTS
  - Special Education
  - Health Services
  - School Climate
  - Early Childhood
  - After School Program



MARIANNE CARLSON
Executive Director of Finance

- BUSINESS TEAM

- **DAVID DAVIS**
  Director of Technology
  - IT STAFF
- **MELISSA PRICE**
  Director of Communications
- **PRINCIPALS AND SCHOOL LEADERSHIP**
  - SCHOOL CERTIFIED AND CLASSIFIED STAFF
- **JAMES TODD**
  Director of Safety and Security
  - CAMPUS SUPERVISORS AND SECURITY STAFF
- **TRAVIS RICKEY**
  Director of Facilities and Maintenance
  - SKILLED TRADES, GROUNDS AND FACILITIES STAFF

Revised 12/30/22

SECTION 5 – BOARD POLICIES

Advertising & Promotion (Board Policy 1060)

Students, staff members, facilities, property or equipment of the schools may not be used in any manner for advertising or promoting the interest of any community or non-school agency or organization without the approval of the Board of Education. Please refer to Board Policy 1060 for more details.

Tobacco Policy (Board Policy 1120)

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation at or in school grounds or activity.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Administrative Action in Emergencies (Board Policy 2410)

School Closing Procedures. Any time school is to be dismissed due to a storm or other unforeseen reasons, the District Office will communicate this information to radio and television stations as soon as possible. School closing information will also be available on the District website www.sbps.net, and communicated to our staff and families through approved district communication channels.

If weather calls for closing of school at any given time, only designated essential personnel will report for work. The calendar will identify days that will serve as make-up days should the District need to cancel school for any reason. Exceptions may be made for Lake Minatare School which often experiences more weather related closures.

Some of the factors that contribute to the decision to close school due to weather include:

1. Most parents have to go to work and they often have very few, if any, alternatives for their children if school is canceled. This leads to some losing a day's pay or leaving their children alone.
1. Parents who do not feel that sending their children to school is safe should keep them home and schools are directed to excuse any weather related absences. This way, families have a choice. If we close schools, that choice is removed.
2. Most businesses remain open during these cold, snowy days. People – including parents - all over town have to get to work and our staff would typically need to do so if they worked in the private sector.
3. Late starts can cause havoc in a home when parents (such as teachers) need to go to work two to three hours earlier than their young children. Again, what can they do with them? Early release causes similar challenges in reverse.
4. Closing school opens the door to older students having a "free day" with many having unmonitored access to vehicles. With school open, parent or bus transport to school is often available to students keeping inexperienced drivers off the road.
5. Our buses are well equipped to safely travel in the snow and First Student makes every effort to ensure that the vehicles are dependable and winter-ready.
6. Typically, we are on the phone well into the night and very, very early in the morning getting reports on road conditions and weather outlooks. We work collaboratively with both Gering Public Schools and WNCC in making decisions.
7. We do sometimes shut down our "country school," Lake Minatare, and all rural bus routes because those roads are sometimes not possible to traverse.
8. School will typically be closed when weather conditions are such that the whole town basically shuts down and almost nobody is out and about.

All staff should ensure that the following practices and procedures are in place:

1. All schools must have a calling tree in place.
2. During times of extreme weather, we will excuse weather related absences. Such conditions will be identified at the District level.
3. If the roads are navigable, all administrators, maintenance and custodial staff are to report to their schools to make sure the facility is appropriately tended to and that there are no stranded students.
4. The District Communications Specialist handles contacting the media and the District will contact parents through the auto-dialer and also by auto-texts (to parents who opt in).

Cellular Telephone Service (Board Policy 3063)

The Board recognizes that the use of cellular telephones may be appropriate to provide for the effective and efficient operation of the District and to help ensure safety and security of district property, staff and others while on district property or engaged in district-sponsored activities. To this end, the Board authorizes the purchase and employee use of cellular telephones, as deemed appropriate by the Superintendent.

District-owned cellular telephones shall be used only for authorized district business purposes, consistent with the District's mission and goals. Personal use of such equipment is prohibited except in emergency situations. Any expenses incurred for such personal use shall be reimbursed to the District.

Personal use of privately-owned cellular telephones is restricted to breaks and planning/preparation times. At all other times, cellular phones should be silenced except with administrative approval.

The District may strongly advise staff to load essential applications on their personal cell phones that are related to essential communications and/or the safety and security of students and school personnel. This may be necessary in order to alert all staff, especially those who may be off-site, to local emergencies that may require immediate notification and response. Use of cellular telephones in violation of Board policies, administrative regulations and/or state and federal law may result in disciplinary action.

Monies in School Buildings (Board Policy 3200)

Monies collected by school district employees and by student treasurers shall be managed in a good and prudent business manner.

All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

Video Surveillance (Board Policy 3231)

Purpose. The Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare and safety of staff, students and visitors, safeguarding district facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.

Placement. Video cameras and similar devices are authorized to be used on school facilities, school vehicles and other places within the control of the District. The locations in which the devices will be placed and the times the devices will be in use are to be determined by the Superintendent or the Superintendent's designee consistent with the purposes set forth in this policy. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms.

Notice. Notice of the fact that video surveillance cameras are being utilized shall be given through appropriate mechanisms, such as by posting signs in the building entry and other locations and by including a notice in the student-parent and staff handbooks.

Viewing Monitors and Video Recordings. Monitors used to view video recordings are to be located and positioned such that only authorized personnel are able to see the images on the monitors. Only authorized personnel shall be allowed to view recorded video. Authorized personnel for these purposes are: school administrators, school staff members with a direct involvement with the recorded contents of the specific video recording and employees or agents responsible for the technical operations of the system (for technical purposes only).

School administrators may allow law enforcement officers to view monitors and recorded video when such is consistent with school security and discipline and consistent with law. Students shall not be permitted to view the monitors. Students shall not be permitted to view recorded video except where the individual student is the focus of the recorded video.

If a student is not the sole focus of the recorded video, and the parent or guardian wishes to have other individuals in the video redacted, the parent or guardian will be required to pay the cost of the redaction.

Use of Video Recordings. Video records may be used as a basis for student or employee disciplinary action and for making reports to law enforcement.

Video Recordings as Education Records. Video recordings which are considered to be "education records" within the scope of FERPA shall be maintained in accordance with FERPA and other applicable laws. A video recording may be considered an education record when a specific student is the sole and only focus of the video recording.

Maintaining Video Recordings. The District shall comply with all applicable state and federal laws related to record maintenance and retention of video recordings. Video recordings that contain personal information shall be securely stored and, when such recordings are no longer needed or required to be maintained, shall be properly disposed of or erased.

Maintaining the Integrity of the Video Surveillance System. The building principals shall be responsible for periodically checking the video surveillance system within their building to ensure it is operating properly. Students or staff who vandalize, damage, disable, or render inoperable surveillance cameras or equipment, or use the video surveillance system in a manner that is not consistent with the purposes set forth in this policy, shall be subject to appropriate disciplinary action (up to and including expulsion, for a student, and termination, for a staff member) and referral to appropriate law enforcement authorities.

Title I Funds (Board Policy 3570)

Parents' Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents or guardians of each student attending any school receiving Title I funds that the parents or guardians may request, and the District will provide the parents or guardians on request, and in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

1. Whether the student's teacher:
    a. Has met the state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    b. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; and,
    c. Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Anti-Discrimination, Anti-Harassment, and Anti-Retaliation (Board Policy 4003)

Elimination of Discrimination. The Scottsbluff Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Scottsbluff Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students, Employees, & Others: Dr. Wendy Kemling, Executive Director of Student Services
1722 1st Avenue, Scottsbluff, NE 69361
(308) 635-6200 - wkemling@sbps.net

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov

Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others. The Scottsbluff Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by district employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

1. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment; or,
2. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

1. Name-calling;
2. Teasing or taunting;
3. Insults, slurs, or derogatory names or remarks;
4. Demeaning jokes;
5. Inappropriate gestures;
6. Graffiti or inappropriate written or electronic material;
7. Visual displays, such as cartoons, posters, or electronic images;
8. Threats or intimidating or hostile conduct;
9. Physical acts of aggression, assault, or violence; or,
10. Criminal offenses.

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

1. Unwelcome sexual advances or propositions;
2. Requests or pressure for sexual favors;
3. Comments about an individual’s body, sexual activity, or sexual attractiveness;
4. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body;

5. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol;
6. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc.; or,
7. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All district employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

Anti-Retaliation. The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

Grievance (or Complaint) Procedures. Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each district building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

Level 1 (Investigation and Findings). Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a

class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and district employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

1. Providing the parties with the opportunity to present witnesses and provide evidence.
2. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
3. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
4. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

1. A summary of the facts;
2. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred; and,
3. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one (1) working day after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

Level 2 (Appeal to the Superintendent). If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

Level 3 (Appeal to the Board). If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal within thirty (30) days after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

Confidentiality. The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

Training. The District will ensure that relevant district employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate district officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

Designated Compliance Coordinators. Designated compliance coordinators will be responsible for:

1. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
2. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
3. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
4. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other district employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
5. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

6. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
7. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
8. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
9. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
10. Recommending changes to this policy and grievance procedure.
11. Performing other duties as assigned.

Preventive Measures. The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in district publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Duty Hours of Employees (Board Policy 4004)

The work day for salaried employees shall begin each day of the school year at a time established by the Superintendent. Certificated employees who are employed only during the academic year shall have the same work day as other certificated employees. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

Salaried employees are to be in their assigned school building during the work day. Advance approval to be absent from the school building must be obtained from the principal whenever the certificated employees must leave the school building during the work day. Hourly employees will have their work day adjusted or clock-out when leaving the workplace.

The building principal is authorized to make changes in the work day in order to facilitate the education program. These changes shall be reported to the Superintendent. The work day outlined in this policy is a minimum work day. Nothing in this policy prohibits certificated employees from working additional hours outside the work day.

All other staff shall be on duty as determined by the Superintendent or Superintendent's designee

No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the District.

The work day outlined in this policy is a minimum work day. Nothing in this policy prohibits salaried employees from working additional hours outside the work day

Family and Medical Leave Policy (Board Policy 4007)

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA) as amended.

The “leave year” for purposes of the FMLA shall be a “rolling” twelve-month period, measured backward from the date of any FMLA leave usage.

Substitution of accrued paid leaves for otherwise unpaid FMLA leaves may be required in the discretion of the Superintendent or the Superintendent’s designee, or the Board. The employee may also have paid leave run concurrently with unpaid FMLA leave entitlement, provided the employee meets applicable requirements of the leave policy.

Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, in the Superintendent or the Board's discretion, be required. Employees shall be required to report periodically, at such times as requested by the Superintendent or the Board, on their intent to return to work from FMLA leaves and other leaves. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee’s serious health condition, or from a sick leave taken by reason of the employee's illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board when such is deemed appropriate by the Superintendent or the Board based upon the nature of the illness or other circumstances surrounding the leave.

An “equivalent position” for FMLA restoration purposes shall, in the case of certificated employees, be any administrative, teaching, or instruction related position for which the employee is qualified by reason of endorsement, college preparation, or experience, or other indicia; in the case of coaching or other similar extracurricular duty assignments, be any extracurricular duty assignment, and in the case of other employees or positions, be in a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board.

Drug & Substance Use & Abuse (Board Policies 4009)

It is the policy of the Scottsbluff Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Drug-Free Workplace. The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The District recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the workplace or on duty time shall be a violation of the drug-free workplace.

The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District’s expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment, employees will abide by the District’s drug-free workplace policies and notify the Superintendent or designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 calendar days after such conviction.

Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include

the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.

Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Alcohol and Drug Testing. The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, the Moving Ahead for Progress in the 21st Century (MAP-21) Act, and all regulations and rules promulgated pursuant to such Acts. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Personnel Files (Board Policy 4013)

Any employee shall, upon request, have access to their personnel file and shall have the right to attach a written response to any item in such file, and may in writing authorize any other person to have access to such file, whose authorization shall be honored by the District. Such access and right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the employer which appear in the personnel file. No other person except school officials while engaged in their professional duties shall be granted access to such file nor shall the contents thereof be divulged in any manner to any unauthorized person.

Military & Family Military Leave (Board Policy 4022)

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a district leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Report Crimes, Etc. (Board Policy 4023)

Scottsbluff Public Schools will conduct a background check on classified applicants confirming that no substantial criminal charges or serious civil suits (such as restraining orders) have been filed against the applicant before being accepted for paid employment to work directly with Scottsbluff Public Schools' students.

Employees must notify the Superintendent by the next working day after:

1. **Arrest or Criminal Charges.** The employee is arrested, ticketed, or issued a criminal charge where:
    a. The maximum possible penalty for the crime equals or exceeds seven day incarceration;
    b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
    c. Conviction would impact performance of employee's job responsibilities, including offenses that:

d. Would impact the responsibility to be a role model for students;
e. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or,
f. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.

2. The arrest or the alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
3. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.

Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings. Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file. Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Employee Conflict of Interest (Board Policy 4050)

Employees' use of their position with the District for financial gain shall be considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the Superintendent. If the approval of the Superintendent is given, the employee must conduct the solicitations within the conditions set by the Superintendent. Further, the Superintendent may, upon five (5) days' notice, require the employee to cease such solicitations as a condition of continued employment.

Employees shall not act as an agent or a dealer for the sale of textbooks or other school supplies. Employees shall not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees shall not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the District.

It shall also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not limited to, any of the following:

1. The outside employment or activity involves the use of the District's time, facilities, equipment, and supplies or the use of the District's badge, uniform, business card or other evidences of office to give the employee's immediate family an advantage or monetary benefit that is not available to other similarly situated members

or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the District.
2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the District for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours which the employee performs service or work for the District.
3. The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment of the activity. If the activity or employment falls under (3), then the employee must:

1. Cease the outside employment or activity; or,
2. Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

Anti-Nepotism (Board Policy 4051)

The Scottsbluff Public Schools standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary, disciplining, and terminating employees are based upon an individual's qualifications for the position, ability and performance. The District attempts to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment, and reserves the right to take appropriate action when relationships or associations of employees negatively affect the District's mission and goals.

Recruitment, Selection, Assignment and Advancement.

1. For purposes of this section:
    a. Family member means an individual who is the spouse, child, parent, brother or sister by blood, marriage, or adoption. Additionally, a family member includes any other member of the employee's household whether or not related by blood or marriage and any individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.
    b. Nepotism means the act of hiring, promoting, or advancing a family member or recommending the hiring, promotion, or advancement of a family member.
    c. Supervisor means an employee having authority, to hire, transfer, suspend, layoff, promote, discharge, assign, evaluate, reward, or discipline employees, responsibility to direct them or to adjust their grievances, or effectively to recommend any such action, if the exercise of such authority is not merely of a routine or clerical nature but requires the use of independent judgment.
2. No official or employee shall engage in nepotism.
3. No employee shall act as a supervisor to his or her family member.
4. No official or employee shall terminate the employment of another employee so as to make funds or a position available for the purpose of hiring a family member.
5. Any person violating this section may be subject to disciplinary action.
6. With the Superintendent's recommendation, the Board of Education may, upon a written showing of good cause, grant an exception to subsection (2) or (3) of this policy. The written showing of good cause shall be a public record.
7. An employee who becomes a supervisor to his or her family member other than by means of nepotism shall notify the Superintendent within seven days of becoming aware of such a situation and may continue to act as a supervisor until the Superintendent remedies the situation.

Supervisor/Subordinate Employee Relationships. Furthermore, to avoid the risk of sexual harassment or any

appearance of impropriety, employees shall not be allowed to retain supervisory responsibilities over subordinate employees whom they are dating. A supervisor who becomes involved in a relationship covered by this policy shall notify the Superintendent within 10 working days after the start of this relationship. Upon receiving notification of such a relationship from the supervisor, the Superintendent shall immediately assign to another supervisor all responsibilities for employment decisions affecting the subordinate employee and shall make arrangements to transfer one of the employees to another position in the District within a reasonable period of time.

Exceptions involving the Superintendent and the Superintendent's family or household members must be approved by the Board of Education

Professional Boundaries (Board Policy 4070)

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

1. Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades). *Scottsbluff Public Schools requires all messaging with students to be through district-sponsored programs: SBPS Remind, SBPS Google Mail, SBPS Google Classroom and SBPS SeeSaw*.
2. Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
3. Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
4. Making any sexual advance - verbal, written, or physical - towards a student.
5. Showing sexually inappropriate materials or objects to a student.
6. Discussing with a student sexual topics that are not related to a specific curriculum.
7. Telling sexual jokes to a student.
8. Invading a student's physical privacy (e.g., walking in on the student in a restroom).
9. Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
10. Unwanted or unwarranted touching of a student without a reasonable educational purpose or while alone with a student when no others are present.
11. Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
12. Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
13. Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
14. Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
15. Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
16. Going to the student's home when the student's parent or a proper chaperone is not present.
17. Giving gifts of a personal nature to a specific student.
18. Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.

19. Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
20. Staff should be judicious in posting photos online – both personally and professionally – especially if they could be considered unprofessional or in any way exhibit poor role-modeling for students.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District.

Confidentiality. Employees should not discuss school matters outside the job nor discuss confidential or personal information about students or staff. Requests from anyone, including fellow building staff members, for personal information about students should be referred to the principal. Please refer to Board Policy 6600 Special Education Policies for more details.

Catastrophic Illness, Injury, or Physical Condition Leave (Board Policy 4171)

The Board of Education may establish and fund for each school fiscal year sixty (60) school days of catastrophic sick leave bank which shall be available to certificated employees upon application of a catastrophic illness, injury, or condition involving the employee's spouse or children. Such sick leave bank benefit is discretionary with the Board of Education and is not a benefit of or subject to the 1.) negotiated agreement or agreements with the collective bargaining agent for the certificated and non-certificated staff of the District, or, 2.) individual contract of any certificated or non-certificated staff member not a member of a collective bargaining unit. Upon adoption by the Board of Education, the policy shall remain in effect until repealed or modified in the sole discretion of the Board of Education.

An employee will not be paid for each day's absence in excess of the allowances provided by negotiated agreement unless granted additional leave through the District's sick leave bank.

Sick Leave Bank Days will be available on a first-come, first-served basis to certificated employees who have both exhausted their accumulated sick and personal leave and are faced with a catastrophic situation involving a spouse or child. Determination of a catastrophic situation will be the responsibility of the Superintendent or designee. A maximum of twenty (20) days per year per individual will be allowed for use. The actual number of days used during any given year by an eligible individual will be determined by the Superintendent. Application for this leave shall be made to the Superintendent and/or CFO/Executive Director of School Finance.

A catastrophic illness or condition shall mean an illness, injury or physical condition of a certificated employee's spouse or child(ren) that is certified by a physician to be of a serious life threatening or emergency nature that the certificated employee's attendance at school is prohibited or the certificated employee's presence with the spouse or child is reasonable and necessary to the care and recuperation of the spouse or child. Approved procedures and forms must be used.

Should an employee exhaust his/her sick leave and not qualify for additional days through the District's Sick Leave Bank, said employee shall receive notification that his/her sick leave allowance has been exhausted. This notification shall be in writing from the Chief Financial Officer. Sick leave bank days granted to a certificated employee shall be counted against any available Family and Medical Leave Act (FMLA) leave days.

Military Recruiters (Board Policy 5012)

The District will provide access to routine directory information of each student in a high school grade upon a request made by a military recruiter, unless the student's parent or guardian has submitted a written request to the high school principal that the student's information not be shared with a military recruiter.

The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students. If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the high school principal.

All requests by a military recruiter should be submitted to the Building Administrator.

Student Records (Board Policy 5202)

Student Records

School staff shall maintain student records in compliance with state and federal law.

Confidentiality of Student Records

Student files and other education records shall not be released or divulged except in compliance with state and federal law.

School officials may have access to only those education records in which they have a legitimate educational interest, unless the parent or guardian has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to, and including, termination.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

A school official for purposes of access to education records is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

To the extent permitted by law, contractors, consultants, and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest, which means records needed to effectively provide the function or service for which they are responsible.

Student and Parent or Guardian Access to Student Records.

A parent or guardian of a student or former student, and a student or former student who is 18 years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. Non-custodial parents will be provided full and equal access to the education records of his or her child unless there is a court order to the contrary.

Maintenance and Destruction.

Student files or records shall be maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three years.

Amendment of Student Records.

Parents or guardians and eligible students (a student who has reached 18 years of age or is attending an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the principal shall inform the parent or guardian of the student and the Superintendent. The parent or guardian shall be advised of the right to a hearing.

If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent or guardian or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

Anti-Bullying Policy (Board Policy 5415)

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events and while away from school grounds if the misconduct materially and substantially interferes with or disrupts the educational environment, the District's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior.

The School District shall review the Anti-Bullying Policy annually.

Search and Seizures (Board Policy 5406)

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that:
    i. The student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent);
    ii. The testing actually be random;
    iii. That the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy; and,
    iv. That the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
6. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Homeless Students (Board Policy 5418)

General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

Student Privacy Protection Policy (Board Policy 5419)

Student Privacy Protection Policy

It is the policy of Scottsbluff Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

1. Right of Parents or Guardians to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties
   Parents or guardians shall have the right to inspect, upon the parent or guardian's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent or guardian's child.

2. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive
   The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."
3. Right of Parents or Guardians to Inspect Instructional Materials
   Parents or guardians shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents or guardians shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.

   The procedures for making and granting a request to inspect instructional materials are as follows: the parent or guardian shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent or guardian, at such reasonable time and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent or guardian of such concern, and assist the parent or guardian with forming a request which can reasonably be accommodated. If the parent or guardian does not formulate such a request, and continues to desire certain curriculum materials, the parent or guardian shall be asked to make their request to the Superintendent or the Superintendent's designee.

4. Rights of Parents or Guardians to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings
   The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent or guardian opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions:
      a. In accordance with Nebraska Department of Health and Human Service requirements;
      b. Physical examinations or screenings that are permitted or required by an applicable state law; and,
      c. Surveys administered to students in accordance with the Individuals with Disabilities Education Act.

   For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

5. Protection of Student Privacy in Regard to Personal Information Collected from Students
   The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

   Personal information for purposes of this policy means individually identifiable information about a student including:
      a. A student or parent or guardian's first and last name;

b. Home address;
c. Telephone number; and/or,
d. Social security number.

The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples:

a. College or postsecondary education recruitment, or military recruitment;
b. Book clubs, magazines, and programs providing access to low-cost literary products;
c. Curriculum and instructional materials used by elementary schools and secondary schools;
d. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments;
e. The sale by student of products or services to raise funds for school-related or education-related activities; and/or,
f. Student recognition programs.

6. Parent or Guardian Access to Instruments used in the Collection of Personal Information

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents or guardians shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent or guardian shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent or guardian to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent or the Superintendent's designee for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent or guardian as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy

The District shall provide parents or guardians with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents or guardians of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents or Guardians of Dates of and Right to Opt-Out of Specific Events

The District shall directly notify the parents or guardians of the affected children, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

3. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or of other students. (Note: The general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent or guardian opt-out right:
    a. Screenings in accordance with Nebraska Department of Health and Human Service requirements;
    b. Physical examinations or screenings that are permitted or required by an applicable state law; and,
    c. Surveys administered to students in accordance with the Individuals with Disabilities Education Act.

Parents or guardians shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be sensitive for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent or guardian;
2. Mental or psychological problems of the student or the student's parent or guardian;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent or guardian; or,
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service

The District shall attempt to obtain informed consent from the parent or guardian of each child who is under 18 years of age to participate in any mental-health assessment or therapeutic service that is funded under the Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent or guardian written notice describing in detail such mental health assessment or therapeutic service, including the purpose for such assessment or therapeutic service, the provider of such assessment or therapeutic service, when such assessment or therapeutic service will begin, and how long such assessment or therapeutic service may last. No mental health assessment can be conducted without written consent from the parent or guardian.

Parent Involvement (Board Policy 6400)

Parental Involvement in Schools

Scotts Bluff County School District 79-0032, aka Scottsbluff Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with appropriate school personnel to discuss such concerns as the Superintendent or the Superintendent's designee may deem appropriate. The Superintendent or the Superintendent's designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff. Guidelines may be found in the District Parent-Student Handbook.

3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds

objectionable. The Superintendent or the Superintendent's designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.

4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such a test might be viewed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

   Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or the Superintendent's designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which the survey exists from the school's perspective.

6. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration, or, where appropriate, the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the District concerning a parent's access, involvement, and participation in activities of the school.

Free and Reduced Price Meals (Board Policy 6500)

There will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to:

1. Work for their meals
2. Use a separate lunch room
3. Go through a separate serving line
4. Enter the lunchroom through a separate entrance
5. Eat meals at a different time
6. Eat a meal different from the one sold to children paying the full price

Internet Safety & Acceptable Use Policy (Board Policy 6800)

It is the policy of Scottsbluff Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall:

1. Prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
2. Provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Prevent unauthorized access, including so-called "hacking," and other unlawful activities online;
4. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
5. Obtain verifiable parental consent before allowing third parties to collect personal information online from students; and
6. Implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means 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 in respect to minors.

Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: 1.) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and 2.) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.

Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.

Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

Computer Acceptable Use Policy. This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.

Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or the Superintendent's designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or the Superintendent's designee in writing if they do not want their child to have access. The Superintendent or the Superintendent's designees are

authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

Unacceptable Uses. The following are unacceptable uses of the technology resources:

1. Personal Gain. Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
2. Personal Matters. Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the District that makes such use permissible under law.
3. Occasional use that the Superintendent or the Superintendent's designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District include sending an email to a minor child or spouse or sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time. The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.
4. Campaigning. Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
5. Technology-Related Limitations. Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
    a. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
    b. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
    c. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
    d. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
    e. Users shall not copy, change, or transfer any software without permission from the network administrators.
    f. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
    g. Users shall not engage in any form of vandalism of the technology resources.
    h. Users shall follow the generally accepted rules of network etiquette. The Superintendent or the Superintendent's designees may further define such rules.
6. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any district policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
    a. To access any material contrary to the Internet Safety Policy; or to create or generate any such material.
    b. To engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.

c. To engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.
d. To engage in or promote violations of student conduct rules.
e. To engage in illegal activity, such as gambling.
f. In a manner contrary to copyright laws.
g. In a manner contrary to software licenses.

Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: 1.) who has successfully completed district training on proper disabling circumstances and procedures; 2.) with permission of the immediate supervisor of the staff member requesting said disabling; or, 3.) with the permission of the Superintendent. 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 provided the minor is monitored directly by an authorized staff member.

Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Dispensing Medication (Board Policy 6910)

The administration of medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking the medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by district personnel shall be administered in accordance with the Medication Aide Act.

Student Self-Management of Asthma, Anaphylaxis, Diabetes, and/or Seizure Disorders (Board Policy 6920)

Students with asthma, anaphylaxis, diabetes or seizure disorders will be permitted to self-manage such medical conditions upon:

1. written request of the student's parent or guardian;
2. authorization of the student's physician or a healthcare professional who prescribed the medication for treatment of the student's condition;
3. receipt of a signed no liability statement from the parent or guardian; and
4. development of an asthma, anaphylaxis, diabetes or seizure disorder medical management plan for the student.

Students with such a medical management plan may possess the necessary medication to manage their medical condition upon the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan the student shall be subject to discipline in accordance with the student conduct and drug-free school policies.

SECTION 6 – STANDARD RESPONSE PROTOCOL

Scottsbluff Schools and our community clearly prioritize the safety and well-being of children above all else. Crisis teams, emergency plans and school safety drills are just some of the priorities that have been long established in our district to help ensure that everyone knows exactly how to respond to an emergency or crisis. A priority for our administrators and other interested staff has been to update our practices and make sure that all staff is comfortable, confident and prepared. In September 2011 Scottsbluff Public Schools conducted training for its Teachers, Administration and other staff members on the Standard Response Protocol.

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given scenario. SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple – there are four specific actions that can be performed during an incident.

- **Hold** is followed by the Directive: "In Your Classroom or Area" and is the protocol to clear the hallways and remain in the classroom until the "All Clear" is announced with business taking place as usual.
- **Secure** is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building.
- **Lockdown** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.
- **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- **Shelter** is always followed by a type and a method and is the protocol for group and self protection.



These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as "Lockdown! Locks, Lights, Out of Sight." Communication to the local law enforcement agency

would then be “We are under Lockdown.” Each response has specific student and staff action. The Evacuate response is always followed by a location: “Evacuate to the Bus Zone.” Responses can also be chained. “Evacuate to the Hallway. Shelter for Tornado. Drop, Cover and Hold.”

The SRP is now in place in literally thousands of schools around the country and over the last year or two is becoming standard in school safety training. It is fully endorsed by the Scottsbluff Police Department. For more information visit the I Love U Guys Foundation Website at http://iluvuguys.org.

SECTION 7 – BREAKS, UNIFORMS, & EMPLOYEE IDENTIFICATION BADGES

Lunch Breaks

Classified employees who work an entire day may be allocated a thirty (30) minute lunch break per day. Lunch breaks should be scheduled by the principal/supervisor so as not to disrupt building or departmental functions. Lunch breaks are uncompensated time. They do not count towards the number of hours you are required to work each day. You are required to clock out on the TimeClock web application for the time you are gone.

Employee Dress Code

It is the policy of the District that employees should project a professional/business to business casual like image unless subject matter (or the day’s activities) requires otherwise or as appropriate for your position. Good taste and common sense should be exercised by employees. Clean, professional, business to business casual like attire is the appropriate dress for employees.

Unacceptable Dress.

- Clothing that is torn, dirty or frayed
- Blue jeans (with exemptions as approved by your administrator or director)
- Clothing that reveals too much cleavage, chest, midriff or back
- T-shirts (with exemptions as approved by your administrator or director)
- Flip flops or thongs
- Extreme short skirts
- Sheer or see-through clothes
- Shorts (with exemptions as approved by your administrator or director)
    - Appropriate shorts may be worn during summer school
- Sweatpants or exercise pants
- Clothing with potentially offensive words, logos or graphics

Employee Identification Badges

All employees are provided district picture identification badges through the HR Department at the District Office. The badges are to help staff and students recognize authorized individuals and to increase school safety. Employee Identification Badges are required to be worn by all Scottsbluff Public Schools employees when on duty. The badges may be attached to either a lanyard or to your clothing using an alligator clip. **The badges are to be in full display at all times.**

Employee Building Access Badges

All employees are provided district building access badges through the District Office. The badges are to be used for entry into the various school buildings. If the badge is ever lost or damaged, please notify your principal or the District Office immediately.

SECTION 8 – SAFETY, HEALTH, & ASBESTOS

Workplace Safety

The District is committed to providing and maintaining a safe and healthful work environment. This district recognizes its responsibility in protecting and conserving its human and financial resources.

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Infectious Disease - Personnel

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the District's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the Director of Student Services and school nurses.

The health risk to immune-depressed employees shall be determined by their personal physician. The health risk to others in the District environment from the presence of an employee with a communicable disease shall be determined on a case-by-case basis by the employee's personal physician, a physician chosen by the District or public health officials.

An employee who is at work and who has a communicable disease which creates a substantial risk of harm to a student, coworkers, or others at the workplace shall report the condition to the Principal or Superintendent any time the employee is aware that the disease actively creates such risk. Health data of an employee is confidential and it shall not be disclosed to third parties. Employee medical records shall be kept in a file separate from their personal file.

It shall be the responsibility of the Director of Student Services, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

Material Safety Data Sheets

The Material Data Safety Sheet (MSDS) is a detailed information bulletin prepared by the manufacturer or importer of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures. Information on an MSDS aids in the selection of safe products and helps prepare employers and employees to respond effectively

to daily exposure situations as well as to emergency situations. You can access our MSDS site by logging into our website www.sbps.net, MSDS. This site is proprietary to our district and is available only through controlled access.

Gun-Free School Zones Act

Per Title XVII, Section 1702, of the Crime Control Act of 1990 (Public Law 101-647), the Gun-Free School Zones Act of 1990, makes it illegal for any individual to knowingly possess a firearm in a school zone. The term school zone means in or on the grounds of a public, parochial, or private school, or within a distance of 1,000 feet from school grounds. More information may be found here.

SECTION 9 – RECRUITMENT & BENEFITS

Recruitment

This district secures quality personnel through effective recruitment. It is the responsibility of the Superintendent of Schools and his designees to determine personnel needs of the District and to locate suitable candidates.

There should be no discrimination against any employee or applicant for employment by reason of race, color, national origin, creed, marital status, sex or age, or other protected status. A personal interview will be required of selected candidates.

It shall be the duty of the Superintendent or the Superintendent's designee to see that persons nominated for employment meet all qualifications established by law and Board policy for the type of position for which nomination is made.

Immigration Reform and Control Act (I-9). In compliance with the Immigration and Control Act of 1986 and Nebraska state law, we require all newly hired employees to present documented proof of identity and eligibility to work in the United States. Employees are required to furnish this information within three working days of hire date.

Employee Orientation

Employees must know their role and duties. New employees may be required to participate in an orientation program for new employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the Executive Director of Finance or designee. The supervisor may wish to review the staff handbook as part of the orientation process.

Section 125 Flexible Benefit Plan (RCI SelectFlex)

Section 125 of the Internal Revenue Code, enacted by Congress in 1978, allows companies to give their employees the opportunity to pay for benefits on a pretax basis. Pretax benefits lower payroll-related taxes for both the employer and employees.

Expenses such as deductibles, medical reimbursement and dependent daycare can quickly add up. Employees are able to set aside portions of their salaries before taxes are calculated. This reduces your taxable income, meaning you will pay less in taxes. The money set aside is automatically deducted from your paychecks and credited to an individual's flex spending account. Enrollment for SelectFlex is held every year prior to September 1st. Annual re-enrollment is required and late applications will be denied per IRS regulations. Any questions concerning the plan should be directed to the Executive Director of Finance.

Social Security and Medicare

All wages paid for teaching in Nebraska will count towards potential benefits to the teacher and/or to his or her eligible dependents and survivors under the Federal Insurance Contribution Acts (FICA). This FICA (Social Security and Medicare) deduction provides a Federal system of old age, survivors, disability, and medicare benefits. Wages paid for substitute, part-time and temporary employment must be reported just the same as wages for regular teaching and administrative positions. FICA taxes are collected on 7.65% of earnings. Any deductions made for

Section 125 purposes are exempt for Social Security, Medicare tax, and State and Federal Income Tax. The social security and medicare rates for the school year are deducted from the employee's paycheck and a like amount is paid by the District for each employee.

For additional information, contact the Social Security District Office at 415 Valley View Drive, Scottsbluff, and/or ask for their free booklet, 'Your Social Security.'

Worker's Compensation

All employees of the District are covered by Worker's Compensation Insurance. To be eligible the injury to an employee must arise from and in the course of employment in the District. Employees injured during the course of employment are required to report **ALL** accidents or injuries to their supervisor and HR immediately. The Supervisor is to fill out the 'Supervisor's Accident Investigation Report' and the injured employee needs to report to the Business Office to have the 'Incident Report and First Report of Alleged Occupational Injury or Illness forms completed. Failure on the part of the employee to report an injury within twenty-four (24) hours may prejudice and defeat a claim for compensation.

Regional West Medical Center is Scottsbluff Public School's *designated medical facility* for Worker's Compensation claims. Employees are required to contact the HR Coordinator to make arrangements with Regional West Medical Center to provide the best care for the employee's injury/illness.

Disability Insurance

Scottsbluff Public Schools provides disability insurance to employees who are working at least .5 F.T.E. (half-time), that will commence upon exhaustion of sick leave days, regardless of how many or how few days were available to the employee. Refer to the Negotiated Agreement for Scottsbluff Board of Education and Scottsbluff Schools Classified Association. Contact Human Resources at the District Office for more details.

An employee who becomes permanently disabled, as qualified by a physician, without possibility of return to employment in the District will be compensated for unused sick leave per their negotiated agreement.

Mandatory Retirement/NPERS

All classified employees who are hired for positions that are 20 hours or more per week on an ongoing, regular basis are required to participate in the Nebraska Public Employees Retirement System (NPERS). All members of the Retirement System will contribute the required percentage as established by NPERS. The District will match that contribution 101%. A member who terminates employment before retirement with Scottsbluff Public Schools may:

1. Leave the account on an inactive basis.
2. Receive a refund of the account. A Non-Contributing School Member Form must be filled out with the Nebraska Public Employees Retirement Systems, PO Box 94816, Lincoln, NE 68509-4816. For full details or questions, please call the Retirement System at (800)245-5712.

Voluntary Retirement

Section 403(b) of the Internal Revenue Code allows employees of public school systems and certain charitable and nonprofit organizations to establish tax-deferred voluntary retirement plans which can be funded with mutual fund shares. 403(b) participation is generally available to those employees working 20 hours or more per week. Reference additional information regarding 403b plans through the Scottsbluff Public Schools website www.sbps.net by logging into staff online, human resources, 403b Informational videos. Required forms for optional participation are available in the HR Department.

Life Insurance

Life insurance is provided by the District for all employees who work at least .5 F.T.E. (half-time).
Refer to the Negotiated Agreement for Scottsbluff Board of Education and Scottsbluff Schools Classified Association for details. Optional additional life insurance is available; for the cost of this insurance, please contact the HR Department.

COBRA

Cobra Law – The Consolidated Omnibus Budget Reconciliation Act. In 1986, Congress passed the Consolidated Omnibus Budget Reconciliation Act (COBRA) which provides continuation of health insurance coverage that otherwise might be terminated after leaving employment. This law amends the Employee Retirement Income Security Act (ERISA), the Internal Revenue Code and the Public Health Service Act to allow continuation of group health coverage. Under COBRA, group health plans sponsored by employers that have at least 20 employees in the prior year must offer the option of continuing health coverage in certain instances.
COBRA requires group health plans to offer continuation coverage to covered employees, former employees, spouses, former spouses, and dependent children when group health coverage would otherwise be lost due to certain events including the death of a covered employee, termination or reduction of hours of a covered employee's employment for reasons other than gross misconduct, a covered employee becoming eligible for Medicare, divorce or legal separation of a covered employee and spouse, and a child's loss of dependent status under the plan.

SECTION 10 – CLASSIFIED EMPLOYEES

Hiring/Dismissal (Board Policy 4210)

The Board of Education hereby delegates to the Superintendent the authority to hire, suspend and dismiss non-certificated employees (employees in positions that do not legally require a teacher or administrative certificate) on behalf of Scottsbluff Public Schools. Such authority shall be exercised in compliance with the policies of the Board of Education. The decision of the Superintendent shall be final and may not be appealed to the Board of Education.

Dismissal of non-certificated employees shall be on an at-will basis, as such employees are subject to termination at any time with or without cause, with or without prior disciplinary action or progressive discipline, and irrespective of the lack of any evaluation or the irregularity in any evaluation process.

Accrued vacation time cannot be used in lieu of two-week notice to resign employment.

Attendance

Regular, dependable, in-person attendance contributes significantly towards better team effort and productivity. Each employee is very important to the smooth operation of Scottsbluff Public Schools. Faithful attendance is an essential component of solid employee performance. Occasionally, however, it may be necessary for you to be absent from work as a result of illness, injury, or other personal reasons. Employees who will be absent are expected to notify their building administrator or supervisor immediately. All absence must be entered into Employee Access under Attendance.

Selection Procedures

Managing the qualifications, recruitment and selection of candidates for these positions shall be the responsibility of the Superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

Persons interested in a classified staff position shall have an opportunity to apply and qualify for classified staff positions in the District without regard to age, race, creed, color, sex, national origin, religion or disability. Job applicants for classified staff positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and,
- Possession of, or ability to obtain, state or other license or certificate, if required, for the position.

All job postings will be listed on the District's website. Our district uses the tool 'TalentEd' to list job postings. Anyone qualified for a position may submit an application by applying on TalentEd found on the District website www.sbps.net.

Whenever possible, the preliminary screening of applicants shall be conducted by the administrator who directly supervises and oversees the position. The interviewer shall work from a written list of interview questions, using the same set of questions for each applicant.

A minimum of three reference checks made by telephone and using a standard list of questions shall be used in the screening process. These checks shall be documented and filed with the employee's records. Prior to hiring any person, the district shall conduct background checks regarding the applicant's fitness for employment.

Employee Classification

Classified Staff are employees who are not administrators or employees in positions which do not require a Nebraska Department of Education teaching certificate and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Support Staff shall include, but not be limited to, teacher and classroom aides, custodial and maintenance employees, clerical employees, food service employees and temporary help for summer or other maintenance. The position may be full-time or part-time.

1. Maintenance and Custodial employees keep the physical plant open, heated, lighted and ready for use or keep the grounds, buildings and equipment at their original condition through repair or replacement. Maintenance works under the direction of the Director of Facilities & Maintenance and custodians work under the direction of the Principal.
2. Clerical employees engage in accounting/fiscal office management and clerical assistance to the administration.
3. Para-professionals provide instructional services or student support in the classroom under the direction of the classroom teachers and/or building principal.

Transfer. Any classified employee wishing to transfer from one position to another shall submit such request to the Building Principal, Executive Director of Student Services, or supervisor as appropriate. All transfers will be considered on an individual basis. Since all classified employees are employed on an "at-will" basis and not entitled to any contractual or extended job rights, no classified employee is entitled to any transfer or change in job position. The assignment of any classified employee may be changed during the year when deemed advisable by the Superintendent or designees.

Involuntary Transfer. Determining the location where a classified employee's assignment will be performed is the responsibility of the Superintendent, based upon recommendations from the building administrators and supervisors. In making position assignments, building administrators and supervisors, along with the Superintendent, shall consider the qualifications of the employee and the needs of the District.

Duties

The duties of all classified employees shall be defined in accordance with the job descriptions and expectations of the employee's supervisor, as may change from time to time.

The job descriptions are of a general nature and duties assigned to an employee are not restricted to the items listed within the job description. Each employee will be responsible to the supervisor to whom they are assigned.

Evaluations

Building administrators and supervisors will typically perform a formal annual evaluation of all classified staff employees. Evaluation of support staff employees on their skills, abilities and competence shall be an ongoing process. The goal of the formal evaluation of classified staff employees shall be to maintain employees who meet or exceed the District's standards of performance, to clarify each employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the District and to develop a working relationship between the supervisor and employee.

Conduct

District employees have many opportunities to contribute to the positive, caring image of the school system. Courtesy, tact, patience, friendliness, cooperation and an optimistic attitude are highly valued attributes of employees along with proficiency and skill in job assignments. All employees are expected to treat everyone with respect and understanding. Efforts by employees to contribute to the positive educational environment in the buildings are greatly appreciated.

Wages

Salary Schedule. A salary schedule is negotiated for all support staff employee positions. The basic compensation of each employee shall be set forth in the salary schedule as approved by the Scottsbluff Public Schools Board of Education. Pay scales, years of service compensation, professional development and education levels are set forth as stated in the Scottsbluff Schools Classified Association Negotiated Agreement. Please note that we consider wage and salary information to be 'CONFIDENTIAL'.

Compensation and Related Benefits

The Board of Education will negotiate the compensation package with the classified employees. All employees are paid monthly on or before the 21st of each month. If the 21st falls on a weekend, payment will occur on the Friday prior to the 21st.

CLASSIFIED PAYCHECK SCHEDULE
2024-2025

Start Date	End Date	Pay Date
08/05/2024	09/01/2024	09/20/2024
09/02/2024	10/06/2024	10/21/2024
10/07/2024	11/03/2024	11/21/2024
11/04/2024	12/01/2024	12/20/2024
12/02/2024	01/05/2025	01/21/2025
01/06/2025	02/02/2025	02/21/2025
02/03/2025	03/02/2025	03/21/2025
03/03/2025	04/06/2025	04/21/2025
04/07/2025	05/04/2025	05/21/2025
05/05/2025	06/01/2025	06/20/2025
06/02/2025	07/06/2025	07/21/2025
07/07/2025	08/03/2025	08/21/2025

All employees are required to participate in the direct deposit program as this process ensures that your paycheck is deposited. Payroll checks will be deposited into your checking or savings account, unless we notify you otherwise. Pay Cards are available for employees without checking accounts. If you believe there is an error on your paycheck, please report it immediately to the payroll department. Once a determination has been made, necessary corrections will occur.

Our payroll period varies, and staff will be notified of payroll periods for each year at the start of the school year. Each hourly employee is required to use the time clock provided on their computer (Timeclock Plus). If you should have a problem using the WebClock, you need to notify your supervisor. Your supervisor will have you fill out a 'Time Clock Mispunch' form indicating the adjustment that needs to be made and will in-turn notify the payroll department. **Under no circumstances should anyone ever clock in or out for another employee. If this should occur, it is grounds for immediate dismissal from Scottsbluff Public Schools for both parties involved.**

Salary Checks and Deductions

Salary checks are based on hours worked multiplied by the hourly wage indicated on the employee's salary worksheet.

Scottsbluff Public Schools is required to deduct federal and state withholding taxes (income taxes) based on information you provide on your W4. Deductions for Social Security and Medicare are also deducted at the rate established by the federal government. Retirement, based on employee's eligibility, will be deducted at the rate established by NPERS. The District is also required to withhold and remit court-ordered garnishments, child support and liens.

Other voluntary deductions including Medical and Dental Insurance, Life Insurance, 403b Retirement, Vision Insurance, Select Flex, etc. must be approved by the employee, which is indicated on the signed enrollment forms.

Any changes per the employee to payroll including tax withholdings, insurance, etc., must be received by the payroll department at the Business Office by the first day of the month preceding the pay date for that month. **Any mid-year changes to any Section 125 Plan items (health insurance, dental insurance, AFLAC, Select Flex child care and Select Flex medical reimbursement) can only be made if there is a qualifying "change in status".** Contact the payroll department should you have questions or changes.

Employee Access (EA)

Employees have access to the schools system called Employee Access which gives them access to viewing their paychecks, W2's, ACA 1095's, obtaining benefit forms, etc. Information regarding the EA will be given to the employee at orientation or by contacting the business office.

Overtime Pay

Fair Labor Standards Act mandates payment of 1 ½ times employee's regular rate on any hours worked over 40 by a nonexempt employee in a workweek. Any overtime must be approved by the employee's supervisor (Superintendent, building principal, director or supervisor) before working over the 40 hour limit. An employee who works overtime in violation of this provision may be subject to discipline, up to and including termination of employment.

Medical/Dental Insurance

All classified employees employed under the Scottsbluff Schools Classified Association 2024-25 Negotiated Agreement shall receive a 60% reduction of the cost of the month premium ($508.99) for an 'Employee' level health/dental plan for each month the employee is employed by the District and continues to be enrolled in the Blue Cross/Blue Shield EHA Group Health & Dental Insurance Plan. Dual deductibles are offered - $1050 Deductible or $2500 Deductible.

Health Coverage	**Employee**	**Ee & Child(ren)**	**Ee & Spouse**	**Ee, Spouse & Children**
$1050 Deductible	$ 818.18	$ 1,513.66	$ 1,718.19	$ 2,307.10
$2500 Deductible	$ 690.31	$ 1,277.12	$ 1,449.69	$ 1,946.55
Dental Coverage				
PPO=100% A, 75% B, & 50% C Cov	$ 30.13	$ 55.70	$ 63.23	$ 84.95
Employee's Actual Cost w/60% District Contribution				
$1050 Deductible	$ 339.32	$ 1,060.37	$ 1,272.43	$ 1,883.06
$2500 Deductible	$ 211.45	$ 823.83	$ 1,003.93	$ 1,522.51

Vision Insurance

Vision Insurance is offered to all employees who work more than .5 FTE.

Vision – VSP Insurance Premiums	
Employee	$ 9.22/month

Employee + Spouse	$ 18.48/month
Employee + Child(ren)	$ 19.75/month
Family	$ 31.60/month

SECTION 11 - CLASSIFIED LEAVES/VACATIONS/HOLIDAYS

Personnel employed by the District may request or be required to be absent for several reasons:

1. Those beyond their control, such as personal sickness or injury, jury duty, military service or emergencies.
2. Those governed by compassion or conviction, such as family illness, bereavement and other personal reasons.
3. Those stemming from occupational status such as attendance at meetings, conventions, in-service courses and seminars.
4. Those provided by scheduled vacations.

All leaves except holidays must be entered into the iVisions system; this is the responsibility of all employees. (Employees are encouraged to record their absence(s) within 24 hours; or run the risk of not having those day(s) included in current pay period)

Leaves

If you know that you will not be able to attend work at the time you are scheduled, please notify your building administrator or supervisor in advance. If you are unable to give advance notice, you must telephone your building administrator or supervisor as soon as possible. If you are personally unable to contact your building administrator or supervisor, you are responsible for asking someone else to do so. Depending on the circumstance, your building administrator or supervisor may request that you also contact the Superintendent. It is your responsibility to notify your building administrator or supervisor each time you are unable to report to work.

If you are absent from work and we do not hear from you or someone notifying us on your behalf after three (3) consecutive workdays, we will conclude that you have voluntarily terminated your employment with the District. Any request for employment verification of job performance references will result in an unfavorable recommendation if you decide to leave the Scottsbluff Public Schools in this manner.

Notwithstanding anything to the contrary herein, an employee only earns paid leave on the date and conditions precedent specified in this handbook, Board policy, or the employee's individual contract. As a courtesy, the District's payroll software may show an employee's total number of leave days for the entire year if the employee remains employed for the full year, rather than the number of leave days the employee has actually earned. In the event that the District's payroll software shows that an employee has more leave available than the employee has actually earned, then the employee shall have no right or expectation to exhaust such additional leave or receive any payout for such unearned leave. If an employee takes more leave than the employee actually earns before the employee earns such leave, then the District reserves the right to withhold the additional paid leave from the employee's final paycheck.

Sick Leave

Classified personnel will receive sick leave. Refer to the Negotiated Agreement for Scottsbluff Board of Education and Scottsbluff Schools Classified Association for details. Leave must be approved by the immediate supervisor. Sick leave must be entered into the iVisions system as well; this is the responsibility of all employees. Employees who take sick leave under false or misleading pretenses may be subject to discipline, up to and including termination of employment.

Personal Leave

Employees budgeted thirty (30) or more hours per week will be allowed two (2) personal days per year. Refer to the Negotiated Agreement for Scottsbluff Board of Education and Scottsbluff Schools Classified Association for more

details. Personal leave must be entered into the Employee Access system as well; this is the responsibility of all employees.

Holiday

Employees working six (6) hours a day or more will receive paid holidays. Refer to the Negotiated Agreement for Scottsbluff Board of Education and Scottsbluff Schools Classified Association for more details. Schedule of Holidays for 2024-2025 school year are as follows:

HOLIDAY (2024-2025)	9 Month Employees	10 Month Employees	12 Month Employees
July 4, 2024			X
September 2, 2024	X	X	X
November 28, 2024	X	X	X
November 29, 2024		X	X
December 24, 2024	X	X	X
December 25, 2024		X	X
December 31, 2024		X	X
January 1, 2025		X	X
April 18, 2025		X	X
April 21, 2025			X
May 26, 2025		X	X

Vacation

Each classified, full-time 12 month employee will accrue vacation leave. Refer to the Negotiated Agreement for Scottsbluff Board of Education and Scottsbluff Schools Classified Association for more details. Vacation time must be entered into the Employee Access system as well; this is the responsibility of all employees.

Inclement Weather Days

If our schools are closed due to bad weather, you will not be paid for non-worked hours. The time off could be considered a personal day, unless you are already pre-scheduled to be gone for the day. In that case, your pre-scheduled leave will be used. Maintenance, custodial staff and other employees deemed essential to the District operation are expected to report to work and will be paid for hours worked. Classified employees will not be paid for missing a scheduled workday due to inclement weather if the District is open for school. In this case, time off will be considered whether personal, vacation leave or leave without pay. If, because of inclement weather, students and employees are dismissed early for the day, employees will be paid for the hours worked.

SECTION 12 - CLASSIFIED DISCIPLINE & TERMINATION/RESIGNATION

Progressive Discipline Procedures

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Scottsbluff Public School supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Scottsbluff Public School reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the

offense. The level of disciplinary intervention may also vary. Nothing in this section shall entitle an employee to any step of the progressive discipline procedure, and the District reserves the right to skip any or all steps in this procedure depending on the severity of the misconduct. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines Scottsbluff Public School's progressive discipline process:

- **Coaching Session.** A supervisor verbally coaches an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Verbal Warning.** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written Warning.** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance Improvement Plan.** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

Scottsbluff Public School reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Your employment with Scottsbluff Public Schools is a voluntary one and is subject to termination by you or Scottsbluff Public Schools at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Scottsbluff Public School employees.

SECTION 13 - CLASSIFIED GRIEVANCE PROCEDURE

Grievance Procedure – Per Classified Negotiated Agreement

The purpose of this grievance procedure is to secure, at the lowest possible level, equitable solutions to the problems that may from time to time arise concerning the interpretation, application, or meaning of the terms and conditions of employment set forth in this Negotiated Agreement. An underlying principle of the grievance procedure is to ensure fair and equitable treatment to the District's employees.

Definitions.

1. Grievance. A grievance is defined as any claim or complaint relative to a purported violation of the terms and conditions of employment set forth in this Negotiated Agreement.
2. Grievant. A Classified staff member, or the Association making the claim. Any employee has the right to have a representative of their choice at any step of the grievance procedure.
3. Time Limits. All time limits shall consist of the Classified staff's working days except when a grievance is submitted after the end of the school year; the time limits after the end of the school year shall consist of all weekdays Monday through Friday. The number of days indicated at each level should be considered maximum and every effort shall be made at all levels to expedite the process. Failure of any grievant to comply with the time limits contained herein shall constitute a waiver of right to appeal to the next step. Failure of the District or its representatives to comply with the time limits at any level shall permit the grievant to appeal the grievance to the next level.
4. Grievance Meetings or Hearings. All meetings and hearings under this procedure up to and including Step 2 shall be conducted in private and shall include only the administration's representatives, the grievant, and the grievant's designated representatives.

The Procedure.

1. Informal Resolution. The parties believe that it is usually most desirable for an employee and the District to resolve problems through free and informal communications. When requested by the Classified staff, a representative of the Association may assist in this resolution. However, when the grievance remains unresolved, then the grievance shall be processed as follows:

a. Step 1. The request or complaint shall be made in writing to the Classified staff member's immediate supervisor. The supervisor shall then have five (5) working days to respond to the grievance and give an answer in writing.

b. Step 2. If the grievance has not yet been settled, the Classified staff member may pursue further action by filing the grievance within five (5) working days to the Superintendent of the Schools or their designated representative. The Superintendent or their designated representative shall arrange for a meeting to be held within ten (10) working days in order to discuss the grievance. A written answer to the grievance will be provided within five (5) working days after the conclusion of the meeting. The decision of the Superintendent of Schools shall be final and may not be appealed to the Board of Education.

SECTION 14 - CERTIFIED - CURRICULUM & INSTRUCTION

Our goal is to ensure that every student – regardless of what school they go to and what neighborhood they live in – graduates from high school prepared for college and career. The intent of our district is to work collaboratively with our teachers and schools to ensure a consistent high quality curriculum and instruction that is relevant to our students. We must continue to improve the quality of instruction in our classrooms by effectively utilizing tools and resources.

District Learning Guides have been developed by Scottsbluff Public Schools in the areas of Math, Reading, Writing, Social Studies, Foreign Language, Music and Science. These documents were developed by groups of SBPS teachers and are aligned to Nebraska State Standards. The Learning Guides provide a framework that identifies the concepts, information and skills for a course and helps to provide consistency and continuity of instruction. Learning guide development process is an essential step in the process of ongoing curriculum development and implementation. While these are fluid documents that are continually revised, it is expected that staff follow the Learning Guides. District selected textbooks and other information sources including electronic sources are selected to support the Learning Guides.

Instruction includes strategies for engaging students in active learning and for tailoring these experiences to meet the individual needs of students so that all students improve their performance. Some instructional strategies identified by the District or building are required as part of the school improvement process and Target Implementation Plans.

Assessments and testing are planned to guide instruction and improve student performance. Scottsbluff Public Schools teachers are expected to use data and information from a variety of standardized tests, performance assessments and teacher observations to make decisions to modify curriculum and instruction to improve student performance. The Scottsbluff Public Schools Assessment Schedule is available on the District website.

Professional development is an ongoing process that serves as the bridge between where teachers are now and where they will need to be to address new challenges and ensure the academic success of all students. The most effective professional development engages teams of teachers to focus on the needs of their students. All Scottsbluff Public School staff are expected to participate in professional development and professional learning teams at the building and/or district level.

Continuous Improvement and the school improvement process is a key to effective schools and districts. Scottsbluff Public Schools staff members are expected to work collaboratively to establish priorities, select goals and implement improvement plans.

Scholastic Achievement - Guidelines for the Marking System in the Elementary

- ➔ The effort evaluation, which is based on the individual's earnest attempt in the classroom, is placed under the work habits category, rather than repeating with each subject. Achievement, based on the individuals' progress, is indicated by codes listed. Resource grades that are scaled or adjusted will be indicated on the card and inside the cumulative folder by teacher notation.
- ➔ Student learning in grades K-5 will be evaluated and reported relative to the Nebraska standards. Every state has outlined expectations for what students should know, understand, and be able to do. These expectations are called *standards*. In a standards-based system, the goal is to provide accurate information about students' levels of understanding or how competent they are in the standards. To do this, teachers will report on student understanding. A grading symbol called a score—indicated by 1, 2, 3 or E—will provide a description of student academic performance.
- ➔ The purpose of a Standards-based Report Card is to provide more detailed feedback to parents regarding the progress their children are making toward specific learning standards at their grade level.
- ➔ The Standards-based Report Card will allow parents and students to understand more clearly what is expected of students and how parents/guardians can help them to be successful in Scottsbluff Public Schools' rigorous academic programs.
- ➔ The Standards-Based Report Card will provide a focused and detailed profile of their child's academic performance.

Types of Codes Used on Standards-Based Report Cards

Performance Level	1	2	3	Exemplary (E)
Descriptor	The student has demonstrated a minimal understanding of subject matter and does not meet grade level expectations at this time.	The student has demonstrated a partial understanding of subject matter and is approaching grade level expectations at this time.	The student has demonstrated a solid understanding of subject matter and is meeting grade level expectations at this time.	The student has demonstrated a thorough understanding of challenging subject matter and exceeds grade level expectations at this time.

Scholastic Achievement - Guidelines for the Marking System in the Middle School

Marking System and Report Cards. Report cards are issued at the end of each nine weeks. Academic core classes and exploratory courses are graded using A, B, C, D, and F. The whole range of letter grades includes:

A – Superior	A = 90 – 100%
B – Above Average	B = 80 – 89%
C – Average	C = 70 – 79%
D – Below Average	D = 60 – 69%
F – Failing	F = 59% and Below
I – Incomplete	

Grade Books/Infinite Campus

- All teachers must record at least two grades per week in their grade books.
- Grades are to be kept accurately and up-to-date on Infinite Campus by all teachers.
- The more detail that is provided in the assignments portion of Infinite Campus, the less likelihood there is for the possibility of misunderstanding with the parent/guardian.
- Grade assignments in a timely manner.

Grading Practices

- In all core classes (Language Arts, Math, Science, and Social Studies) student grades are weighted so that 70% of a student's grade is based on student performance on assessments and 30% of a student's grade is based on student performance on daily work assignments. Students who do not submit assessments or fail to complete an assessment satisfactorily will be expected to complete the assessment before or after school, during lunch, and/or at Saturday School.
- At a minimum (and more are encouraged), teachers should have at least FIVE assessment activity grades in the "Assessment" category of the grade book per quarter in all Language Arts, Math, Science, and Social Studies classes.

Progress Reports

- At a minimum, progress reports must be sent home with students the third week of each nine week marking period in all courses.
- During the third week of each nine week period, teachers must contact the parent/guardian of any student with a failing grade via phone, email, or letter and document the communication.

Scholastic Achievement - Guidelines for the Marking System in the Senior High School

Marking System and Report Cards. The percentage grading system is used in Scottsbluff High School. Each percentage grade represents the level of achievement in the course's objectives.

A - Outstanding Level Achievement	90%-100%
B - Above Average Level Achievement	80%-89%
C - Average Level of Achievement	70%-79%
D - Minimum Level of Achievement	60%-69%
F - Failing - No Credit	59% & Below

Grade Books/Infinite Campus

- All teachers must record at least one grade per week in their grade books.
- Grades are to be kept accurately and up-to-date on Infinite Campus by all teachers.
- The more detail that is provided in the assignments portion of Infinite Campus, the less likelihood there is for the possibility of misunderstanding with the parent/guardian.
- Grade assignments in a timely manner.

Grading Practices

- In all classes student grades are weighted so that 70% of a student's grade is based on student performance on assessments and 30% of a student's grade is based on student performance on daily work assignments. Students who do not submit assessments or fail to complete an assessment satisfactorily will be expected to complete the assessment before or after school, during lunch, and/or at Saturday School.
- At a minimum (and more are encouraged), teachers should have at least Four assessment activity grades in the "Assessment" category of the grade book per quarter in all classes.
- During the sixth week of each nine week, teachers must contact the parent/guardian of any student with a failing grade via phone, email, Remind, or letter and document the communication.

Final Exams

Comprehensive final exams will be given at the end of each semester in all classes. Common classes will give the same final. Grades, finals or guidelines for semester projects used in lieu of finals, must be available upon request by the principal.

A hard copy of all final tests given must be available to the principal upon request at the end of each semester.

Report Cards and Parent Contacts

Report cards are designed primarily to help students and parents understand the progress the student is making toward achieving the goals and objectives of their assigned courses. No report card can convey complete

understanding of the total school program or adequately explain the progress of every pupil. Conferences, letters mailed home, emails and telephone conversations to the home are important in supplementing the report card. Whenever special contacts are made by a teacher with a student's home, a notation of this is to be submitted in writing to the counselor for the cumulative folder.

Whenever making a contact with parents concerning a student in academic difficulty, request that the parents return a call later in that same grade period to check on their child's academic progress. This will shift part of the responsibility of the child's academic progress to the parent and improve the teacher's position at the end of the grade period if questions arise. Do make suggestions as to what a parent might do to help their child succeed. No student may be given an “F” without contacting the parents/guardians during the final grading period for the semester.

DO NOT LIMIT PARENT CONTACTS TO ONLY PROBLEM OR ADVERSARIAL SITUATIONS. REGULAR AND SINCERE PARENT CONTACTS RELATING POSITIVE SITUATIONS CAN BE VERY EFFECTIVE AND IN EVERYONE'S BEST INTEREST.

SECTION 15 - CERTIFIED - CLASSROOM PROCEDURES

Attendance Procedure

Each teacher is responsible for maintaining accurate attendance records and should report attendance in Infinite Campus as required by building administration.

Parent-Teacher Conferences

Parent-teacher conferences will be held periodically during the school year as per the District calendar. All teachers are expected to attend, unless prior arrangements are approved by the building Principal to hold conferences at an alternate time.

Homework

Any homework should serve a definite educational purpose.

Lesson Plans

Teachers are responsible for the preparation of daily lesson plans according to building guidelines. In the event of absence from school, staff are expected to have available a lesson plan for the substitute along with other necessary information such as bell schedules, duty assignments, attendance, seating charts, etc. In the event of an unforeseen absence from work, teachers are expected to have lesson plans prepared in advance for substitute teachers to access and utilize on short notice.

Student Teachers

It is the belief of Scottsbluff Public Schools that one of our most important responsibilities is to help prepare potential teachers for successful careers. We take this very seriously.

For this reason, student teachers are placed only with the most proficient and skilled teachers who are willing to devote significant time and effort to effective supervision and guidance. The Executive Director of Curriculum and Instruction and building principals will approve the placement of student teachers based on these criteria.
The following guidelines for student teacher supervision are in place:

1. Student teachers should only be placed with outstanding teachers who understand the important responsibility supervising a student teacher carries.
2. No teacher should be asked to supervise a student teacher more than once every three years.
3. All placements should be made and accepted with the understanding that an effective supervising teacher works harder with a student teacher than without and that this is not intended to ever be a break.

4. A student teacher should not be placed in a situation where doing such might compromise a particular group of students' results.
5. Accepting a student teacher and supervising him or her well is a serious commitment and is an important way in which to contribute to our profession and to the future.

Certified In-House Employee Substitutes

The following process applies to teachers who cover as "in-house" substitutes during their planning or free periods:

- Teacher works with their administrator to determine if an "in-house" sub can cover the absence.
- Teacher calls in absence to the sub system. The job must be entered as **no sub required** to prevent the system from calling out and finding a sub.
- The teacher providing "in-house" coverage should be listed on the "In-House Sub Report" for the building. One (1) period will be considered .125 days. NOTE: This is a vital piece in making this process work, as this will be the only way that the District Office will be notified that a teacher is providing "in-house" coverage.
- Reports will be submitted to the District Office at the conclusion of the month as per standard procedure.
- Sub days will be calculated and paid in the following month's payroll at the rate of $25.00 per class period.

Compensation for Teachers who Absorb Students from an Unfilled Absence

Pay teachers for absorbing the students of another teacher's classroom (when a sub is not available) as follows:

- No additional pay if a teacher has additional students for 1 hour or less.
- If a teacher is assigned students from another classroom by their administrator, and the total number of students (normal class roster plus additional students from another classroom) exceed 30 (elementary) or 36 (MS or HS), the teachers impacted will be paid the pro-rata amount (equally divided among teachers receiving extra students) of the SBPS Certificated Staff Contracted 4+ years sub daily rate of pay. If a teacher receives extra students but does not meet or exceed the qualifying threshold of total students, the pro-rata daily rate will be unpaid to anyone. This additional pay will be based on ½ day of sub pay if the additional students are present in the teachers' classroom for more than 1 and up to 4.5 hours, or a full day of sub pay if more than 4.5 hours.

Special Education Work

Teachers that have been required to work during non-contracted days to complete IEP/MDT paperwork and/or hold IEP/MDT meetings will be compensated for their time outside the 189-day contract year on an administration (Executive Director of Student Services or Assistant Director of Student Services) pre-approval basis with compensation paid on a per hour basis; presently set at $30.00 per hour

Substitutes

If a substitute teacher is needed, log on to the web browser through the District website (www.sbps.net) as early as possible to make *a* request. All certified employees are required to report their absence(s) on the substitute calling system even when a substitute is not needed. Administrator's report their absence(s) through iVisions. Questions, please feel free to call the District Office. Preparation for a substitute teacher:

- Leave keys in the office or make provisions for desks and cabinets to be used.
- Provide directions to the whereabouts of books and materials.
- Provide the lesson plans containing a clear outline of class work.
- Provide the seating arrangement coinciding with the seating chart.
- Help the substitute teacher by providing a complete schedule of the regular teacher's classes, noting the exact time of the lunch period, assemblies, etc.

Breaks for Parent/Teacher Conferences

Certified staff will be provided the following breaks during parent/teacher conferences:

- 4:00 - 8:00 PM Conference Day = 1-40 minute break
- 8:00 AM - 8:00 PM Conference Day = 2-10 minute breaks and 2-40 minute breaks

Teachers may leave the building during their 40-minute breaks. Above breaks cannot be combined on one day without prior approval from a building administrator. Teachers do not need to use their breaks to attend the conferences of their own children.

Field Trips

All requests for buses for field trips must be made to the principal's office prior to sending the request to First Student. Requests must be received by First Student ten (10) days prior to the field trip. Please refer to SBPS Board Policy 6270 for more information regarding field trips.

Scottsbluff Public Schools Student Trip Request Process

1. The Teacher/Sponsor begins the request process 6 weeks prior to the trip for local field trips. The Teacher/Sponsor reviews the District Field Trip and Travel Regulations.
2. The Teacher/Sponsor completes the Student Trip Request for Approval form and submits to the building principal.
3. The Principal approves or denies the trip request.
4. If the field trip is out-of-state and a distance greater than 300 miles the Building Principal requests approval from the Superintendent.
5. Upon receiving approval, the Teacher/Sponsor completes a transportation request and sends the School Field Trip Permission Slip home with each student.
6. Only students returning the signed form will be allowed to participate.

School Sponsored Field Trips and Travel Regulations (Board Policy 6270)

School Trips Definition

School trips include field trips and non-NSAA-sponsored club or activity travel.

School Trip Purpose

School trips should have an educational purpose and be appropriate for the age and maturity level of the group. School trips planned as rewards will be considered and approved on a case-by-case basis.

School Trip Approval

The principal may authorize school trips when such events contribute to the achievement of the education goals of the District. In authorizing school trips, the principal shall consider the financial condition of the District, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the Superintendent. The Superintendent's approval will be required for school trips outside the state or over 300 miles. Board approval will be required for school trips that involve unusual length or expense.

School trips are to be arranged with the principal well in advance. The School Trip Request Form must be submitted by the employee. In the event a substitute teacher is needed, the teacher is responsible for reporting the absence within the substitute calling system.

School Trip Transportation

Arrangements for school bus transportation will be made well in advance, as directed, and without disrupting regular school bus schedules. Trip sponsors are responsible for the conduct of students while on the bus and while students are engaged in the learning activity.

Supervision on School Trips

School employees shall appropriately supervise each school trip so that good student discipline is maintained both while traveling and while students are engaged in learning. Parents and other adults may help with such supervision under the direction of a school employee. Supervision of traveling students shall be provided by a school employee. Parents and other adults may assist in such supervision as sponsors. For overnight trips, the following supervisor-to-student ratios will be used. A group of 16-30 students must have a minimum of two adult supervisors, a group of 31-45 students must have a minimum of three adult supervisors, and a group of 46-60 students must have a minimum of four adult supervisors. Groups larger than 60 must maintain a ratio of one adult to 15 students. Members of the school employee’s family shall not be allowed to travel with the group unless qualified for such travel as a student of the Scottsbluff Public Schools or as an adult sponsor.

School Trip Permission

The School Trip Permission portion of the Scottsbluff Public Schools Parent-Student Permission Information Record Sheet will be required prior to the student's participation in field trips or Non-NSAA sponsored club or activity travel.

Overnight School Trips
School trips involving an overnight stay must have additional parent notification and permission on the Overnight Trip Permission Form.

Any overnight trips with groups consisting of both genders must provide adult sponsors of both genders. In the event sponsors of both genders are not available, exceptions can be made when supervisory responsibilities are shared with other school districts or by meeting the following:

- Principal or designee approval; and,
- Written parent permission for each student whose child is not represented by the gender of the sponsor.

All overnight trips must comply with Policy 6271.

School Trip Cost
The cost of a school trip shall be determined in advance, and each building principal has the responsibility to see that the cost associated with the trip is reasonable and appropriate. Any expenses associated with extracurricular activity trips must comply with Board Policy 5416 - Student Fees Policy.

School Trips and Code of Conduct
Students remain under the jurisdiction of the school during a visit and must adhere to the code of conduct at all times.

Alcohol or drug use or possession, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use or possess alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive an appropriate consequence including potential suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.

School Trips as an Incentive
Withholding students' participation in school trips should not be used as a punishment but may be used as an incentive to improve student performance as long as the criteria for participation is applied and communicated to all eligible students in a timely fashion prior to the time of the trip.

Regulations for NSAA Sponsored and Similar Activities (including Cheer and Drill Team)
Activity Trip Approval
All activity trips, and the arrangements for them, must have the approval of the Activities Director.

Activity Trip Transportation
Arrangements for school bus transportation will be made well in advance, as directed, and without disrupting regular school bus schedules. The school bus safety code will govern the behavior of students while on the bus. Trip sponsors are responsible for the conduct of students while on the bus and participating.

Supervision on Activity Trips
School employees shall appropriately supervise each trip so that good student discipline is maintained while traveling and participating. Parents and other adults may help with such supervision under the direction of a school employee.

Activity Trip Permission
Each student that goes on a trip will return a signed parental consent for the season or annually when appropriate.

Overnight Activity Trips

Any overnight trips with groups consisting of both genders must provide adult sponsors of both genders, exceptions can be made when supervisory responsibilities are shared with other school districts or by meeting the following:

- Principal or designee approval; and,
- Written parent permission for each student whose child is not represented by the gender of the sponsor.

All overnight trips must comply with Policy 6271.

Activity Trip Cost

The cost of a trip shall be determined in advance by the Activities Director, who has the responsibility to see that the cost associated with the trip is reasonable and appropriate.

Activity Trips and Code of Conduct

Students remain under the jurisdiction of the school during a visit and must adhere to the code of conduct at all times.

Alcohol or drug use or possession, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use or possess alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive an appropriate consequence including potential suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.

Non-School Sponsored Trips

On occasion, students have the opportunity to participate in trips that have an apparent connection to the District, but which in fact are not school-sponsored. Some examples: (1) travel with a club sports team, even though the club team may be coached by our high school coach; (2) a band traveling to an out-of-state band contest that is arranged by a Booster Club; and (3) a foreign language teacher taking students abroad during the summer. International travel will typically be considered non-school-sponsored travel. Any exceptions will require Superintendent and Board approval.

These opportunities are often worthwhile and beneficial to students. The message the District wants to make clear is that these opportunities are not school-sponsored activities. All arrangements for such trips, including costs, travel, supervision, and safety are the responsibility of the group or person making the trip available to students. All participant payments for these non-school-sponsored travel opportunities must go through a tour company, not an individual sponsor. Scottsbluff Public Schools has no responsibility for such trips.

Class time shall not be used for planning or organizing non-school sponsored trips nor shall these trips be scheduled on days school is in session. This does not, however, prohibit brief initial announcements, interest assessments, or providing printed information about the travel opportunity through bulletins or postings approved by the building principal. All signage and promotion of the trip must include a disclaimer stating the trip is not sponsored by Scottsbluff Public Schools.

Parents must receive and sign a written notification that the trip is not school-sponsored. Anyone who is uncertain as to whether or not a particular opportunity is school-sponsored should contact the Superintendent, principal, or Activities Director.

Fire Drills

FIRE DRILLS ARE OF UTMOST IMPORTANCE. TEACHERS: In case of a fire or any suspicion of a fire, sound the alarm from the nearest signal box. Don't stop to determine the location or seriousness of the fire. Don't go looking for others to advise. ACT!

Fire Drill Instruction. The building principal has worked out complete, detailed instructions for fire drills and each teacher should have a copy. These instructions should contain the following:

1. List exits (evacuation routes) to be used by given rooms (be very specific).

2. List where these groups shall stay when they have cleared the building.
3. EVERYONE must get out of the building and stay clear.
4. Close all windows and doors.
5. Stay clear of the building and quietly in place until the signal is given to return or to disperse to homes.
6. Teachers should watch carefully for students who might re-enter the building for some prized possession.
7. DISCIPLINE MUST BE OBSERVED BY ALL.
8. Drills must be held on an average of once a month.
9. Teachers should take their grade books and take roll.

Emergency Response Plan
Plans have been formulated and a booklet has been provided relative to the procedures to be followed in all emergency situations. Study this manual and become familiar with the plans. All classrooms should prominently display the The Emergency Preparedness Guide and all staff should be familiar with its contents.

Class Picnics
Individual elementary classrooms may elect to have a picnic during the final two weeks of the school year. The following rules should be observed in planning for a picnic:
1. Picnics are restricted to the Scottsbluff City limits, Riverside Park, and Lacey Park.
2. The maximum time consumed for this activity should not exceed one-half day.

SECTION 16 - CERTIFIED - PROFESSIONAL INFORMATION

Staff Meetings
Staff meetings may be called at any time by the principal, Superintendent, or supervisor. Plan to be present and engaged in the meeting, unless excused by the building principal.

In-service
District-level in-service days are planned teacher contract days. All staff members are expected to participate and be engaged. Other in-services will be planned at the building level.

Evaluation of Teachers
The Scottsbluff Board of Education believes that the primary purpose of teacher education is to constantly improve the quality of education being offered to pupils. The Board further believes that teacher evaluation is a necessary and vital part of our total school operation and that staff development, professional improvement, and the maximizing of staff strengths is an integral part of the evaluation process.

Effective evaluation is aimed at raising teacher performance in the Scottsbluff Public Schools which requires teacher/administrator involvement, cooperation and agreement in setting of goals. Education must be constructive and pupil-oriented. Procedures may be jointly developed by teachers and administrators for recommended action by the Board of Education.

Advancement on Salary Schedule (Board Policy 4114)
The Superintendent may recommend no increase, or appropriate step increases, for certified staff retained by the District. Increase or movement on the scale will be determined by the Negotiated Agreement with the Scottsbluff Education Association. Steps and years are not to be considered the same.

All graduate credits received beyond the BA/BS degree that are to be applied towards advancement on the District salary schedule must be approved by the Superintendent or his designee. These hours must be credit earned subsequent to the granting of the BA/BS degree and must be graduate hours or hours in the education field.

Hours for credit at the Masters +9, +18, +27, +36, and +45 must be approved graduate hours.

All credit courses must be submitted on a 'Credit Approval Form' and evidence (official transcripts) of college hours of credit must be submitted to the Office of the Superintendent for verification for accurate record of employee status.

"CREDIT APPROVAL FORM" is to be used for proper approval.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the Board regarding salary schedule advancement of such employees shall be followed.

Certificated Employee Continued Education Credit (Board Policy 4115)

Continued education on the part of certificated employees may entitle them to advancement on the salary schedule or endorsement in additional subjects. Certificated employees who have completed additional hours will be considered for advancement on the salary schedule. The Board shall determine which certificated employees will advance on the salary schedule for continued education keeping in mind the financial condition of the District, the education and experience of the certificated employee, the educational philosophy of the District, and any other items deemed relevant by the Board.

Certificated employees who wish to obtain additional education for advancement on the salary schedule or other job-related purposes must submit a credit approval form for approval by the Superintendent by June 1 preceding the actual year when advancement or addition of endorsements occurs. Employees requesting mid-year salary placements must submit a credit approval form for approval and have their grade card(s)/transcript(s) turned into the Administration Office on or before the last Friday of a given month for pay changes to occur in the following months' payroll. The Superintendent has the discretion to approve credit outside the employee's area of endorsement or responsibility.

The requirements stated in the Negotiated Contract between certificated employees in a certified collective bargaining unit and the Board regarding continued education credit of such employees shall be followed.

Credit Approval Form is to be used for proper approval.

Professional Growth Requirements – Certificated Employees (Board Policy 4140)

State Requirement: Permanent certificated employee; evidence of professional growth required.
Every six years permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth or, in the alternative, such other activities as are approved by the school Board, which may include, but are not limited to, educational travel, professional publications, or work on educational committees.

District Requirement. Each certificated staff must log ten professional development points each school year that have been preapproved by the staff member's supervisor. The completed form must be submitted to the Building Administrator by March 1. The professional growth period will be from June 1 to May 31.

Standards of Performance (Board Policy 4190)

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards. Reference: NDE Rule 27

Teacher Certification

It is the staff member's responsibility to maintain their current certification.

Nebraska Revised Statute § 79-504

"Teacher's or administrator's certificate; registration required; failure; effect;

(1) Each teacher or administrator shall register his or her certificate with the public, private, denominational, or parochial school in which the teacher or administrator is employed. The Superintendent or administrator of the school shall endorse upon the certificate that it has been registered and the date of registration. Such registration shall be without fee. No employment of a teacher or administrator shall be valid until the certificate is so registered. On or before September 15 of each year, the public, private, denominational, and parochial schools shall file with the State Department of Education a fall personnel report which shall specify the names of all individuals employed by the school who are required by law to hold a certificate and such other information as the Commissioner of Education directs. The Superintendent or administrator of the school shall transmit within ten days to the State Department of Education the name of the teacher or administrator to be employed, together with the position to which employed, if the teacher or administrator is employed after the submission of the fall personnel report. The Commissioner of Education shall certify to the school the name of any teacher or administrator who has not been issued a certificate or given evidence of application to the State Department of Education and qualification for a certificate or permit. The teacher or administrator shall not be reimbursed for any services to the school after the date of receipt of notification by the school.

(2) The Commissioner of Education shall notify the county treasurer to withhold all school money belonging to any district employing an uncertificated teacher or administrator until the teacher or administrator has obtained a certificate or has been dismissed by the board employing such teacher or administrator. The county treasurer shall withhold such money."

Concurrent Enrollment/Dual Credit Tuition Reimbursement Program

This Tuition Reimbursement Program (TRP) will provide an incentive for teachers seeking further graduate level course credits that will allow them to teach classes for which Scottsbluff Public School District (SBPS) students receive both high school and college credit by reimbursing them for a portion of their educational costs. Distribution of funds will be given to teachers who are taking graduate courses to be qualified to teach specific "Concurrent Enrollment/Dual Credit" program courses currently taught at the high school for which students can receive both high school and college credits (required career academy courses, language arts, social sciences, math, foreign language and science) and then to those who become qualified to teach other "dual enrollment" courses. A teacher may not apply for tuition reimbursement for course work taken or Master's Degree received or earned prior to the adoption of this TRP. A teacher electing to participate in the tuition reimbursement program must complete and agree to the Tuition Reimbursement Application and Agreement, Exhibit "1", Request for Reimbursement Agreement, Exhibit "2", and attendant Promissory Note, Exhibit "3." Each teacher must also agree to accomplish the following:

1. Work towards completion of a Master's degree, eighteen (18) graduate credits toward attaining a Master's Degree in a content area, or graduate level courses that will allow the teacher to teach classes for which students can receive both high school and college credits;
2. Submit transcripts and receipts and understand that the teacher will be reimbursed for the tuition after such documents have been submitted.
3. Prior to receipt of reimbursement, to execute a Promissory Note Agreement and Promissory Note in the forms attached hereto as Exhibit "3", with each Promissory Note being dated even with the receipt of reimbursement under the terms set forth on Exhibit "3".
4. Satisfactorily teach all Concurrent Enrollment/Dual Credit program course(s) as assigned for not less than three (3) consecutive school years.

Special Education Tuition Reimbursement Program

This Tuition Reimbursement Program (TRP) will provide an incentive for teachers seeking further graduate level course credits that will allow them to teach special education by reimbursing them for a portion of their educational costs. Distribution of funds will be given to teachers who are taking graduate courses to be qualified to become certified in Special Education. A teacher may not apply for tuition reimbursement for course work taken or Master's Degree received or earned prior to the adoption of this TRP. A teacher electing to participate in the tuition reimbursement program must complete and agree to the Tuition Reimbursement Application and Agreement, Exhibit "1", Request for Reimbursement Agreement, Exhibit "2", and attendant Promissory Note, Exhibit "3." Each teacher must also agree to accomplish the following:

1. Work towards completion of a Master's degree in special education.

2. Submit transcripts and receipts and understand that the teacher will be reimbursed for the tuition after such documents have been submitted.
3. Prior to receipt of reimbursement, to execute a Promissory Note Agreement and Promissory Note in the forms attached hereto as Exhibit “3”, with each Promissory Note being dated even with the receipt of reimbursement under the terms set forth on Exhibit “3”.
4. Satisfactorily teach all special education course(s) as assigned for not less than three (3) consecutive school years.

School Based Mental Health Grant Tuition Reimbursement Program

Licensed Mental Health Practitioners. This Tuition Reimbursement Program (TRP) through the School Based Mental Health Grant (SBMHG) will provide an incentive for teachers or employees seeking further graduate level course credits that will allow them to serve as Licensed Mental Health Practitioners (LMHP) for the Scottsbluff Public School District (SBPS) by reimbursing them for a portion of their educational costs. Distribution of funds will be given to individuals who are taking graduate courses to meet the academic requirements necessary to obtain mental health licensure in Nebraska. A teacher or employee may not apply for tuition reimbursement for course work taken or for a Master’s Degree received or earned prior to the adoption of this TRP. This TRP is currently limited to 2 individuals.

Each teacher or employee selected for this TRP must agree to accomplish the following:

1. Work towards completion of a Master’s degree in Clinical Mental Health Counseling;
2. Complete the School Based Mental Health Grant Tuition Reimbursement Program application including all necessary components of the application;
3. Submit transcripts and receipts and understand they will be reimbursed for the tuition after such documents have been submitted;
4. Prior to receipt of reimbursement, execute a Promissory Note Agreement and Promissory Note in the forms attached hereto as Exhibit “3”;
5. Successfully pass the National Counselor Examination (NCE) and obtain full mental health licensure in Nebraska;
6. Satisfactorily work as an LMHP in the District for not less than three (3) consecutive school years.

Licensed Alcohol and Drug Counselors. This Tuition Reimbursement Program (TRP) through the School Based Mental Health Grant (SBMHG) will provide an incentive for teachers or employees seeking further graduate level course credits that will allow them to serve as Licensed Alcohol and Drug counselors (LADC) for the Scottsbluff Public School District (SBPS) by reimbursing them for a portion of their educational costs. Distribution of funds will be given to individuals who are taking graduate courses to meet the academic requirements necessary to obtain mental health licensure and certification to serve as licensed alcohol and drug counselors in Nebraska. A teacher or employee may not apply for tuition reimbursement for course work taken or for a Master’s Degree received or earned prior to the adoption of this TRP. This TRP is currently limited to 4 individuals.

Each teacher or employee selected for this TRP must agree to accomplish the following:

1. Work towards completion of a Master’s degree in Clinical Mental Health Counseling with graduate coursework leading to licensure as a LADC in Nebraska;
2. Complete the School Based Mental Health Grant Tuition Reimbursement Program application including all necessary components of the application;
3. Submit transcripts and receipts and understand they will be reimbursed for the tuition after such documents have been submitted;

4. Prior to receipt of reimbursement, execute a Promissory Note Agreement and Promissory Note in the forms attached hereto as Exhibit “3”;
5. Successfully pass the Alcohol and Drug Counselor (ADC) examination and obtain full licensure in Nebraska;
6. Satisfactorily remain employed in the District for not less than three (3) consecutive school years.

Behavioral Health Education Center of Nebraska Tuition Reimbursement Program

This Tuition Reimbursement Program (TRP) through the Behavioral Health Education Center of Nebraska Grant (BHCEN) will provide an incentive for employees seeking further graduate level course credits that will allow them to serve as Licensed Mental Health Practitioners (LMHP), Licensed Alcohol and Drug counselors (LADC), or Social Workers (MSW) for the Scottsbluff Public School District (SBPS) by reimbursing them for a portion of their educational costs. Distribution of funds will be given to individuals who are taking the appropriate graduate coursework necessary to obtain full licensure in Nebraska. Employees may not apply for tuition reimbursement for course work taken for a degree or for certification received or earned prior to the adoption of this TRP.

Each employee selected for this TRP must agree to accomplish the following:

1. Work towards completion of a Master’s degree in Clinical Mental Health Counseling with graduate level coursework leading to licensure as an LMHP or LADC in Nebraska, or work towards the completion of a Master of Social Work program;
2. Complete the Behavioral Health Center of Nebraska Tuition Reimbursement Program application including all necessary components of the application;
3. Submit transcripts and receipts and understand they will be reimbursed for the tuition after such documents have been submitted;
4. Prior to receipt of reimbursement, execute a Promissory Note Agreement and Promissory Note;
5. Successfully pass required national and state examinations and obtain full licensure in Nebraska;
6. Satisfactorily remain employed in the District for not less than three (3) consecutive school years.

EL Endorsement Tuition Reimbursement Program

This Tuition Reimbursement Program (TRP) will provide an incentive for teachers seeking further graduate level course credits that will allow them to obtain an EL endorsement by reimbursing them for a portion of their educational costs. Distribution of funds will be given to teachers who are taking graduate courses to be qualified for an EL endorsement. A teacher may not apply for tuition reimbursement for course work taken towards an EL endorsement prior to the adoption of this TRP.
A teacher electing to participate in the tuition reimbursement program must complete and agree to the Tuition Reimbursement Application and Agreement, Exhibit “1”, Request for Reimbursement Agreement, Exhibit “2”, and attendant Promissory Note, Exhibit “3.”

Each teacher must also agree to accomplish the following:

1. Work towards completion of an EL endorsement
2. Submit transcripts and receipts and understand that the teacher will be reimbursed for the tuition after such documents have been submitted.
3. Prior to receipt of reimbursement, to execute a Promissory Note Agreement and Promissory Note in the forms attached hereto as Exhibit “3”, with each Promissory Note being dated even with the receipt of reimbursement under the terms set forth on Exhibit “3”.
4. Satisfactorily teach all EL course(s) as assigned for not less than three (3) consecutive school years.
5. Up to two (2) people may enter into the program each school year with priority given to those currently in an EL position.

College Credit Program

This College Credit Program (CCP) will provide an incentive to all staff (certified, classified & admin) seeking further education. Distribution of funds will be given on a first come first served basis and will not open for application until August 5, 2024. A teacher is not eligible to participate in the CCP if they fall within the parameters of 3.1 within the negotiated agreement. A staff member electing to participate in the tuition reimbursement program must complete and agree to the Credit Approval Form or Classified Professional Development Request Form as applicable, Tuition Reimbursement Application and Agreement, Exhibit "1", and Request for Reimbursement Agreement and Exhibit "2".

Each staff member must also agree to accomplish the following:

1. Course must align with Board Policy 4114 Advancement on Salary Schedule for teachers and administrators.
2. Submit transcripts and receipts and understand that the teacher will be reimbursed for the tuition after such documents have been submitted.
3. Tuition reimbursement is limited to a maximum of three credit hours per individual at up to the University of Nebraska-Lincoln (UNL) rate for an online education field graduate level course (only actual tuition expenses incurred will be paid).
4. Course work for this program can be completed through any accredited post secondary institution so long as the Credit Approval Form has been approved by the Executive Director of Curriculum and Instruction or the Classified Professional Development Request Form has been approved by the appropriate Principal/Supervisor.
5. Course work for this program must be completed between August 5, 2024 to August 1, 2025, with transcripts and receipts due by August 15, 2025.
6. Program is limited to $25,000.

Teacher Assignment

The Superintendent is authorized to transfer staff whenever it appears that the best interests of the school will be served.

Request for Change of Building Assignment

There may be times when a teacher may have reasons for desiring a change in assignment. The matter should first be discussed with the principals involved, after which a letter should be written to both building principals, with a copy to the Superintendent, stating the reason for the request.

Reporting Leaves

Teachers are responsible to report all of their leaves on SmartFind Express. Leave may be submitted in 1/8th increments. Leave balances can be found in Employee Access. Request leave as far in advance as possible.

Care of School Property

Teachers are responsible for proper use of all school property. Students should be taught to respect school property and buildings. All acts of vandalism should be reported to the principal or designee of the building as soon as possible.

Use of Telephone

Teachers should not use the telephone during a class period unless the call is an emergency. No personal long distance phone calls or use of cell phones are allowed on any school phone during instructional time.

Checking and Reading of Email, Websites and Newsletters

1. The Scottsbluff Public School District will provide an email account to each full time employee of the District. This account (sbps.net) may be used to access a variety of services. Employees are responsible for using the account throughout their employment.
2. Employees must read email sent to this account on a daily basis (beginning and end of the day are recommended). Staff members throughout the District rely upon email to carry important information - effective collaboration requires effective communication.

3. Employees are also expected to regularly read the District and school webpage and newsletters and are responsible for all information they contain.

Supervisory Responsibilities

Teachers will be expected to assume a fair share of other responsibilities such as hall and outside duties, extra-curricular events, according to the needs of the school, as directed by one's immediate supervisor.

Payroll Dates for the 2024-2025 School Year

- September 20, 2024
- October 21, 2024
- November 21, 2024
- December 20, 2024
- January 21, 2025
- February 21, 2025
- March 21, 2025
- April 21, 2025
- May 21, 2025
- June 20, 2025
- July 21, 2025
- August 21, 2025

For the 2024-25 school year, teachers will be employed for one-hundred and eighty nine (189) days.

Medical/Dental Insurance

All certificated employees employed under the Scottsbluff Education Association 2024-2025 Negotiated Agreement shall receive a 50% reduction of the cost of the month premium ($424.16) for an 'Employee' level health/dental plan for each month the employee is employed by the District and continues to be enrolled in the Blue Cross/Blue Shield EHA Group Health & Dental Insurance Plan. Dual deductibles are offered - $1050 Deductible or $2500 Deductible.

Health Coverage	**Employee**	**Ee & Child(ren)**	**Ee & Spouse**	**Ee, Spouse & Children**
$1050 Deductible	$ 818.18	$ 1,513.66	$ 1,718.19	$ 2,307.10
$2500 Deductible	$ 690.31	$ 1,277.12	$ 1,449.69	$ 1,946.55
Dental Coverage				
PPO=100% A, 75% B, & 50% C	$ 30.13	$ 55.70	$ 63.23	$ 84.95
Employee's Actual Cost w/60% District Contribution				
$1050 Deductible	$ 424.15	$ 1,145.20	$ 1,357.26	$ 1,967.89
$2500 Deductible	$ 296.28	$ 908.66	$ 1,088.76	$ 1,607.34

Vision Insurance

Vision Insurance is offered to all employees who work more than .5 FTE.

Vision – VSP Insurance Premiums	
Employee	$ 9.22/month
Employee + Spouse	$ 18.48/month
Employee + Child(ren)	$ 19.75/month
Family	$ 31.60/month

SECTION 17 - MISCELLANEOUS

Use of Buildings
The philosophy regarding the use of school buildings is that all school properties should be made available to aid in the promotion of the best school program. The principal is responsible for building use and should work out appropriate schedules with activity sponsors, ML Scheduler, and security.

Activities Calendar
When planning or scheduling an activity of any kind, first check the calendar to guard against conflict. The building principal should request to place the event on the Activities Calendar maintained by the Athletic Director. These dates will usually be protected on a 'first-come' basis. Allow ample time for scheduling and keep the building principal informed of the schedule. Practices must not be scheduled on Sunday. All weekday practices should be over by 10:00 p.m. Each building administrator is responsible for his/her own calendar and this information is to be forwarded to the Athletic Director for the school calendar.

Soliciting of Funds
Teachers' solicitation of funds from students on behalf of any outside agency or group must be approved by the building principal.

Fundraisers go through the Principals. The District has created a form, found on Employee Access, Resources, Board Policy Forms, 1000 - "Community Relations", and called "1300 Approval Form - Fundraising", to collect information regarding any and all SBPS fundraisers (including concessions for fundraising purposes). The purpose of this is to help activities thrive and minimize as much as possible the amount of time students and staff spend asking for money as well as the resultant demand we place on the community. Fundraiser requests will be reviewed periodically and questions or concerns will be brought back to the respective building. Upon completion of the fundraiser, the "1300 Completion Form - Fundraising" must be submitted.

Contests
Teachers may enroll students in contests sponsored by organizations other than the school only with the approval of the building principal.

Special Activities
Please clear all special activities and use of rooms also used by others, etc., through the building principal.

SECTION 18 - SPECIAL SERVICES

Mandatory Reporting - Child Abuse/Neglect
School employees who have reasonable cause to suspect a child is a victim of abuse or neglect, or who observe conditions which reasonably would result in abuse or neglect, shall report such incidents or cause a report of neglect or abuse to be made to the proper authorities. The reporting employee, after informing the principal, shall make an oral report to the proper authorities by telephone. Following the oral report, a written report shall be given to the principal. The principal should then notify the Superintendent and/or designee of all reports and follow-up with a written report and provide a copy to the Superintendent's office. The report will include all information required by law.

Any person making such a report as required by law will be immune from any civil or criminal liability, except for in the case of making maliciously false statements. Failure to make such a required report, or knowingly releasing confidential information other than as permitted by law will result in a Class III misdemeanor. It is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. The Department of Health and Human Services is responsible for investigating the incident of alleged abuse.

Restraint/Seclusion (Board Policy 5421)

Physical restraint or seclusion should not be used except in situations where the child's behavior poses imminent danger of serious physical harm to self or others and restraint and seclusion should be avoided to the greatest extent possible without endangering the safety of students and staff. Staff should never use mechanical restraints to restrict a child's freedom of movement. Nonviolent Crisis Intervention training is offered as a preventative measure that emphasizes early intervention and nonphysical methods for preventing or managing disruptive behavior. Staff are expected to follow the District policies at any time when restraint or seclusion is necessary to prevent serious physical harm of the student or others.

According to Board Policy 5421, except in the case of an emergency, only school personnel who have received systematic training in the use of restraint and seclusion in accordance with the District's policy will implement physical restraint or seclusion with a student. In an emergency, a district employee may use physical restraint or seclusion as necessary to maintain order or to prevent a student from causing physical harm to self, other students, and school staff or property. School personnel will continuously monitor a student's status during any physical restraint or seclusion. An incident report must be completed as soon as possible and no later than by the end of the school day and submitted to the principal or designee. When a principal or designee has personal or actual knowledge of any of the events listed above, he or she shall attempt to promptly notify the student's parent or guardian and shall provide the name of the school employee whom the parent or guardian may contact regarding the incident. Parents must receive a written notification as well within 24 hours of the incident.

School Health Services

Registered Nurses are scheduled into district buildings throughout the school day including during the noon hour. If a nurse is needed, they may be reached at the extensions listed in the District Directory. In addition to the Registered Nurse, Four (4) Health Service Aides assist in supporting the health needs of students.

Procedures for Sick or Injured Students

The school nurses develop and maintain a regular schedule of services to all schools and will deviate from the established schedule without hesitation whenever the need arises.

School personnel who are supervising students who are injured or who becomes ill will be responsible for getting the proper care of the student. Office personnel can assist in obtaining the proper care. At no time are supervising personnel to leave an assigned duty station, whether it be classroom, gym, playground, etc. The intercom or a messenger service should be utilized to request assistance from the office.

It is essential that in the event of an injury or illness that may be serious, the school nurse should be contacted for assistance. Parents will also be informed of the situation, if possible. If parents cannot be reached, other individuals named on the emergency information card will be contacted. The parents have a responsibility to keep emergency cards up-to-date.

If it is perceived that a student is in an emergency medical situation, an ambulance will be summoned to the scene whether the school nurse has arrived or not. The parents will be notified as quickly as possible, if such an event occurs.

It is assumed that when the student's physical welfare is at risk, that extra precaution and care will be utilized. School accident reports should be completed as soon as possible and forwarded to the Chief Financial Officer at the District Office.

Methods of Informing Teachers of Health Concerns

All teachers must be aware of student health plans. Teachers are expected to review the student health condition tab on Infinite Campus at the beginning of the school year. The Registered Nurse will share information regarding any significant health conditions and/or health plans with pertinent staff members at the beginning of the school year and thereafter as needs are identified. As the emergency health cards are returned from the parent or guardian, school health staff will review and update the Infinite Campus health condition tab.

Individualized Education Programs (IEPs) and Accommodations

Accommodations are alterations to practices, procedures, or assessment that mitigate the barrier of disability and provide students with disabilities with equal access to learning and assessments.

Accommodations are intended to reduce or even eliminate the effects of a student's disability; they do not reduce learning expectations. The accommodations provided to a student must be the same for classroom instruction, classroom assessments, and district and state assessments.

Determining appropriate accommodations means following good IEP practices. That is, the IEP should be developed in a logical order beginning with the present level of academic achievement and functional performance. The student's present level of performance describes how the child's disability affects the child's involvement and progress in the general education curriculum. Next, annual goals are developed considering the student's present level of performance and the skills needed to access the general education curriculum. Finally, service delivery or what services are necessary to address the annual goals are considered.

Accommodations or modifications that appear in IEPs are part of an agreed upon program that must be implemented. It is the case manager's responsibility to make sure that all school staff that interact with the student are informed, but ultimately it is each staff member's responsibility to implement the IEP. IEP summaries are uploaded to Infinite Campus and staff are expected to review the summaries. Once the summaries are reviewed, staff sign an assurance form indicating they have read the summaries and understand how to implement the IEP. Staff may review the full IEP by contacting the case manager. All staff must comply with a student's IEP. The IEP process is the venue for addressing any concerns including those that staff may have related to the accommodations. However, all parties shall implement accommodation/modifications in the IEP unless changes are made to the IEP. School Administrators will meet with any staff who are informed of the accommodations or modifications but do not implement them to determine how they can be supported to do so.

504 Information

Section 504 of the Rehabilitation Act is a federal anti-discrimination law that prohibits school districts from discriminating against students with disabilities. A student may be identified with a disability under Section 504 if the student has a physical or mental impairment that substantially limits one or more major life activities including but not limited to learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks. The District has specific responsibilities under the Section 504, including the responsibility to identify, evaluate and if the student is determined to be eligible under Section 504, to afford educational opportunities and benefits equal to those provided to nondisabled students. As with an IEP, the schools and staff are required to implement the plan as written.

SECTION 19 - BUSINESS SERVICES

Requisitions

All requisitions for service and/or materials must be approved by the building principal. When submitting requests for purchase orders all individuals or buildings are required to supply the complete catalog number, description, cost, and company address of items to be purchased. Requisition/purchase order should be submitted and approved on the iVisions portal. The warehouse should always be checked first for office supplies.

Custodial/Maintenance Facilities - SchoolDude.com (www.myschoolbuilding.com)

The District uses a web-based work order request system. All Staff have the ability to submit a work order request. Maintenance/Custodial requests will be routed through that school's principal for approval and then to the Director of Facilities. This system is able to track the submitted work orders on-line and remain up to date on the status of its completion.

Information Technology - IncidentIQ (sbps.incidentiq.com)

The District uses a web-based work order request system. All Staff have the ability to submit a work order request. IT requests will be routed to the appropriate supervisor and then to the Director of Information Technology. The system is able to track the submitted work orders on-line and remain up to date on the status of its completion.

Request for Bus Transportation (First Student)

All requests for bus transportation including field trips, and extra-curricular trips, must be submitted via "Trip Direct" through School Dude. These requests are automatically routed to the building principal for approval and forwarded to First Student for approval and scheduling. Email notifications will be system generated by School Dude throughout the approval process. Bus requests must be submitted and received ten (10) days prior to the requested trip.

Request for District Vehicle (Car/Van/Excursion)

All requests for car/van/excursions must be submitted via "Trip Direct" through School Dude. These requests are automatically routed to the building principal for approval and forwarded on to the District Office for approval and scheduling. All transportation requests must be submitted at least five (5) working days prior to the scheduled date, please plan accordingly. District vehicles must be used when traveling to an out-of-town conference / workshop / seminar / meeting. Mileage will be reimbursed only when a district vehicle is not available. Before traveling, a current driver's license copy must be filed in the District Office.

Standard for Pupil Transportation Vehicle Drivers. Each person who is required to have a permit to operate a pupil transportation vehicle for this district shall meet all requirements to hold and continue to hold a pupil transportation operator's permit. One of the requirements for obtaining such a permit is that the person has a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 3 years;
3. Reckless driving or willful reckless, within the immediate 3 years; or,
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior four years. In the event the person has accumulated 3, 4, or 5 points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent of Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

In addition, pupil transportation drivers must meet additional requirements prior to transporting students. The District Office should be contacted prior to transporting students to ensure all requirements are met.

Standard for Drivers of Other School Vehicles. Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 3 years;

3. Reckless driving or willful reckless, within the immediate prior 3 years; or,
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior four years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Texting while driving a district vehicle – particularly when students are in the vehicle – can result in loss of not only one's coaching position, but also jeopardize one's teaching position.

Transporting of Students by Employees

Generally, transportation of students shall be in a motor vehicle owned by the District and driven by an employee. Transportation of students in employee vehicles should occur only in rare or emergency situations and by prior approval of the employee's supervisor.

Travel/Reimbursement

The Board will reimburse employees for normal expenses for hotel, food, registration and transportation costs incurred while attending an authorized conference or other activities whose purpose is related to the instructional or operational improvement of the District. Your building administrator or supervisor must approve arrangements for attendance in advance, in writing. Scottsbluff Public Schools will supply a district traveler with a "P-Card" which is a credit card that is specifically assigned to an employee. The P-Card is activated prior to the necessary travel dates after obtaining an approval from their Administrator via the "Expense Purchase Card and Allocation Request" form. Direct bill method is preferred for hotel/meal expenses; when this is not available, the P-Card should be used.

Specific guidelines for travel reimbursement are as follows:

1. Each building administrator or supervisor may allow travel expenses for personnel under their direct supervision at a cost up to the limitations of their building budget.
2. Complete the appropriate "'Expense Purchase Card and Allocation Request for Travel" Form.
3. District vehicles are available for travel. A Fleet Credit Card will be allocated to each vehicle for the purchase of gasoline. If airline transportation is used, the most economical fare available will be allowed.
4. The P-Card must be returned, with the accompanying "Actual Expense Account" reimbursement form, within two (2) business days following the return from travel directly to the administration building (do not use interoffice mail). The reimbursement will not exceed established per diem rates.
5. Lodging at actual costs. Lodging should be arranged for direct billing whenever possible. Receipts are required.
6. Registrations and other fees may be allowed. Receipts are required.
7. Other expenses may be allowed at actual costs. Receipts are required.
8. The reasonable and customary cost for meals is based on the US GSA (General Services Administration) – M&IE (Meals & Incidental Expenses). You can locate the federal per diem rates @ http://www.gsa.gov/portal/category. Please keep in mind that you are traveling on behalf of Scottsbluff Public Schools and you are using taxpayer dollars.

Itemized Receipts

To comply with IRS guidelines and stricter audit requirements, increased focus is being placed on employee reimbursements. Therefore, any "Reimbursement Request" must be filled out including the name of meeting/conference, date of conference, and listing all attendees and expenses, regardless of what method was used to pay (cash or credit card). If the reimbursement is for supplies, a requisition must be completed and signed by an administrator. All reimbursements must be signed by the supervisor and/or administrator and coded

appropriately. All receipts must be detailed and itemized per Board policy, and cannot include alcohol. Credit card receipts are not accepted.

To manage travel expenses and maintain real-time reporting and record integrity, receipts must be submitted within five (5) days of when the expense incurred**.** Expenses not documented within 14 days will not be reimbursed and when a district credit card is used, the expense will be charged back to the employee. The District credit cards (P cards) are required for all possible expenses. Requests for “P” cards should be made two (2) weeks prior to departure date. Only in situations where the credit card is not accepted is cash to be used. Cash expenses must be documented with receipts, following the same policies as outlined.

Supplies

School supplies have been placed in each building. Each building principal will issue the supplies under the building plan. If additional or special supplies are needed, present a requisition to the building principal for approval. Work with the building secretary to maximize usage of warehouse items so the District can take advantage of bulk pricing opportunities.

School Inventories

Each year an audit is completed of the inventory within our district. Each teacher is responsible for the inventory of all rooms under their immediate care. Movement of any asset from room to room, building to building or disposal must be reported on an asset form. Forms will be distributed from the principal's office. Disposal of any asset must have Superintendent approval and the sale of any asset must have Board approval. Teachers are encouraged to work with their building principals.

SCOTTSBLUFF PUBLIC SCHOOLS
EVERY CHILD, EVERY DAY

Substitute Handbook Updates for 2025-2026

- Year updated from 2024-2025 to 2025-2026 throughout the document
- Page 2 - Removal of “Our Mission” since it states above, “SBPS Mission Statement”
- Page 4 - Added language that in the event an employee is a permanent employee with SBPS, they will be paid an hourly rate instead of a half or full day rate
- Page 5 - Updated language under Tobacco Free Workplace to reflect exact language from Board Policy
- Page 6 - Updated the definition of Harassment to reflect what is in Board Policy 4003
- Page 9 - Addition to substitute pay table of permanent employees being paid an hourly rate of $20/hour
- Page 10 - Addition of the word “Executive” in front of Director of Student Services
- Page 11 - Change language that our MSDS information can be found on our staff intranet side instead of the previous staff secure site
- Page 12 - Update phone number in the event a job needs to be canceled with less than an hour's notice
- Page 16-17 - Updated addresses for Bear Cub Preschool, ReConnect, and District Office, updated administration information for Westmoor and Scottsbluff High School, and removal of language for District Office summer hours.
- Page 17 - Updated requirements under certification for the local substitute certificate
    - Minimum of 48 hours instead of 60
    - Removal of language that one professional education course dealing with the education of children
- Page 18 - Update language to reflect changes to Board Policy 5401
- Page 18 - Update address to reflect the District Office’s new location

2025 - 2026

SUBSTITUTE TEACHER HANDBOOK



SCOTTSBLUFF
PUBLIC SCHOOLS
EVERY CHILD , EVERY DAY

Dear Scottsbluff Public Schools Employees:

Welcome back for the 2025-2026 school year! We are very pleased to present you with the Scottsbluff Public Schools' Substitute Employee Handbook. This handbook is designed to let all of us know about the policies and procedures of our school district.

As a Scottsbluff Public School Substitute Teacher, you are part of a vital component of our educational organization. It is through the collective efforts of all employees that we make a substantial difference in the lives of our students. For your efforts in the 2025-2026 school year, we thank you in advance.

We are very happy and very proud to be a part of the Scottsbluff Public Schools. We are honored to be a part of the team that will make a difference for our students. We hope this year is filled with great things for you and for Scottsbluff Public Schools.

SBPS MISSION STATEMENT

"Every Child, Every Day!"

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SECTION 1 - INTRODUCTION

Purpose and Overview of the Substitute Teacher Handbook

The purpose of this handbook is to assist in understanding your duties and responsibilities as a substitute teacher with Scottsbluff Public Schools (SBPS).

This handbook is divided into six sections:

1. **Introduction** contains the purpose and overview of the Substitute Teacher Handbook and the role of the substitute teacher in the educational process.
2. **Responsibilities of a Substitute Teacher** contains a list of expectations, general guidelines, responsibilities, classroom management tips and tips on organization.
3. **General Substitute Teacher Information** contains requirements for substitute teaching, payroll information, terms of employment and frequently asked questions.
4. **Safety in Schools** contains information on the safety of students and personnel.
5. **SmartFind Express** contains an overview and quick reference information for this automated system.
6. **SBPS Resources** contains tools and links which are helpful in navigating the Scottsbluff Public Schools System.

Substitute Teacher Overview

The Scottsbluff Public School System considers substitute teachers to be an integral part of the educational program. As such, substitute teachers are expected to maintain a professional attitude toward their work and always keep in mind the school system's goals. Effective substitute teachers make a positive impact on students.

Substitute teachers are assigned on an as needed basis and are considered to be temporary employees. Substitute teachers receive no district contribution towards benefits and are assigned due to teacher absences or position vacancies. Payment for substitute teachers is based on a half (4.5 hours or less) or full day (over 4.5 hours) assignment and may be daily, or extended assignment. In the event you are a permanent employee (e.g. a paraprofessional) for SBPS and are substitute teaching, you will be paid an hourly rate.

Substitute teachers should, in most cases, be provided with lesson plans, schedules and seating charts. Additional information to assist the substitute teacher will be provided by school administrators, team leaders or the department chairperson.

Substitute teaching assignments may change based on the needs of the individual school. A substitute teacher may be asked to accept assignments outside his/her background or educational training. They may be asked to cover classes during a planning period. It is not expected that a substitute teacher will be able to teach new or unfamiliar material, but rather make every attempt to follow the lesson plan and manage student behavior in the most positive way possible.

SECTION 2 - RESPONSIBILITIES OF A SUBSTITUTE TEACHER

Substitute teachers must sign in at the school office when they arrive for their assignment. They must also present the job number assigned to them through the automated system (SmartFind Express). The school secretary can answer questions regarding sign-in procedures.

Substitute teachers are expected to do the following:

- Follow the lesson plan left by the teacher and ensure students complete all assigned tasks.
- Maintain a safe environment.
- Keep students under direct supervision at all times.
- Refrain from touching any student for any reason.
- Use appropriate language at all times.
- Use materials provided by the teacher or other school personnel.
- Avoid engaging in or encouraging discussions of inappropriate or non-school related topics.
- Become familiar with emergency procedures.
- Notify school administration of any unusual incidents which may have occurred during the school day.
- Leave information concerning the day's activities for the teacher.

- Check with the building administrator before leaving an assignment early at the end of the day.
- Refrain from the use of cell phones for making or receiving calls or texting while students are present (except in the case of an emergency).
- Refrain from the use of laptops and ear-pieces. Substitute teachers are not to share personal social networking sites such as email addresses, Facebook, Instagram, or TikTok pages etc. with students.
- Follow all school rules, district policies, and the directives and expectations of building administrators.

Standards of Professional Conduct

Our school community encompasses a wide variety of races, ethnicities, cultures, and religions. SBPS employees strive to treat every student and staff member with respect. School personnel perform on two equal levels: as professionals dealing with clients and as adult role models shaping young lives.

Professional Attire

It is the policy of the District that substitute teachers should project a professional/business to business casual like image unless subject matter (or the day's activities) requires otherwise. Good taste and common sense should be exercised by employees. Clean, professional, business to business-casual-like attire is the appropriate dress for employees.

Unacceptable Dress

- Clothing that is torn, worn, dirty or frayed;
- Blue jeans (with exceptions as approved by the administrator of the building);
- Clothing that reveals too much cleavage, chest, midriff or back;
- T-shirts (with exceptions as approved by the administrator of the building);
- Flip flops or thongs;
- Extreme short skirts;
- Sheer or see-through clothes;
- Shorts (with exceptions as approved by the administrator of the building);
    - Appropriate shorts may be worn during summer school
- Sweatpants or exercise pants; and/or,
- Clothing with potentially offensive words, logos, or graphics.

Tobacco Free Workplace (Board Policy 1120 - Tobacco Policy)

Scottsbluff Public Schools is tobacco free. The use of tobacco is prohibited on any real or personal property of the District, including but not limited to school vehicles and busses.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Drug Free Schools/Workplace (Board Policy 4009 - Drug Use)

Scottsbluff Public Schools has a vital interest in maintaining safe, healthful, and efficient working conditions for all of its employees. Being under the influence of a drug or alcohol on the job poses serious safety and health risks, not only to the user, but to all those who work with or otherwise come into contact with the user. The possession, use, or sale of an illegal drug or alcohol on the job also may pose unacceptable risks for safe, healthful, and efficient operations.

The Scottsbluff Public School's stance against alcohol and drug use in the workplace is not a "moral" issue; rather, it is an issue that affects our health, our safety, our families, and our pocketbooks. Studies show that drug and alcohol use in the workplace may be the single greatest factor responsible for industrial accidents and injuries, declining productivity, employee theft, and low employee morale.

The Drug-Free Workplace Act of 1988 requires federal contractors and recipients of federal grants to publish and implement a drug-free workplace program. In addition, the U.S. Department of Transportation and the Federal Highway Administration has issued regulations that require drug testing for truck drivers under circumstances not required for other employees.

Accordingly, it is the school's right, obligation, and intent to maintain a safe, healthful, and efficient working environment for all its employees and to protect Scottsbluff Public School's property, equipment, and operations from the risks associated with drug and alcohol use in the workplace.

"Reasonable Suspicion Testing" – Scottsbluff Public Schools will require current employees to submit to testing for controlled substances and/or alcohol when a school administrator believes it has "reasonable suspicion" to suspect a violation of this policy. While "reasonable suspicion" cannot be defined with precision, it certainly includes irrational or unusual behavior; reporting to work in an apparent unfit condition; and conduct of a similar nature.

Employees who are requested to undergo "reasonable suspicion" testing will be transported to Regional West Medical Center, Western Pathology Consulting, Inc., or other clinic or laboratory as set forth in Nebraska Revised Statute § 48-1903 by a SCHOOL representative. The employee will be required to sign a consent form authorizing the testing. Refusal to sign the form or submit to the drug test and/or alcohol test, as well as any attempt to invalidate or tamper with the test, will subject the employee to disciplinary action, up to and including discharge.

Confidentiality

Employees should not discuss school matters outside the job nor discuss confidential or personal information about students or staff. Requests from anyone, including fellow building staff members, for personal information about students should be referred to the principal. Refer to Board Policy 6600 - "Special Education."

Internet Safety and Acceptable Use Policy (Board Policy 6800 - Internet Safety Policy)

The Board supports the use of computers, technology, and the Internet in the District's instructional program as a resource to educate and inform. The use of these resources shall be consistent with the curriculum adopted by the District and shall be employed in an appropriate and responsible manner to meet the varied instructional needs, learning styles, abilities and developmental levels of students in accordance with the Internet Safety and Acceptable Use Policy.

Social, Collaborative, Interactive, and Responsive Technologies Policy

The District supports the use of technologies such as blogs, wikis, podcasts, and online photo management software for educational purposes and communicating with the community. These technologies are considered an extension of the classroom and are approved for use to convey information about district services; promote and raise awareness of the District; and communicate with employees, students, and community members. The District also acknowledges that employees may choose to utilize these technologies – such as Twitter and Facebook, on their own time. Refer to Board Policy 6800 - Internet Safety Policy.

Harassment by Employees (Board Policy 4003 - Anti-Discrimination, Anti-Harassment, and Anti-Retaliation)

Harassment of employees, students, volunteers, or visitors will not be tolerated in the School District. School district includes school district facilities, school district property, or property within the jurisdiction of the school district; while on school-owned or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the District. Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an education or work program or activity. . Harassment by Board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Attendance

Punctual and regular attendance is an essential responsibility of each substitute teacher. Tardiness or absence causes problems for students and administrators and disrupts the educational program. If you accept an assignment you are expected to show up on time. Consistent patterns of excessive cancellations, “no shows”, or tardiness may result in removal from the substitute system.

Classroom Management Tips

The following tips, if practiced routinely, may help eliminate classroom problems before they begin. Take control early and let students know that rules will be enforced. Explain how you intend to manage the classroom through the instructional period. Help students understand your intentions with a lesson. Making lessons interesting will help you keep students interested. Students are familiar with discipline plans left by their teacher; please try to follow them.

1. **Manage first impressions.** The first impression you give students will set the tone for the rest of the classroom. Arrive early to be sure you have time to read the day’s schedule, any plans the teacher may have left, and other rules and procedures you need to know. Time spent looking for that information later is an invitation for students to get out of control. When students arrive, greet them as they walk in the door. At the beginning of class, introduce yourself and communicate your expectations of classroom behavior.

2. **Enforce classroom rules.** Once you have laid out the rules and expectations, there is no excuse for misbehavior. Nip discipline problems in the bud by addressing them as soon as they happen.

3. **Proximity is a good strategy.** Moving around the room will keep all students involved in the lesson. Moving to students who are causing problems will sometimes get them to stop acting inappropriately.

4. **Relocate students who are disruptive.** This should be done if other requests to stop the undesired action have failed. Asking students to change seat locations may be disruptive and challenging.

5. **Private conferences are a good option for disruptive students.** Never degrade or intimidate students when discipling. Always stick to the rules. Remember, being fair and consistent is an important feature of working with students.

6. **Exercise self-control by always being in control.** As an adult in the classroom, the substitute teacher is expected to be the authority figure. Treat all students with respect. Avoid discussions that contain controversial topics, personal qualities, decisions, opinions, or judgements.

7. **Project a good attitude and a feeling of self-confidence.** If you have a cheerful, confident, enthusiastic feeling about substituting, you can provide a rewarding experience for yourself and the students involved.

8. **Be honest.** Don’t be afraid to admit to a student that you do not know the answer to a question, but say that you will try to find an answer for the student.

9. **Be positive.** Ensure that you start a class by being positive and convey that you will leave the students something of value. Positive interactions with students far outweigh negative interactions.

10. **Building good relationships.** Building a good student/teacher relationship will increase your ability to manage the classroom.

11. **Expect the unexpected.** Be ready for contingent action. Stay in control and be flexible.

Are You An Organized Substitute Teacher? Keeping track of assignments requires good organizational skills. Keep a personal calendar at home and when on an assignment. An administrator or teacher may want to book a certain date during your assignment, and having a calendar of future commitments will make it easy to give an accurate answer.

When reporting to each assignment, make sure to have completed any paperwork the school requires. When turning in paperwork, make sure your name is spelled correctly and that your employee number is correct.

Keeping a personal calendar is also critical for keeping track of the days worked and days paid. There can be a delay of days or weeks between the date of your assignment and receipt of payment. Taking the initiative to manage your assignments with a personal calendar will help make certain that you are paid correctly. The calendar on SmartFindExpress will also assist in keeping track of jobs.

Tips for Successful Substitute Teaching

- Arrive at school on time.
- Sign in at the front office. Be sure to record the job number.
- Ask for the school's Substitute Teacher Handbook (if available)
- Check for emergency procedures and become familiar with them.
- Find out how attendance is recorded and keep accurate attendance records.
- Follow the lesson plans and have students complete all tasks the teacher has assigned.
- Leave a note for the teacher at the end of the day to inform them of the day's activities.
- Leave the classroom in good order.

Benefits of Being a Substitute Teacher

- Gain classroom experience without all the nightly work and preparation
- Experience different schools and their environments
- Be better prepared for interviews by meeting administrators
- Teach and learn a variety of educational materials
- Get to know people – network in the school system
- Learn about possible vacancies
- Gain confidence in your ability to teach
- Practice classroom management techniques
- Flexible work schedule and assignment locations-your choice
- Satisfaction of being a part of a student's educational process

SECTION 3 - GENERAL SUBSTITUTE TEACHER INFORMATION

Work Assignments and Reporting Times

SmartFind Express begins calling substitutes at 6:00 a.m. during the week and continues until a substitute accepts the job. Evening calls begin at 6:00 p.m. and end at 9:00 p.m.

Substitute teachers should report 10 minutes before school starts and plan to stay 30 minutes after the school day or assignment ends. In case of an emergency need for a substitute during the school day, the substitute may be asked to report on short notice. We realize having to report on short notice is an inconvenience, but we do appreciate a substitute's willingness to accept such an assignment.

Substitutes whose endorsed area is the same as a class that needs a teacher will generally be called first. An attempt is made to give all substitutes an opportunity to work as often as possible; however, a teacher and principal requests for specific substitutes are honored.

When a teacher has scheduled an absence in advance for such things as personal leave, professional development and coaching duties, the available dates will be displayed in the SubFinder system where you will be able to take action on filling those positions. Jobs can be scheduled out 180 days from the scheduled leave.

Cancellation of Assignments

When a substitute teacher accepts an assignment they have made a commitment to the school. Assignments should only be canceled in case of an emergency. When an emergency arises the substitute teacher should cancel the job with the automated system as soon as possible. (See Quick Reference Card for cancellation procedures). The substitute teacher should also contact the school to inform them they have canceled the assignment. If a teacher must cancel an assigned job they will cancel the job in the system and direct the system to notify the substitute teacher of the cancellation. Once a job has been canceled by the teacher, the substitute teacher's availability will be reactivated with the automated system and they will be eligible to accept other assignments.

Inclement Weather

During inclement weather, substitute teachers should listen to local media stations or check the www.sbps.net for delayed openings, early dismissal, or closings. When schools are delayed, substitute teachers should

adjust the reporting time and arrive 30 minutes prior to the opening of schools. If a substitute teacher is unable to report they must follow cancellation procedures and notify the school. Substitute teachers scheduled to work a half day assignment on the day of a delayed opening must call the school to confirm that a substitute teacher is still needed. Substitute teachers scheduled to work for a full day will receive a full day's pay if there is a delayed opening or early dismissal. When schools are closed all substitute teacher assignments will automatically be canceled by the system. Substitute teachers are not paid for assignments when schools are closed due to weather emergencies.

Payroll

Substitute teachers are paid on the 21st of each month for all dates worked during the previous month. If the 21st falls on a weekend or holiday, payday is the last working day before the 21st. Pay will be directly deposited to the substitute teacher's bank account or pay card. Substitute teachers are responsible for notifying the Human Resources Department of name/address/phone number changes. Name changes must be accompanied by a copy of an updated social security card with the new name. Employee Access is a web based application program used to view and print payroll stubs, and view your tax status. You can access Employee Access by logging into a computer with web access to https://scottsbluffpsne.tylerportico.com/tesp/employee-selfservice. You will then click on the "My Pay" tab in the menu bar and then "Pay & tax information". The system will default to the most recent pay stub. You can review historical data at your convenience 24x7.

If you have questions regarding your payroll for any given month, please check with the building secretaries to make sure they have submitted the proper number of days for you in each building.

Full day jobs are anything over 4.5 hours; a half day is 4.5 hours or less. The Substitute Pay Scale is established by our Board of Education as follows:

SUBSTITUTE TEACHERS

As per Board Policy 4133 - Substitute Teachers, the daily rate of pay for substitute teachers is to be determined by the Board of Education. The rate of pay will be as follows:

Days of Teaching	Daily Rate
1-45	$150
46-74	$160
75 +	$180
SBPS Certificated Staff Contracted 4 years + or 20+ years of teaching and/or administrative experience to be verified	$180
Everyday Substitute	$195
SBPS Permanent Employee (e.g., paraprofessional)	$20/Hour

Beginning the sixteenth (16th) consecutive day in the same classroom, the rate of pay will be 1/189 of the beginning teacher base salary.

Each substitute teacher must hold proper Nebraska certification.

If not an SBPS employee, it is the responsibility of the substitute to provide proof of their service.

Reactivation/Termination

Each spring all active substitute teachers receive a reasonable assurance letter assuring they may return to their substitute position for the following school year. Substitute teachers who have not worked during the current school year will not receive a reasonable assurance letter. Those substitute teachers will need to contact the Human Resources department to reactivate their file in the SmartFind Express system.

SECTION 4 - SAFETY IN SCHOOLS

Child Abuse Reporting (Board Policy 5402 - Child Abuse and Neglect)

It is the responsibility of the Scottsbluff Public School System to provide a safe, engaging and supportive school environment for all students. The Board of Education affirms its position that all children and vulnerable adults have the right to be protected from abuse and neglect. The Board further acknowledges the necessity for the school system to collaborate with child and adult protective service agencies, both private and governmental.

Nebaska state law requires employees and service providers to call Child Protective Services (CPS) or the police if there is reason to believe abuse or neglect has occurred. It is not the role of the reporter to investigate or determine the validity of the suspected abuse or neglect situation. Any doubt about reporting a suspected situation is to be resolved in favor of the child and a report must be made.

The report process procedure is:

- The reporter must notify the principal or designee of the suspected abuse or neglect situation, and the principal;
- The reporter must submit a written report within 48 HOURS after making an oral report to the designated school personnel. This form is available from the Executive Director of Student Services; and,
- Child abuse and neglect reports are CONFIDENTIAL and not part of the educational records.

Professional Boundaries (Board Policy 4070 - Professional Boundaries)

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

Infectious Disease – Personnel (Board Policy 4012 - Infectious Diseases)

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees, and record keeping. This plan shall be reviewed annually by the Superintendent and school nurse. The health risk to immune-depressed employees shall be determined by their personal physician.

The health risk to others in the district environment from the presence of an employee with a communicable disease shall be determined on a case-by-case basis by the employee's personal physician, a physician chosen by the school district or public health officials. An employee who is at work and who has a communicable disease which creates a substantial risk of harm to a student, coworkers, or others at the workplace shall report the condition to the Superintendent any time the employee is aware that the disease actively creates such risk.

Health data of an employee is confidential and it shall not be disclosed to third parties. Employee medical records shall be kept in a file separate from their personal file. It shall be the responsibility of the Superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

Infection Control Guidelines for All School Employees

1. Wash your hands. Use soap and water and rub your hands for at least ten seconds. Wash your hands after exposure to blood or bodily fluids, after using the bathroom, before handling food, before touching your eyes, nose, mouth, and after you take off gloves.

2. Wear gloves when in contact with blood or body fluids. If you come in contact with blood or body fluids, put on vinyl or latex gloves before the handling of fluids. (Contact your school nurse, nurse aid or custodian.) (Plastic gloves do not provide protection.)
3. Try to avoid contact with blood. If you have cuts on your skin, cover them with a bandage. If someone is bleeding, encourage the person to apply pressure to their own wound, or use a sterile compress.
4. If you come in contact with blood, take necessary precautions. It is not exposure if blood comes in contact with your skin. For an exposure to occur, the blood and body fluids must enter the body through an opening in your skin or through mucous membranes in the eyes, nose or mouth. If you are exposed, wash the area with soap and water. Flush eyes with water. Encourage the wound to bleed. Use alcohol or peroxide to kill viruses or bacteria. Report the exposure to your supervisor immediately.
5. Dispose of solid waste appropriately. Materials contaminated with blood or body fluids should be placed in a plastic bag and tied off, and then placed in another plastic bag. Sharp objects, such as needles, lancets, or other instruments contaminated with body fluids must be placed in puncture proof containers and disposed of properly.
6. Clean blood spills with bleach or appropriate hospital disinfectants. Wipe up and dispose of materials appropriately. In the case of an incident with potential exposure to blood or body fluids, contact the custodians in the school building to insure that the situation is managed appropriately.

In the case of an incident with potential exposure to blood or body fluids, contact the custodians in the school building to insure that the situation is managed appropriately.

Material Safety Data Sheets

The Material Data Safety Sheet (MSDS) is a detailed information bulletin prepared by the manufacturer or importer of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures. Information on an MSDS aids in the selection of safe products and helps prepare employers and employees to respond effectively to daily exposure situations as well as to emergency situations. You can access our MSDS site by going to our staff intranet.

Preparedness for Emergencies

Standard Response Protocol (SRP). Scottsbluff Schools and our community clearly prioritize the safety and well-being of children above all else. Crisis teams, emergency plans and school safety drills are just some of the priorities that have been long established in our district to help ensure that everyone knows exactly how to respond to an emergency or crisis. A priority for our administrators and other interested staff has been to update our practices and make sure that all staff is comfortable, confident and prepared. In September 2011, Scottsbluff Public Schools conducted training for its teachers, administration and other staff members on the Standard Response Protocol.

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given scenario. SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple – there are four specific actions that can be performed during an incident.

- **Hold** is followed by the Directive: “In Your Classroom or Area” and is the protocol to clear the hallways and remain in the classroom until the “All Clear” is announced with business taking place as usual.
- **Secure** is followed by the Directive: “Get Inside. Lock Outside Doors” and is the protocol used to safeguard students and staff within the building.
- **Lockdown** is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep students quiet and in place.
- **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- **Shelter** is always followed by a type and a method and is the protocol for group and self protection.

These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as “Lockdown! Locks, Lights, Out of Sight.” Communication to the local Law Enforcement Agency would then be “We are under Lockdown.” Each response has specific student and staff action. The Evacuate response is always followed by a location: “Evacuate to the Bus Zone.” Responses can also be chained. “Evacuate to the Hallway. Shelter for Tornado. Drop, Cover and Hold.”

The SRP is now in place in literally thousands of schools around the country and is becoming standard in school safety training. It is fully endorsed by the Scottsbluff Police Department. For more information visit the I Love U Guys Foundation Website at http://iluvuguys.org.

Video Surveillance (Board Policy 3231 - Video Surveillance)

The Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare and safety of staff, students and visitors, safeguarding District facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.

SECTION 5 - SMARTFIND EXPRESS

SmartFind Express

Scottsbluff Public Schools uses SmartFind Express (SFE) to assign substitutes for absent employees. SFE can be accessed by phone where information is entered by using the touch tone key keypad or by the web-based component that can be accessed via the internet. SFE allows a substitute to:

- Specify work locations;
- Indicate your availability by day of the week;
- List the areas for which you are qualified/willing to substitute;
- Allows you to check on open jobs so you can plan ahead (180 days in advance);
- Make yourself temporarily unavailable; and,
- Change your phone number (Note: If you change your phone number on SFE, please notify the Human Resources Department so that your number can also be updated on the database sent to the schools.).

To access SFE by phone, call 1-308-225-5365.
To access SFE by internet, https://sbps.sfe.powerschool.com/

Do you need training? SFE offers training software any time you need it, even if it's just for a refresher course. The website to access the training is http://video.eschoolsolutions.com/orientation/2000002T.mp4

Contact the Business Department if you have any questions.

Job Numbers

A job number is assigned by SFE once you accept a job. Upon arrival at the school, provide the job number of your assignment for verification. When verbal agreements are made with a teacher, you will still need a job number for that assignment. Also, a job number is needed if you are pre-arranged by a school's SFE administrator. Verbal agreements with a teacher do not necessarily mean you will have the assignment if you do not have a job number.

Once you have accepted a job, please be sure to keep track of your assigned jobs!

BE FLEXIBLE! At times job openings are not filled. If that occurs in the building where you are subbing, the principal has the discretion to assign you to a different teaching assignment.

Canceling Jobs

If it becomes necessary to cancel an assigned job, please do so at the earliest possible opportunity. Use SFE to cancel the job; a courtesy call to the school is recommended. SFE is set up so jobs cannot be canceled an hour before the job's start time. If you are canceling a job within this time frame, call the Human Resources Department at 635-6207 or 635-6200 and also call the school to report your cancellation. Once you cancel a job, you will not be able to accept another sub job in SBPS for that day.

SECTION 6 - SUBSTITUTE QUICK REFERENCE CARD

System Phone Number: 308 225 5365
Help Desk Phone Number: 308 635 6200

Write your Access ID Here: _____
Write your PIN Here _____

Web Browser URL https://sbps.sfe.powerschool.com/

Telephone Access Instructions

The system calls substitutes during these times:

	Today's Jobs	Future Jobs
Weekdays	Starts at 6:00 a.m.	6:00 – 9:00 p.m.
Saturday	None	6:00 – 9:00 p.m.
Sunday	None	6:00 – 9:00 p.m.
Holidays	None	6:00 – 9:00 p.m.

Decline/Cancel Reasons

1. Illness
2. Working in another District
3. Personal Reasons
4. Jury Duty
5. Weather
6. No transportation
7. No childcare
8. Religious Holiday

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

Registration

1. Enter your **Access ID** followed by the star (*) key.
2. Enter your **Access ID** again when it asks for your PIN followed by the star (*) key.
3. Record your name followed by the star (*) key.
4. Hear your callback #. Correct if necessary.
5. You will be asked to select a new PIN.
6. Enter a PIN at least six (6) digits in length followed by the star (*) key.

Telephone Access Instructions

1. Enter your **Access ID** followed by the star (*) key.
2. Enter your **PIN** followed by the star (*) key.

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

Change Your Callback Number

1. Hear the Callback telephone number. **PRESS 1** to Modify callback telephone number.
2. Enter new telephone number followed by the star (*) key.

To Change PIN or Re-Record Name

1. **PRESS 1** to Change your PIN.
2. **PRESS 2** to Change the recording of your name.

Web Browser Access Instructions

Sign In. Open your browser and access the SmartFind Express Sign In page. Enter your Access ID and PIN.

PIN Reminder. The "Forgot your PIN?" link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user's Access ID and the security code being displayed must be entered on this page. (NOTE: *You must be registered with the system to use this option.)*

Profile.

- Information – Review profile status and address information.
- Update Email – Enter or change email address.
- Callback Number – View/update callback number; specify a DO Not Call time.
- Change Password – Enter your current PIN followed by a new PIN twice and click Save.

Schedule.

1. General:
    - Modify an Availability Schedule.
        - Choose the day or days of the week you want to delete by checking the boxes by that day and select the *Delete* button.
        - Select the *New* button to add a new day of week or time. Follow the steps for "Create a New Availability Schedule" as outlined above.
2. Temporary Do Not Call.
    - Enter the telephone number where you can be contacted by the system. Include the '1' (long distance indicator) and area code.
    - Specify a temporary "Do Not Call Until" time if you do not want to be called by the system.
3. Unavail Dates Tab.
    - Create Unavailability Schedule:
        - Select the *New* button.
        - Enter Start and End Date Range (MM/DD/YYYY) or use the calendar.
        - Select the *All Day* check box or enter the time range in (HH:MM).

ExpressFind Calls

HEAR THE JOB OFFER

1. **PRESS 1 to hear the job offer**
   PRESS 2 to Set temporary Do Not Call
2. If you **pressed 1** to Hear the job offer
   PRESS 1 to Hear the job description
   PRESS 2 TO Decline the job (without hearing the description)
   Enter the decline reason from page 1 followed by the star (*) key
3. If you **pressed 1** to Hear the job description
   PRESS 1 to Accept the job
   Record the Job Number. You are successfully assigned to the job.
   PRESS 2 to Repeat the job description
   PRESS 3 To Decline the job
   Enter the decline reason from page 1 followed by the star (*) key
   PRESS 1 to Accept
4. If you **pressed 2** to Set temporary DO Not Call,, hear a time offered
   PRESS 1 to Accept the time offered
   PRESS 2 to Enter an earlier time in HH:MM format

HEAR THE CANCELLATION

1. Hear "This assignment has been canceled" and the job information
2. **PRESS 1** to Repeat the job information

Calling the ExpressFind System

MENU OPTIONS

1. Review or Cancel Assignments
2. Hear Available Jobs
3. Change your Callback number
4. Review or Modify Temporary Do Not Call Time
5. Review or Modify Unavailability Dates
6. Review or Modify Daily Availability
7. Change PIN or Re-record Name
8. Exit and hang-up

REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order
   PRESS 1 to Hear assigned job information again
   PRESS 2 to Cancel this assigned job
2. If you **pressed 2** to Cancel assignment
   PRESS 1 to Confirm cancellation (Enter cancellation reason followed by the * key)

HEAR AVAILABLE JOBS

1. Hear assignment information
   PRESS 1 to Repeat assignment
   PRESS 2 to Accept assignment
   PRESS 3 to Decline assignment
2. If you pressed 3 to Decline assignment
   Enter decline reason from page 1 followed by the star (*) key

AVAILABLE JOBS

Choose the *Available Jobs* link to view and accept assignments

To view and accept jobs:

- You must be available to work all days and times of the job
- You have specified that you will work at the location.

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the Search button to display the list of jobs
- Press the Details link to view the job details. Review the specifics and choose one of the following:
  - Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. Please record this Job Number.
  - Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button.
  - Select the *Return to List* button to return to the job listing.

REVIEW ASSIGNMENTS

Choose the *Review Assignments* link to review the past, present and future assignments or to cancel an assignment

Follow these steps:

- Select format for Assignment display. List or Calendar view
- Search for assignments
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
  - Select the *Return to List* button to review other jobs assigned to you
  - Select the *Cancel Assignment* button to cancel your assignment.
    Enter a reason for canceling from the pull down list. Wait for the “Job was canceled successfully” notification. You cannot cancel an assignment within 1 hour of the start time.
  - As assignment may contain file attachments. To view or download a file attachment, click on the file name.

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFind Express. Selecting the browser’s back button or going to another site on the Internet does not disconnect the session from SmartFind Express.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFind Express, and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

SECTION 7 - SCOTTSBLUFF PUBLIC SCHOOL RESOURCES

"We strive for excellence in academics and recognize that we are growing future leaders and active community members. Our teachers and staff are among the very best and are committed to helping each student find individual achievement through instruction and example."

DISTRICT CONTACT INFORMATION

Location	Address	Administration	Phone	School Hours
Bear Cub Preschool	2617 College Park	Dr. Bree Rock, Early Childhood Director Jennifer Galindo, Secretary	635-6293	**8:00 a.m. - 3:00 p.m. (Full Day)** **8:15 a.m. - 11:15 a.m. (AM Half Day)** **12:15 p.m. - 3:15 p.m. (PM Half Day)**
Bluffs Middle School	27 East 23rd Street	Jana Mason, Principal Brittni Chancellor, Assistant Principal James Miller, Assistant Principal Miranda Cervantes, Secretary	635-6270	**7:45 a.m. - 3:00 p.m.**
Lake Minatare Elementary	280548 CR K	Dr. Ashlen Schaneman, Principal Cheryl Rose, Secretary	783-1134	**8:05 a.m. - 3:20 p.m.**
Lincoln Heights Elementary	2214 Ave C	Jeremy Behnke, Principal Krystal Rodriguez, Assistant Principal Lana Greene, Secretary	635-6252	**7:55 a.m. - 3:10 p.m.**
Longfellow Elementary	2003 5th Ave	Lukas Benzel, Principal Dr. Ashlen Schaneman, Assistant Principal Casie Delgado, Secretary	635-6262	**7:50 a.m. - 3:05 p.m.**
ReConnect	2512 2nd Ave	Kyle King, Program Director Emma Duarte, Secretary	633-2211	**----------**
Roosevelt Elementary	1306 9th Ave	Frances Burkhalter, Principal Jessica Stec, Assistant Principal Laura Vallejo, Secretary	635-6259	**8:05 a.m. - 3:20 p.m.**
Scottsbluff High School	313 East 27th Street	Justin Shaddick, Principal Matt Huck, Assistant Principal Kelli Jensen, Assistant Principal Kenna Urwiller, Assistant Principal Nate Rock, Activities Director Crystal Abrams, Secretary	635-6230	**7:45 a.m. - 3:25 p.m.**
Westmoor Elementary	1722 Avenue K	Bethany Jolliffe, Principal Kristen Juelfs, Assistant Principal Jolene Wills, Secretary	635-6255	**8:00 a.m. - 3:15 p.m.**
District Office	2617 College Park	Dr. Andrew Dick, Superintendent Human Resources - 635-6202 Sub Finder - 308-225-5365 https://sbps.sfe.powerschool.com/	635-6200	**7:30 a.m. - 4:30 p.m. (Monday-Thursday)** **7:30 a.m. - 4:00 p.m. (Friday)**

Scottsbluff Public Schools Board of Education

Dr. Andrew Dick, Superintendent of Schools
Scott Reisig – President
Beth Merrigan – Vice President
Mark Lang – Member
Rob Polk – Member
Tory Schwartz – Member
Paul Snyder – Member

Scottsbluff Public Schools Calendar

The SBPS Calendar can be accessed in print friendly and web-based versions at www.sbps.net.

Substitute Requirements

Persons who wish to serve as substitute teachers apply by filling out an application at https://sbps.tedk12.com/hire/index.aspxt and presenting a teaching certificate to the Human Resources Department. A background check will be conducted and once approved to be a substitute, and orientation will be scheduled.

Check with the building principal for additional requirements involving any long term subbing.

Certification Requirements

All Substitute Teachers shall hold a valid Nebraska teaching certificate. Certification may be local, state, or teaching.

Newly employed substitute teachers shall present their teaching certificates to the Human Resources Department where the certificate will be signed and registered by the Superintendent or designee. A copy of the Teaching Certificate will be kept on file with the Human Resources department during the term of the substitute teacher's employment. It is necessary that the certificate be registered and on file before substituting.

Scottsbluff Public School requires that all substitute teachers provide Human Resources with their valid, registered, Nebraska Teaching certificate or a photocopy of the same. It is the substitute's responsibility to keep the certificate valid. **State Substitute Teaching Certificate is valid for 5 years.**

The Local Substitute Teaching Certificate requires:

- Valid for 5 years;
- Limited to 90 days of substitute teaching per year;
- Minimum of forty-eight semester college credit hours;
- Completion of the Human Relations Training.

Newly Retired Teachers

Teachers who retired at the end of the last school year must be careful not to jeopardize their retirement. The following is a quote from the Nebraska Retirement System: "*A retiree who is asked to sub a day here and a day there should not have a problem, but if that substitute work is for an employee who will be absent over a long period of time, a retiree could jeopardize his/her retirement benefits. An example would be if a retiree worked as a substitute for someone on medical leave or military call-up."* It is the responsibility of newly-retired teachers to protect their retirement benefits.

The following guidelines are established to not jeopardize retirement funds:

1. Cannot work on a regular basis for the school district for 180 days.
    a. During the 180 days, no more than 8 days in a calendar month of voluntary and/or substitute service provided on a day-to-day basis is allowed (no pre arrangement).
2. Cannot show a "pattern" of substituting.
3. Can substitute in an emergency situation only.
4. Cannot be a long-term substitute until the 180-day rule is met. (We estimate the 180-day rule will end by the start of the second semester, depending on the actual retirement date.)

Employee Identification Badges

All employees are provided District picture identification badges through the HR Department at the District Office. The badges are to help staff and students recognize authorized individuals and to increase school safety. Employee Identification Badges are required to be worn by all Scottsbluff Public Schools employees when on duty. The badges may be attached to either a lanyard or to your clothing using an alligator clip. **The badges are to be in full display at all times.**

SBPS 403(b) Plan (Tax Sheltered Annuities)

A substitute teacher is permitted to participate in the 403(b) Program. If an employee chooses to participate in an annuity program, the school district will remit a stipulated amount via a payroll deduction to a tax-sheltered annuity plan of the employee's choice from the list of approved service provider companies.

Worker's Compensation

All employees of the school district are covered by Worker's Compensation Insurance. To be eligible for compensation, the injury to an employee must arise from and in the course of employment in the school district. Employees injured during the course of employment and eligible for compensation are required to report **ALL** accidents or injuries to their supervisor immediately. The Supervisor is to fill out the 'Supervisor's Accident Investigation Report' and the injured employee needs to report to the Business Office to have the 'Incident Report and First Report of Alleged Occupational Injury or Illness forms completed. Failure on the part of the employee to report an injury within twenty-four (24) hours may prejudice and defeat a claim for compensation.

Anti-Discrimination, Anti-Harassment, and Anti-Retaliation (Board Policy 5401)

The Scottsbluff Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies for students, employees, and others:

Dr. Wendy Kemling, Executive Director of Student Services
2617 College Park, Scottsbluff, NE 69361 - (308) 635-6200 - wkemling@sbps.net

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or OCR.KansasCity@ed.gov.

The Americans with Disabilities Act

The Americans with Disabilities Act of 1990 seeks to eliminate discrimination against individuals with disabilities in the areas of employment, transportation and public accommodations. ADA prohibits employers from excluding people from jobs, services, activities or benefits based on their disabilities. Congress amended the ADA in 2008 known as the ADA Amendments Act of 2008. The ADA defines *disability* with respect to an individual as:

- A physical or mental impairment that substantially limits one or more major life activities of such individual;
- A record of such an impairment; or,
- Being regarded as having such an impairment.

It also defines:

- A qualified individual with a disability as one who possesses the requisite skills, education, experience and training for a position, and who can, with or without reasonable accommodations, perform the essential functions of the position the individual desires or holds.
- A substantial limitation as an impairment that prevents the performance of a major life activity that the average person in the general population can perform; or a significant restriction as to the condition, manner or duration under which an individual can perform a particular major activity as compared to the average person in the general population.

- A reasonable accommodation as a modification or adjustment to the job application process or the work environment that enables a qualified person with a disability to be considered for a position, or enjoy the same benefits and privileges of employment as are enjoyed by similarly situated employees without disabilities.

Major Life Activities Include:	**Major Bodily Functions:**
• Walking • Seeing • Speaking • Hearing • Breathing • Learning • Performing manual tasks • Caring for one's self • Working • Eating • Sleeping • Standing • Lifting • Bending • Reading • Concentrating • Thinking • Communicating	• Functioning of immune system • Normal cell growth • Digestive • Bowel • Bladder • Neurological • Brain • Respiratory • Circulatory • Endocrine • Reproductive

Procedures for Requesting ADA Accommodations
Employees can initiate the accommodation process by requesting an accommodation for a disability to the Executive Director of Student Services, Dr. Wendy Kemling. If you believe you have a qualifying disability and are seeking accommodations in the workplace to enable you to perform your essential job functions, you should contact the Executive Director of Student Services, Wendy Kemling at 308-635-6200 to begin the interactive interview process as required by federal law.

1. Employee submits a request in writing to the District ADA Coordinator, Dr. Wendy Kemling, 308-635-6217 (fax). See Reasonable Accommodations Request form on the Scottsbluff Public School District's website.
2. The employee provides the ADA Coordinator with adequate documentation (as determined by the District) from a qualified health care professional of a disability or impairment on the District's form. Reasonable accommodations will not be provided prior to the receipt of adequate documentation as determined by the District.
3. After receiving the documentation from the healthcare provider, the ADA Coordinator will review the medical information to determine its adequacy. If the information provided is incomplete, unclear or inconsistent, the ADA Coordinator can request that the employee obtain additional or clarifying information from the health care provider.
4. The ADA Coordinator speaks with the employee to identify and discuss accommodations to perform the essential functions of the job.
5. The ADA Coordinator discusses requested accommodations with the principal or supervisor.
6. The ADA Coordinator discusses the feasibility and appropriateness of the requested accommodation(s) after reviewing all the information.
7. The ADA Coordinator notifies the employee in writing of its determination as to appropriate accommodation(s) to be implemented or the explanatory denial of the request or portions of the request.

Please note the following: Having a medical condition alone is not enough to make an employee eligible for accommodations under the Americans with Disabilities Act Amendment Act of 2008 (ADAAA). Scottsbluff Public Schools reserves the right to obtain an independent medical opinion concerning the impairment for which an employee seeks an accommodation at Scottsbluff Public School Districts' expense.

2025 - 2026

SUBSTITUTE TEACHER HANDBOOK



SCOTTSBLUFF
PUBLIC SCHOOLS
EVERY CHILD , EVERY DAY

Dear Scottsbluff Public Schools Employees:

Welcome back for the 2024-2025 school year! We are very pleased to present you with the Scottsbluff Public Schools' Substitute Employee Handbook. This handbook is designed to let all of us know about the policies and procedures of our school district.

As a Scottsbluff Public School Substitute Teacher, you are part of a vital component of our educational organization. It is through the collective efforts of all employees that we make a substantial difference in the lives of our students. For your efforts in the 2024-2025 school year, we thank you in advance.

We are very happy and very proud to be a part of the Scottsbluff Public Schools. We are honored to be a part of the team that will make a difference for our students. We hope this year is filled with great things for you and for Scottsbluff Public Schools.

SBPS MISSION STATEMENT

Our Mission:

"Every Child, Every Day!"

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SECTION 1 - INTRODUCTION

Purpose and Overview of the Substitute Teacher Handbook

The purpose of this handbook is to assist in understanding your duties and responsibilities as a substitute teacher with Scottsbluff Public Schools (SBPS).

This handbook is divided into six sections:

1. **Introduction** contains the purpose and overview of the Substitute Teacher Handbook and the role of the substitute teacher in the educational process.
2. **Responsibilities of a Substitute Teacher** contains a list of expectations, general guidelines, responsibilities, classroom management tips and tips on organization.
3. **General Substitute Teacher Information** contains requirements for substitute teaching, payroll information, terms of employment and frequently asked questions.
4. **Safety in Schools** contains information on the safety of students and personnel.
5. **SmartFind Express** contains an overview and quick reference information for this automated system.
6. **SBPS Resources** contains tools and links which are helpful in navigating the Scottsbluff Public Schools System.

Substitute Teacher Overview

The Scottsbluff Public School System considers substitute teachers to be an integral part of the educational program. As such, substitute teachers are expected to maintain a professional attitude toward their work and always keep in mind the school system's goals. Effective substitute teachers make a positive impact on students.

Substitute teachers are assigned on an as needed basis and are considered to be temporary employees. Substitute teachers receive no district contribution towards benefits and are assigned due to teacher absences or position vacancies. Payment for substitute teachers is based on a half (4.5 hours or less) or full day (over 4.5 hours) assignment and may be daily, or extended assignment.

Substitute teachers should, in most cases, be provided with lesson plans, schedules and seating charts. Additional information to assist the substitute teacher will be provided by school administrators, team leaders or the department chairperson.

Substitute teaching assignments may change based on the needs of the individual school. A substitute teacher may be asked to accept assignments outside his/her background or educational training. They may be asked to cover classes during a planning period. It is not expected that a substitute teacher will be able to teach new or unfamiliar material, but rather make every attempt to follow the lesson plan and manage student behavior in the most positive way possible.

SECTION 2 - RESPONSIBILITIES OF A SUBSTITUTE TEACHER

Substitute teachers must sign in at the school office when they arrive for their assignment. They must also present the job number assigned to them through the automated system (SmartFind Express). The school secretary can answer questions regarding sign-in procedures.

Substitute teachers are expected to do the following:

- Follow the lesson plan left by the teacher and ensure students complete all assigned tasks.
- Maintain a safe environment.
- Keep students under direct supervision at all times.
- Refrain from touching any student for any reason.
- Use appropriate language at all times.
- Use materials provided by the teacher or other school personnel.
- Avoid engaging in or encouraging discussions of inappropriate or non-school related topics.
- Become familiar with emergency procedures.
- Notify school administration of any unusual incidents which may have occurred during the school day.
- Leave information concerning the day's activities for the teacher.
- Check with the building administrator before leaving an assignment early at the end of the day.

- Refrain from the use of cell phones for making or receiving calls or texting while students are present (except in the case of an emergency).
- Refrain from the use of laptops and ear-pieces. Substitute teachers are not to share personal social networking sites such as email addresses, Facebook, Instagram, or TikTok pages etc. with students.
- Follow all school rules, district policies, and the directives and expectations of building administrators.

Standards of Professional Conduct

Our school community encompasses a wide variety of races, ethnicities, cultures, and religions. SBPS employees strive to treat every student and staff member with respect. School personnel perform on two equal levels: as professionals dealing with clients and as adult role models shaping young lives.

Professional Attire

It is the policy of the District that substitute teachers should project a professional/business to business casual like image unless subject matter (or the day's activities) requires otherwise. Good taste and common sense should be exercised by employees. Clean, professional, business to business-casual-like attire is the appropriate dress for employees.

Unacceptable Dress

- Clothing that is torn, worn, dirty or frayed;
- Blue jeans (with exceptions as approved by the administrator of the building);
- Clothing that reveals too much cleavage, chest, midriff or back;
- T-shirts (with exceptions as approved by the administrator of the building);
- Flip flops or thongs;
- Extreme short skirts;
- Sheer or see-through clothes;
- Shorts (with exceptions as approved by the administrator of the building);
    - Appropriate shorts may be worn during summer school
- Sweatpants or exercise pants; and/or,
- Clothing with potentially offensive words, logos, or graphics.

Tobacco Free Workplace (Board Policy 1120 - Tobacco Policy)

It is the policy of the Scottsbluff Public Schools' Board of Education that out of concern for the health and well-being of all students, staff, and patrons, and the belief that all tobacco products (including lookalike or synthetic substances like vaping and e-cigarettes) are harmful, a totally tobacco-free environment is instituted for the district of Scottsbluff.

Use of smoking and chewing tobacco (including lookalike or synthetic substances like vaping and e-cigarettes) products are prohibited in all school buildings, structures, vehicles, and on all school property.

This policy will apply to all school activities and at all events where school facilities are made available to the public, through lease agreements, or otherwise.

Drug Free Schools/Workplace (Board Policy 4009 - Drug Use)

Scottsbluff Public Schools has a vital interest in maintaining safe, healthful, and efficient working conditions for all of its employees. Being under the influence of a drug or alcohol on the job poses serious safety and health risks, not only to the user, but to all those who work with or otherwise come into contact with the user. The possession, use, or sale of an illegal drug or alcohol on the job also may pose unacceptable risks for safe, healthful, and efficient operations.

The Scottsbluff Public School's stance against alcohol and drug use in the workplace is not a "moral" issue; rather, it is an issue that affects our health, our safety, our families, and our pocketbooks. Studies show that drug and alcohol use in the workplace may be the single greatest factor responsible for industrial accidents and injuries, declining productivity, employee theft, and low employee morale.

The Drug-Free Workplace Act of 1988 requires federal contractors and recipients of federal grants to publish and implement a drug-free workplace program. In addition, the U.S. Department of Transportation and the Federal Highway Administration has issued regulations that require drug testing for truck drivers under circumstances not required for other employees.

Accordingly, it is the school's right, obligation, and intent to maintain a safe, healthful, and efficient working environment for all its employees and to protect Scottsbluff Public School's property, equipment, and operations from the risks associated with drug and alcohol use in the workplace.

"Reasonable Suspicion Testing" – Scottsbluff Public Schools will require current employees to submit to testing for controlled substances and/or alcohol when a school administrator believes it has "reasonable suspicion" to suspect a violation of this policy. While "reasonable suspicion" cannot be defined with precision, it certainly includes irrational or unusual behavior; reporting to work in an apparent unfit condition; and conduct of a similar nature.

Employees who are requested to undergo "reasonable suspicion" testing will be transported to Regional West Medical Center, Western Pathology Consulting, Inc., or other clinic or laboratory as set forth in Nebraska Revised Statute § 48-1903 by a SCHOOL representative. The employee will be required to sign a consent form authorizing the testing. Refusal to sign the form or submit to the drug test and/or alcohol test, as well as any attempt to invalidate or tamper with the test, will subject the employee to disciplinary action, up to and including discharge.

Confidentiality

Employees should not discuss school matters outside the job nor discuss confidential or personal information about students or staff. Requests from anyone, including fellow building staff members, for personal information about students should be referred to the principal. Refer to Board Policy 6600 - "Special Education."

Internet Safety and Acceptable Use Policy (Board Policy 6800 - Internet Safety Policy)

The Board supports the use of computers, technology, and the Internet in the District's instructional program as a resource to educate and inform. The use of these resources shall be consistent with the curriculum adopted by the District and shall be employed in an appropriate and responsible manner to meet the varied instructional needs, learning styles, abilities and developmental levels of students in accordance with the Internet Safety and Acceptable Use Policy.

Social, Collaborative, Interactive, and Responsive Technologies Policy

The District supports the use of technologies such as blogs, wikis, podcasts, and online photo management software for educational purposes and communicating with the community. These technologies are considered an extension of the classroom and are approved for use to convey information about district services; promote and raise awareness of the District; and communicate with employees, students, and community members. The District also acknowledges that employees may choose to utilize these technologies – such as Twitter and Facebook, on their own time. Refer to Board Policy 6800 - Internet Safety Policy.

Harassment by Employees (Board Policy 4003 - Anti-Discrimination, Anti-Harassment, and Anti-Retaliation)

Harassment of employees, students, volunteers, or visitors will not be tolerated in the School District. School district includes school district facilities, school district property, or property within the jurisdiction of the school district; while on school-owned or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the District. Harassment may include sexual harassment, including gender-based harassment. Harassment includes, but is not limited to, racial, religious, national origin, marital status, disability and gender-based harassment (sex-based harassment). Harassment by Board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Attendance

Punctual and regular attendance is an essential responsibility of each substitute teacher. Tardiness or absence causes problems for students and administrators and disrupts the educational program. If you accept an assignment you are expected to show up on time. Consistent patterns of excessive cancellations, "no shows", or tardiness may result in removal from the substitute system.

Classroom Management Tips

The following tips, if practiced routinely, may help eliminate classroom problems before they begin. Take control early and let students know that rules will be enforced. Explain how you intend to manage the classroom through the instructional period. Help students understand your intentions with a lesson. Making lessons interesting will help you keep students interested. Students are familiar with discipline plans left by their teacher; please try to follow them.

1. **Manage first impressions.** The first impression you give students will set the tone for the rest of the classroom. Arrive early to be sure you have time to read the day's schedule, any plans the teacher may have left, and other rules and procedures you need to know. Time spent looking for that information later is an invitation for students to get out of control. When students arrive, greet them as they walk in the door. At the beginning of class, introduce yourself and communicate your expectations of classroom behavior.

2. **Enforce classroom rules.** Once you have laid out the rules and expectations, there is no excuse for misbehavior. Nip discipline problems in the bud by addressing them as soon as they happen.

3. **Proximity is a good strategy.** Moving around the room will keep all students involved in the lesson. Moving to students who are causing problems will sometimes get them to stop acting inappropriately.

4. **Relocate students who are disruptive.** This should be done if other requests to stop the undesired action have failed. Asking students to change seat locations may be disruptive and challenging.

5. **Private conferences are a good option for disruptive students.** Never degrade or intimidate students when discipling. Always stick to the rules. Remember, being fair and consistent is an important feature of working with students.

6. **Exercise self-control by always being in control.** As an adult in the classroom, the substitute teacher is expected to be the authority figure. Treat all students with respect. Avoid discussions that contain controversial topics, personal qualities, decisions, opinions, or judgements.

7. **Project a good attitude and a feeling of self-confidence.** If you have a cheerful, confident, enthusiastic feeling about substituting, you can provide a rewarding experience for yourself and the students involved.

8. **Be honest.** Don't be afraid to admit to a student that you do not know the answer to a question, but say that you will try to find an answer for the student.

9. **Be positive.** Ensure that you start a class by being positive and convey that you will leave the students something of value. Positive interactions with students far outweigh negative interactions.

10. **Building good relationships.** Building a good student/teacher relationship will increase your ability to manage the classroom.

11. **Expect the unexpected.** Be ready for contingent action. Stay in control and be flexible.

Are You An Organized Substitute Teacher? Keeping track of assignments requires good organizational skills. Keep a personal calendar at home and when on an assignment. An administrator or teacher may want to book a certain date during your assignment, and having a calendar of future commitments will make it easy to give an accurate answer.

When reporting to each assignment, make sure to have completed any paperwork the school requires. When turning in paperwork, make sure your name is spelled correctly and that your employee number is correct.

Keeping a personal calendar is also critical for keeping track of the days worked and days paid. There can be a delay of days or weeks between the date of your assignment and receipt of payment. Taking the initiative to manage your assignments with a personal calendar will help make certain that you are paid correctly. The calendar on SmartFindExpress will also assist in keeping track of jobs.

Tips for Successful Substitute Teaching

- Arrive at school on time.
- Sign in at the front office. Be sure to record the job number.
- Ask for the school's Substitute Teacher Handbook (if available)
- Check for emergency procedures and become familiar with them.
- Find out how attendance is recorded and keep accurate attendance records.
- Follow the lesson plans and have students complete all tasks the teacher has assigned.
- Leave a note for the teacher at the end of the day to inform them of the day's activities.
- Leave the classroom in good order.

Benefits of Being a Substitute Teacher

- Gain classroom experience without all the nightly work and preparation
- Experience different schools and their environments
- Be better prepared for interviews by meeting administrators
- Teach and learn a variety of educational materials
- Get to know people – network in the school system
- Learn about possible vacancies
- Gain confidence in your ability to teach
- Practice classroom management techniques
- Flexible work schedule and assignment locations-your choice
- Satisfaction of being a part of a student's educational process

SECTION 3 - GENERAL SUBSTITUTE TEACHER INFORMATION

Work Assignments and Reporting Times

SmartFind Express begins calling substitutes at 6:00 a.m. during the week and continues until a substitute accepts the job. Evening calls begin at 6:00 p.m. and end at 9:00 p.m.

Substitute teachers should report 10 minutes before school starts and plan to stay 30 minutes after the school day or assignment ends. In case of an emergency need for a substitute during the school day, the substitute may be asked to report on short notice. We realize having to report on short notice is an inconvenience, but we do appreciate a substitute's willingness to accept such an assignment.

Substitutes whose endorsed area is the same as a class that needs a teacher will generally be called first. An attempt is made to give all substitutes an opportunity to work as often as possible; however, a teacher and principal requests for specific substitutes are honored.

When a teacher has scheduled an absence in advance for such things as personal leave, professional development and coaching duties, the available dates will be displayed in the SubFinder system where you will be able to take action on filling those positions. Jobs can be scheduled out 180 days from the scheduled leave.

Cancellation of Assignments

When a substitute teacher accepts an assignment they have made a commitment to the school. Assignments should only be canceled in case of an emergency. When an emergency arises the substitute teacher should cancel the job with the automated system as soon as possible. (See Quick Reference Card for cancellation procedures). The substitute teacher should also contact the school to inform them they have canceled the assignment. If a teacher must cancel an assigned job they will cancel the job in the system and direct the system to notify the substitute teacher of the cancellation. Once a job has been canceled by the teacher, the substitute teacher's availability will be reactivated with the automated system and they will be eligible to accept other assignments.

Inclement Weather

During inclement weather, substitute teachers should listen to local media stations or check the www.sbps.net for delayed openings, early dismissal, or closings. When schools are delayed, substitute teachers should adjust the reporting time and arrive 30 minutes prior to the opening of schools. If a substitute teacher is unable to report they must follow cancellation procedures and notify the school. Substitute teachers scheduled to work a half day assignment on the day of a delayed opening must call the school to confirm that a substitute teacher is still needed. Substitute teachers scheduled to work for a full day will receive a full day's pay if there is a delayed opening or early dismissal. When schools are closed all substitute teacher assignments will

automatically be canceled by the system. Substitute teachers are not paid for assignments when schools are closed due to weather emergencies.

Payroll

Substitute teachers are paid on the 21st of each month for all dates worked during the previous month. If the 21st falls on a weekend or holiday, payday is the last working day before the 21st. Pay will be directly deposited to the substitute teacher's bank account or pay card. Substitute teachers are responsible for notifying the Human Resources Department of name/address/phone number changes. Name changes must be accompanied by a copy of an updated social security card with the new name. Employee Access is a web based application program used to view and print payroll stubs, and view your tax status. You can access Employee Access by logging into a computer with web access to https://scottsbluffpsne.tylerportico.com/tesp/employee-selfservice. You will then click on the "My Pay" tab in the menu bar and then "Pay & tax information". The system will default to the most recent pay stub. You can review historical data at your convenience 24x7.

If you have questions regarding your payroll for any given month, please check with the building secretaries to make sure they have submitted the proper number of days for you in each building.

Full day jobs are anything over 4.5 hours; a half day is 4.5 hours or less. The Substitute Pay Scale is established by our Board of Education as follows:

SUBSTITUTE TEACHERS

As per Board Policy 4133 - Substitute Teachers, the daily rate of pay for substitute teachers is to be determined by the Board of Education. The rate of pay will be as follows:

Days of Teaching	Daily Rate
1-45	$150
46-74	$160
75 +	$180
SBPS Certificated Staff Contracted 4 years + or 20+ years of teaching and/or administrative experience to be verified	$180
Everyday Substitute	$195

Beginning the sixteenth (16th) consecutive day in the same classroom, the rate of pay will be 1/189 of the beginning teacher base salary.

Each substitute teacher must hold proper Nebraska certification.

If not an SBPS employee, it is the responsibility of the substitute to provide proof of their service.

Reactivation/Termination

Each spring all active substitute teachers receive a reasonable assurance letter assuring they may return to their substitute position for the following school year. Substitute teachers who have not worked during the current school year will not receive a reasonable assurance letter. Those substitute teachers will need to contact the Human Resources department to reactivate their file in the SmartFind Express system.

SECTION 4 - SAFETY IN SCHOOLS

Child Abuse Reporting (Board Policy 5402 - Child Abuse and Neglect)

It is the responsibility of the Scottsbluff Public School System to provide a safe, engaging and supportive school environment for all students. The Board of Education affirms its position that all children and vulnerable adults have the right to be protected from abuse and neglect. The Board further acknowledges the necessity for the school system to collaborate with child and adult protective service agencies, both private and governmental.

Nebaska state law requires employees and service providers to call Child Protective Services (CPS) or the police if there is reason to believe abuse or neglect has occurred. It is not the role of the reporter to investigate or determine the validity of the suspected abuse or neglect situation. Any doubt about reporting a suspected situation is to be resolved in favor of the child and a report must be made.

The report process procedure is:

- The reporter must notify the principal or designee of the suspected abuse or neglect situation, and the principal;
- The reporter must submit a written report within 48 HOURS after making an oral report to the designated school personnel. This form is available from the Director of Student Services; and,
- Child abuse and neglect reports are CONFIDENTIAL and not part of the educational records.

Professional Boundaries (Board Policy 4070 - Professional Boundaries)

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

Infectious Disease – Personnel (Board Policy 4012 - Infectious Diseases)

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees, and record keeping. This plan shall be reviewed annually by the Superintendent and school nurse. The health risk to immune-depressed employees shall be determined by their personal physician.

The health risk to others in the district environment from the presence of an employee with a communicable disease shall be determined on a case-by-case basis by the employee's personal physician, a physician chosen by the school district or public health officials. An employee who is at work and who has a communicable disease which creates a substantial risk of harm to a student, coworkers, or others at the workplace shall report the condition to the Superintendent any time the employee is aware that the disease actively creates such risk.

Health data of an employee is confidential and it shall not be disclosed to third parties. Employee medical records shall be kept in a file separate from their personal file. It shall be the responsibility of the Superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

Infection Control Guidelines for All School Employees

1. Wash your hands. Use soap and water and rub your hands for at least ten seconds. Wash your hands after exposure to blood or bodily fluids, after using the bathroom, before handling food, before touching your eyes, nose, mouth, and after you take off gloves.
2. Wear gloves when in contact with blood or body fluids. If you come in contact with blood or body fluids, put on vinyl or latex gloves before the handling of fluids. (Contact your school nurse, nurse aid or custodian.) (Plastic gloves do not provide protection.)
3. Try to avoid contact with blood. If you have cuts on your skin, cover them with a bandage. If someone is bleeding, encourage the person to apply pressure to their own wound, or use a sterile compress.
4. If you come in contact with blood, take necessary precautions. It is not exposure if blood comes in contact with your skin. For an exposure to occur, the blood and body fluids must enter the body through an opening in your skin or through mucous membranes in the eyes, nose or mouth. If you are exposed, wash the area with soap and water. Flush eyes with water. Encourage the wound to bleed. Use alcohol or peroxide to kill viruses or bacteria. Report the exposure to your supervisor immediately.
5. Dispose of solid waste appropriately. Materials contaminated with blood or body fluids should

be placed in a plastic bag and tied off, and then placed in another plastic bag. Sharp objects, such as needles, lancets, or other instruments contaminated with body fluids must be placed in puncture proof containers and disposed of properly.

6. Clean blood spills with bleach or appropriate hospital disinfectants. Wipe up and dispose of materials appropriately. In the case of an incident with potential exposure to blood or body fluids, contact the custodians in the school building to insure that the situation is managed appropriately.

In the case of an incident with potential exposure to blood or body fluids, contact the custodians in the school building to insure that the situation is managed appropriately.

Material Safety Data Sheets

The Material Data Safety Sheet (MSDS) is a detailed information bulletin prepared by the manufacturer or importer of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures. Information on an MSDS aids in the selection of safe products and helps prepare employers and employees to respond effectively to daily exposure situations as well as to emergency situations. You can access our MSDS site by logging into our website www.sbps.net, MSDS. This site is proprietary to our District and is available only through controlled access.

Preparedness for Emergencies

Standard Response Protocol (SRP). Scottsbluff Schools and our community clearly prioritize the safety and well-being of children above all else. Crisis teams, emergency plans and school safety drills are just some of the priorities that have been long established in our district to help ensure that everyone knows exactly how to respond to an emergency or crisis. A priority for our administrators and other interested staff has been to update our practices and make sure that all staff is comfortable, confident and prepared. In September 2011, Scottsbluff Public Schools conducted training for its teachers, administration and other staff members on the Standard Response Protocol.

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given scenario. SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple – there are four specific actions that can be performed during an incident.

- **Hold** is followed by the Directive: “In Your Classroom or Area” and is the protocol to clear the hallways and remain in the classroom until the “All Clear” is announced with business taking place as usual.
- **Secure** is followed by the Directive: “Get Inside. Lock Outside Doors” and is the protocol used to safeguard students and staff within the building.
- **Lockdown** is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep students quiet and in place.
- **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- **Shelter** is always followed by a type and a method and is the protocol for group and self protection.

These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as “Lockdown! Locks, Lights, Out of Sight.” Communication to the local Law Enforcement Agency would then be “We are under Lockdown.” Each response has specific student and staff action. The Evacuate response is always followed by a location: “Evacuate to the Bus Zone.” Responses can also be chained. “Evacuate to the Hallway. Shelter for Tornado. Drop, Cover and Hold.”

The SRP is now in place in literally thousands of schools around the country and is becoming standard in school safety training. It is fully endorsed by the Scottsbluff Police Department. For more information visit the I Love U Guys Foundation Website at http://iluvuguys.org.

Video Surveillance (Board Policy 3231 - Video Surveillance)

The Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare and safety of staff, students and visitors, safeguarding District facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.

SECTION 5 - SMARTFIND EXPRESS

SmartFind Express

Scottsbluff Public Schools uses SmartFind Express (SFE) to assign substitutes for absent employees. SFE can be accessed by phone where information is entered by using the touch tone key keypad or by the web-based component that can be accessed via the internet. SFE allows a substitute to:

- Specify work locations;
- Indicate your availability by day of the week;
- List the areas for which you are qualified/willing to substitute;
- Allows you to check on open jobs so you can plan ahead (180 days in advance);
- Make yourself temporarily unavailable; and,
- Change your phone number (Note: If you change your phone number on SFE, please notify the Human Resources Department so that your number can also be updated on the database sent to the schools.).

To access SFE by phone, call 1-308-225-5365.
To access SFE by internet, https://sbps.sfe.powerschool.com/

Do you need training? SFE offers training software any time you need it, even if it's just for a refresher course. The website to access the training is http://video.eschoolsolutions.com/orientation/2000002T.mp4

Contact the Business Department if you have any questions.

Job Numbers

A job number is assigned by SFE once you accept a job. Upon arrival at the school, provide the job number of your assignment for verification. When verbal agreements are made with a teacher, you will still need a job number for that assignment. Also, a job number is needed if you are pre-arranged by a school's SFE administrator. Verbal agreements with a teacher do not necessarily mean you will have the assignment if you do not have a job number.

Once you have accepted a job, please be sure to keep track of your assigned jobs!

BE FLEXIBLE! At times job openings are not filled. If that occurs in the building where you are subbing, the principal has the discretion to assign you to a different teaching assignment.

Canceling Jobs

If it becomes necessary to cancel an assigned job, please do so at the earliest possible opportunity. Use SFE to cancel the job; a courtesy call to the school is recommended. SFE is set up so jobs cannot be canceled an hour before the job's start time. If you are canceling a job within this time frame, call the Human Resources Department at 635-6202 or 635-6200 and also call the school to report your cancellation. Once you cancel a job, you will not be able to accept another sub job in SBPS for that day.

SECTION 6 - SUBSTITUTE QUICK REFERENCE CARD

System Phone Number: 308 225 5365
Help Desk Phone Number: 308 635 6200

Write your Access ID Here: _____
Write your PIN Here _____

Web Browser URL **https://sbps.sfe.powerschool.com/**

Telephone Access Instructions

The system calls substitutes during these times:

	Today's Jobs	Future Jobs
Weekdays	Starts at 6:00 a.m.	6:00 – 9:00 p.m.
Saturday	None	6:00 – 9:00 p.m.
Sunday	None	6:00 – 9:00 p.m.
Holidays	None	6:00 – 9:00 p.m.

Decline/Cancel Reasons

1. Illness
2. Working in another District
3. Personal Reasons
4. Jury Duty
5. Weather
6. No transportation
7. No childcare
8. Religious Holiday

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

Registration

1. Enter your **Access ID** followed by the star (*) key.
2. Enter your **Access ID** again when it asks for your PIN followed by the star (*) key.
3. Record your name followed by the star (*) key.
4. Hear your callback #. Correct if necessary.
5. You will be asked to select a new PIN.
6. Enter a PIN at least six (6) digits in length followed by the star (*) key.

Telephone Access Instructions

1. Enter your **Access ID** followed by the star (*) key.
2. Enter your **PIN** followed by the star (*) key.

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

Change Your Callback Number

1. Hear the Callback telephone number. **PRESS 1** to Modify callback telephone number.
2. Enter new telephone number followed by the star (*) key.

To Change PIN or Re-Record Name

1. **PRESS 1** to Change your PIN.
2. **PRESS 2** to Change the recording of your name.

Web Browser Access Instructions

Sign In. Open your browser and access the SmartFind Express Sign In page. Enter your Access ID and PIN.

PIN Reminder. The "Forgot your PIN?" link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user's Access ID and the security code being displayed must be entered on this page. (NOTE: *You must be registered with the system to use this option.)*

Profile.

- Information – Review profile status and address information.
- Update Email – Enter or change email address.
- Callback Number – View/update callback number; specify a DO Not Call time.
- Change Password – Enter your current PIN followed by a new PIN twice and click Save.

Schedule.

1. General:
    - Modify an Availability Schedule.
        - Choose the day or days of the week you want to delete by checking the boxes by that day and select the *Delete* button.

    - Select the *New* button to add a new day of week or time. Follow the steps for “Create a New Availability Schedule” as outlined above.
2. Temporary Do Not Call.
    - Enter the telephone number where you can be contacted by the system. Include the ‘1’ (long distance indicator) and area code.
    - Specify a temporary “Do Not Call Until” time if you do not want to be called by the system.
3. Unavail Dates Tab.
    - Create Unavailability Schedule:
        - Select the *New* button.
        - Enter Start and End Date Range (MM/DD/YYYY) or use the calendar.
        - Select the *All Day* check box or enter the time range in (HH:MM).

ExpressFind Calls

HEAR THE JOB OFFER

1. **PRESS 1 to hear the job offer**
   PRESS 2 to Set temporary Do Not Call
2. If you **pressed 1** to Hear the job offer
   PRESS 1 to Hear the job description
   PRESS 2 TO Decline the job (without hearing the description)
   Enter the decline reason from page 1 followed by the star (*) key
3. If you **pressed 1** to Hear the job description
   PRESS 1 to Accept the job
   Record the Job Number. You are successfully assigned to the job.
   PRESS 2 to Repeat the job description
   PRESS 3 To Decline the job
   Enter the decline reason from page 1 followed by the star (*) key
   PRESS 1 to Accept
4. If you **pressed 2** to Set temporary DO Not Call,, hear a time offered
   PRESS 1 to Accept the time offered
   PRESS 2 to Enter an earlier time in HH:MM format

HEAR THE CANCELLATION

1. Hear “This assignment has been canceled” and the job information
2. **PRESS 1** to Repeat the job information

Calling the ExpressFind System

MENU OPTIONS

1. Review or Cancel Assignments
2. Hear Available Jobs
3. Change your Callback number
4. Review or Modify Temporary Do Not Call Time
5. Review or Modify Unavailability Dates
6. Review or Modify Daily Availability
7. Change PIN or Re-record Name
8. Exit and hang-up

REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order
   PRESS 1 to Hear assigned job information again
   PRESS 2 to Cancel this assigned job
2. If you **pressed 2** to Cancel assignment
   PRESS 1 to Confirm cancellation (Enter cancellation reason followed by the * key)

HEAR AVAILABLE JOBS

1. Hear assignment information
   PRESS 1 to Repeat assignment
   PRESS 2 to Accept assignment
   PRESS 3 to Decline assignment
2. If you pressed 3 to Decline assignment
   Enter decline reason from page 1 followed by the star (*) key

AVAILABLE JOBS

Choose the *Available Jobs* link to view and accept assignments

To view and accept jobs:

- You must be available to work all days and times of the job
- You have specified that you will work at the location.

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the Search button to display the list of jobs
- Press the Details link to view the job details. Review the specifics and choose one of the following:
    - Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. Please record this Job Number.
    - Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button.
    - Select the *Return to List* button to return to the job listing.

REVIEW ASSIGNMENTS

Choose the *Review Assignments* link to review the past, present and future assignments or to cancel an assignment

Follow these steps:

- Select format for Assignment display. List or Calendar view
- Search for assignments
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
    - Select the *Return to List* button to review other jobs assigned to you
    - Select the *Cancel Assignment* button to cancel your assignment.
      Enter a reason for canceling from the pull down list. Wait for the "Job was canceled successfully" notification. You cannot cancel an assignment within 1 hour of the start time.
    - As assignment may contain file attachments. To view or download a file attachment, click on the file name.

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFind Express. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFind Express.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFind Express, and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

SECTION 7 - SCOTTSBLUFF PUBLIC SCHOOL RESOURCES

"We strive for excellence in academics and recognize that we are growing future leaders and active community members. Our teachers and staff are among the very best and are committed to helping each student find individual achievement through instruction and example."

DISTRICT CONTACT INFORMATION

Location	Address	Administration	Phone	School Hours
Bear Cub Preschool	2512 2nd Ave	Dr. Bree Rock, Early Childhood Director Jennifer Galindo, Secretary	635-6293	**8:00 a.m. - 3:00 p.m. (Full Day)** **8:15 a.m. - 11:15 a.m. (AM Half Day)** **12:15 p.m. - 3:15 p.m. (PM Half Day)**
Bluffs Middle School	27 East 23rd Street	Jana Mason, Principal Brittni Chancellor, Assistant Principal James Miller, Assistant Principal Miranda Cervantes, Secretary	635-6270	**7:45 a.m. - 3:00 p.m.**
Lake Minatare Elementary	280548 CR K	Ashlen Schaneman, Principal Cheryl Rose, Secretary	783-1134	**8:05 a.m. - 3:20 p.m.**
Lincoln Heights Elementary	2214 Ave C	Jeremy Behnke, Principal Krystal Rodriguez, Assistant Principal Lana Greene, Secretary	635-6252	**7:55 a.m. - 3:10 p.m.**
Longfellow Elementary	2003 5th Ave	Lukas Benzel, Principal Ashlen Schaneman, Assistant Principal Casie Delgado, Secretary	635-6262	**7:50 a.m. - 3:05 p.m.**
ReConnect	2609 Broadway	Kyle King, Program Director Emma Duarte, Secretary	633-2211	----------
Roosevelt Elementary	1306 9th Ave	Frances Burkhalter, Principal Jessica Stec, Assistant Principal Laura Vallejo, Secretary	635-6259	**8:05 a.m. - 3:20 p.m.**
Scottsbluff High School	313 East 27th Street	Justin Shaddick, Principal Matt Huck, Assistant Principal Kelli Jensen, Assistant Principal Kenna Urwiller, Assistant Principal David Hoxworth, Activities Director Crystal Abrams, Secretary	635-6230	**7:45 a.m. - 3:25 p.m.**
Westmoor Elementary	1722 Avenue K	Bert Wright, Principal Bethany Jolliffe, Assistant Principal Jolene Wills, Secretary	635-6255	**8:00 a.m. - 3:15 p.m.**
District Office	1722 1st Ave	Dr. Andrew Dick, Superintendent Human Resources - 635-6202 Sub Finder - 308-225-5365 https://sbps.sfe.powerschool.com/	635-6200	**7:30 a.m. - 4:30 p.m. (Monday-Thursday)** **7:30 a.m. - 4:00 p.m. (Friday & Summer Hours)**

Scottsbluff Public Schools Board of Education

Dr. Andrew Dick, Superintendent of Schools
Scott Reisig – President
Beth Merrigan – Vice President
Mark Lang – Member
Rob Polk – Member
Tory Schwartz – Member

Paul Snyder – Member

Scottsbluff Public Schools Calendar

The SBPS Calendar can be accessed in print friendly and web-based versions at www.sbps.net.

Substitute Requirements

Persons who wish to serve as substitute teachers apply by filling out an application at https://sbps.tedk12.com/hire/index.aspxt and presenting a teaching certificate to the Human Resources Department. A background check will be conducted and once approved to be a substitute, and orientation will be scheduled.

Check with the building principal for additional requirements involving any long term subbing.

Certification Requirements

All Substitute Teachers shall hold a valid Nebraska teaching certificate. Certification may be local, state, or teaching.

Newly employed substitute teachers shall present their teaching certificates to the Human Resources Department where the certificate will be signed and registered by the Superintendent or designee. A copy of the Teaching Certificate will be kept on file with the Human Resources department during the term of the substitute teacher's employment. It is necessary that the certificate be registered and on file before substituting.

Scottsbluff Public School requires that all substitute teachers provide Human Resources with their valid, registered, Nebraska Teaching certificate or a photocopy of the same. It is the substitute's responsibility to keep the certificate valid. **State Substitute Teaching Certificate is valid for 5 years.**

Although substitute teachers can substitute in all subjects, assignments will be made in the substitute's endorsed area whenever possible.

The Local Substitute Teaching Certificate requires:

- Valid for 5 years;
- Limited to 90 days of substitute teaching per year;
- Minimum of sixty semester college credit hours;
- One professional education course dealing with education of children;
- Completion of the Human Relations Training.

Newly Retired Teachers

Teachers who retired at the end of the last school year must be careful not to jeopardize their retirement. The following is a quote from the Nebraska Retirement System: "*A retiree who is asked to sub a day here and a day there should not have a problem, but if that substitute work is for an employee who will be absent over a long period of time, a retiree could jeopardize his/her retirement benefits. An example would be if a retiree worked as a substitute for someone on medical leave or military call-up."* It is the responsibility of newly-retired teachers to protect their retirement benefits.

The following guidelines are established to not jeopardize retirement funds:

1. Cannot work on a regular basis for the school district for 180 days.
    a. During the 180 days, no more than 8 days in a calendar month of voluntary and/or substitute service provided on a day-to-day basis is allowed (no pre arrangement).
2. Cannot show a "pattern" of substituting.
3. Can substitute in an emergency situation only.
4. Cannot be a long-term substitute until the 180-day rule is met. (We estimate the 180-day rule will end by the start of the second semester, depending on the actual retirement date.)

Employee Identification Badges

All employees are provided District picture identification badges through the HR Department at the District Office. The badges are to help staff and students recognize authorized individuals and to increase school safety. Employee Identification Badges are required to be worn by all Scottsbluff Public Schools employees

when on duty. The badges may be attached to either a lanyard or to your clothing using an alligator clip. **The badges are to be in full display at all times.**

SBPS 403(b) Plan (Tax Sheltered Annuities)

A substitute teacher is permitted to participate in the 403(b) Program. If an employee chooses to participate in an annuity program, the school district will remit a stipulated amount via a payroll deduction to a tax-sheltered annuity plan of the employee's choice from the list of approved service provider companies.

Worker's Compensation

All employees of the school district are covered by Worker's Compensation Insurance. To be eligible for compensation, the injury to an employee must arise from and in the course of employment in the school district. Employees injured during the course of employment and eligible for compensation are required to report **ALL** accidents or injuries to their supervisor immediately. The Supervisor is to fill out the 'Supervisor's Accident Investigation Report' and the injured employee needs to report to the Business Office to have the 'Incident Report and First Report of Alleged Occupational Injury or Illness forms completed. Failure on the part of the employee to report an injury within twenty-four (24) hours may prejudice and defeat a claim for compensation.

Anti-Discrimination, Anti-Harassment, and Anti-Retaliation (Board Policy 5401)

The Scottsbluff Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies for students, employees, and others:

Dr. Wendy Kemling, Executive Director of Student Services - 1722 1st Avenue, Scottsbluff, NE 69361 - (308) 635-6200 - wkemling@sbps.net

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or OCR.KansasCity@ed.gov.

The Americans with Disabilities Act

The Americans with Disabilities Act of 1990 seeks to eliminate discrimination against individuals with disabilities in the areas of employment, transportation and public accommodations. ADA prohibits employers from excluding people from jobs, services, activities or benefits based on their disabilities. Congress amended the ADA in 2008 known as the ADA Amendments Act of 2008. The ADA defines *disability* with respect to an individual as:

- A physical or mental impairment that substantially limits one or more major life activities of such individual;
- A record of such an impairment; or,
- Being regarded as having such an impairment.

It also defines:

- A qualified individual with a disability as one who possesses the requisite skills, education, experience and training for a position, and who can, with or without reasonable accommodations, perform the essential functions of the position the individual desires or holds.
- A substantial limitation as an impairment that prevents the performance of a major life activity that the average person in the general population can perform; or a significant restriction as to the condition, manner or duration under which an individual can perform a particular major activity as compared to the average person in the general population.
- A reasonable accommodation as a modification or adjustment to the job application process or the work environment that enables a qualified person with a disability to be considered for a position, or

enjoy the same benefits and privileges of employment as are enjoyed by similarly situated employees without disabilities.

Major Life Activities Include:	**Major Bodily Functions:**
• Walking • Seeing • Speaking • Hearing • Breathing • Learning • Performing manual tasks • Caring for one's self • Working • Eating • Sleeping • Standing • Lifting • Bending • Reading • Concentrating • Thinking • Communicating	• Functioning of immune system • Normal cell growth • Digestive • Bowel • Bladder • Neurological • Brain • Respiratory • Circulatory • Endocrine • Reproductive

Procedures for Requesting ADA Accommodations

Employees can initiate the accommodation process by requesting an accommodation for a disability to the Executive Director of Student Services, Dr. Wendy Kemling. If you believe you have a qualifying disability and are seeking accommodations in the workplace to enable you to perform your essential job functions, you should contact the Executive Director of Student Services, Wendy Kemling at 308-635-6200 to begin the interactive interview process as required by federal law.

1. Employee submits a request in writing to the District ADA Coordinator, Dr. Wendy Kemling, 308-635-6217 (fax). See Reasonable Accommodations Request form on the Scottsbluff Public School District's website.
2. The employee provides the ADA Coordinator with adequate documentation (as determined by the District) from a qualified health care professional of a disability or impairment on the District's form. Reasonable accommodations will not be provided prior to the receipt of adequate documentation as determined by the District.
3. After receiving the documentation from the healthcare provider, the ADA Coordinator will review the medical information to determine its adequacy. If the information provided is incomplete, unclear or inconsistent, the ADA Coordinator can request that the employee obtain additional or clarifying information from the health care provider.
4. The ADA Coordinator speaks with the employee to identify and discuss accommodations to perform the essential functions of the job.
5. The ADA Coordinator discusses requested accommodations with the principal or supervisor.
6. The ADA Coordinator discusses the feasibility and appropriateness of the requested accommodation(s) after reviewing all the information.
7. The ADA Coordinator notifies the employee in writing of its determination as to appropriate accommodation(s) to be implemented or the explanatory denial of the request or portions of the request.

Please note the following: Having a medical condition alone is not enough to make an employee eligible for accommodations under the Americans with Disabilities Act Amendment Act of 2008 (ADAAA). Scottsbluff Public Schools reserves the right to obtain an independent medical opinion concerning the impairment for which an employee seeks an accommodation at Scottsbluff Public School Districts' expense.

Business Office
Scottsbluff Public Schools

Memo

To: Dr. Andrew Dick and Scottsbluff Board of Education

From: Marianne Carlson, Executive Director of Finance
Justin Shaddick, Principal, Scottsbluff High School
Nate Rock, Activities Director

Date: July 14, 2025

Re: Extra Standard Services - CHOICES Assistant Sponsor

The negotiated agreement requires the evaluation and placement of any new or additional assignments to coaching or sponsorship duties to be evaluated and placed accordingly on the schedule by the Board of Education.

For the 2025-2026 school year, we are asking for the addition of a CHOICES Assistant Sponsor. Four years ago, CHOICES was moved to be within Scottsbluff High School, and we wanted time to see how the program evolved. The program had 34 students for the 2024-2025 school year, and we anticipate we will have 38 students for the 2025-2026 school year.

This program requires a large amount of time outside of school for events/fundraising, overnight travel, and consists of both male and female participants.In addition, SHS is adding two CHOICES English courses, so students can be more involved with CHOICES throughout their school day.

The events and responsibilities this assistant sponsor will assist with include:

- CHOICES Intensive trip
- CHOICES College and Industry Tour
- Plan, organize, and run CHOICES recruitment efforts (Spring)
- Community Service (Crabby Tax night, Midwest Theatre volunteering, Pumpkin Patch, Pie and Gratitude, Elementary Thanksgiving meal service, etc.)
- Fundraising Events (concessions, bake sales, etc.)
- CHOICES events (Trunk or treat, Senior Recognition Night, etc.)
- Organize and plan CHOICES travel expenditures and supplies requests.

Currently, a staff member has volunteered a large amount of time to serve as a co-sponsor for travel to events and has helped with supervision responsibilities, given the need for opposite gender representation.

Proposed

CHOICES Assistant Sponsor	3,203	4,805	8%	12%

Recommendation: Motion to approve the Extra Standard Services addition as presented above, beginning with the 2025-2026 school year.

Business Office
Scottsbluff Public Schools

Memo

To: Dr. Andrew Dick and Scottsbluff Board of Education

From: Marianne Carlson, Executive Director of Finance

Date: July 14, 2025

Re: Property Disposal

Per Board Policy 3090, any sale of school property is contingent on approval of the Board of Education. The District has worked with a local online auction company, BidItBob, in order to auction off items that are no longer needed for school operations. A list of the items that will be a part of the auction is attached to this memo and is composed of items from the District Office that will not be going to the new location. The auction will go live after the Board meeting and will run for one week. The public will have a set time available for them to come to the District Office in order to look at the item(s).

Upon completion of the auction, the amount that goes to BidItBob will be determined by the final sale price of the item and a sliding scale fee. The remaining amount, once the commission is taken out, shall go back to the District and be deposited into the appropriate fund.

Motion: Approve the auction of items attached to the Board memo.

Auction Items July 2025

Air Purifier
Bookshelf - 8
Chairs - 6
Desks - 10
Filing Cabinet (mixture of 2, 3, & 4 drawer) - 26
Metal Cabinet - 2
Mini Fridge
Table - 3
Whiteboard (enclosed)

Scottsbluff Public Schools
Facility Committee Meeting

June 2, 2025	
Attendance:	Scott Reisig, Rob Polk, Mark Lang, Andrew Dick, Travis Rickey, Dave Hoxworth, Nate Rock, Melissa Price, and Marianne Carlson

Auditorium Project	• Update on the Auditorium Project
2025-2026 Budget Update	• Update on the 2025-2026 budget
North Entrance to SEC	• Review of the North Entrance to the SEC
Playground at SEC	• Discussion of the playground project at the SEC
MCI's	• Discussion of the storage of the MCIs
Misc Projects	• Discussion of projects completed throughout the district and upcoming projects for the facility and maintenance team

BOE Updates	• Board Policies
	  ○ Adoption – 5507, 6113, 6287, 6931
	  ○ Revisions – 1200, 3131, 3132, 3140, 4003, 4009, 5001, 5004, 5201, 5202.1, 5301, 5401
	• Superintendent Evaluation
	• Handbooks
	  ○ District
	  ○ Elementary
	  ○ BMS
	  ○ SHS
	  ○ Bear Cub
	  ○ Staff
	  ○ Substitute
	• Extra Standard Services
	• District Office Furniture Disposal
	• Change Orders

Roundtable	• Future Meetings will be on the Tuesday before the board meeting with noted exceptions
	  ○ Thursday, July 31st
	  ○ Tuesday, September 2nd
	  ○ Tuesday, October 7th
	  ○ Tuesday, November 4th

Scottsbluff Public Schools
Finance Committee Meeting

July 1, 2025	
Attendance:	Beth Merrigan, Tory Schwartz, Paul Snyder, Andrew Dick, Justin Shaddick, Melissa Price, and Marianne Carlson

Auditorium Project	• Update on the Auditorium Project
2025-2026 Budget Update	• Update on the 2025-2026 budget
North Entrance to SEC	• Review of the North Entrance to the SEC
Playground at SEC	• Discussion of the playground project at the SEC
MCI's	• Discussion of the storage of the MCIs

BOE Updates	• Board Policies
	  ○ Adoption – 5507, 6113, 6287, 6931
	  ○ Revisions – 1200, 3131, 3132, 3140, 4003, 4009, 5001, 5004, 5201, 5202.1, 5301, 5401
	• Superintendent Evaluation
	• Handbooks
	  ○ District
	  ○ Elementary
	  ○ BMS
	  ○ SHS
	  ○ Bear Cub
	  ○ Staff
	  ○ Substitute
	• Extra Standard Services
	• District Office Furniture Disposal
	• Change Orders

P-Card Expenditures and Cash Flows	• P-Card Expenditures for May were not ready to be reviewed • Cash Flows as of June 30, 2025 were reviewed

Roundtable	• Future Meetings will be held on the Monday before the board meeting with noted exceptions
	  ○ Monday, August 4th
	  ○ Tuesday, September 2nd (1st is Labor Day)
	  ○ Monday, October 13th
	  ○ Monday, November 3rd