

Scottsbluff Public Schools

Bear Cub Preschool

Student Handbook

308-635-6293

2021-2022



SCOTTSBLUFF PUBLIC SCHOOLS PARENT/STUDENT HANDBOOK

Foreword

This handbook is intended to be used by students, parents 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 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.

Board of Education

Ruth Kozal – President
Paul Snyder – Vice President
Mark Lang – Member
Lori Browning - Member
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Scott Reisig - Member

Central Administration

Dr. Andrew Dick – Superintendent
Mike Mason – Executive Director of Curriculum and Instruction
Marianne Carlson – Executive Director of Finance
Wendy Kemling – Executive Director of Student Services
Betsy Skelcher – Assistant Director of Student Services

Bear Cub Preschool Handbook | 2021-22

SCOTTSBLUFF PUBLIC SCHOOLS Bear Cub Preschool

2021-2022 CALENDAR

AUGUST '21

S	M	T	W	Th	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				

9-11 New Teacher Orientation
12-18 Staff Development
19-20 1/2 Preschool Each Day
25 No school for Preschool
26 Open House
27 First day for students

Teacher = 14 Days
Students = 8 Days

FEBRUARY '22

S	M	T	W	Th	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					

1 PD Day No Preschool
12 No school for Preschool
18 PD/Workday/No Preschool
21 ESU Professional Development No Preschool

Teacher = 20 Days
Students = 16 Days

SEPTEMBER '21

S	M	T	W	Th	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	

1 No school for Preschool Home Visits
2 No school for Preschool Home Visits
5 Labor Day- No School
20 PD No Preschool

Teacher = 21 Days
Students = 18 Days

MARCH '22

S	M	T	W	Th	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		

1 PD No school Preschool
2 PD/Workday/No Preschool
13 No School Preschool Home Visits 8:00-3:30
24 No School Preschool Home Visits 8:00-8:00
25 No School/Students & Teachers

Teacher = 23 Days
Students = 18 Days

OCTOBER '21

S	M	T	W	Th	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						

21 PD Day No Preschool
22 PD/Workday/No Preschool
27 & 28 Parent-Teacher Conferences (8:00AM-8:00PM) No school for Preschool
29 No School/Students & Teachers

Teacher = 21 Days
Students = 16 Days

APRIL '22

S	M	T	W	Th	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

1 PD No school for Preschool
15-18 Spring Break- No Preschool
19 PD/Workday/No Preschool

Teacher = 19 Days
Students = 17 Days

NOVEMBER '21

S	M	T	W	Th	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				

13 PD No school for Preschool
24-26 Thanksgiving Break - No Preschool

Teacher = 19 Days
Students = 18 Days

MAY '22

S	M	T	W	Th	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				

5 Preschool Parent Teacher Conferences 4:00-8:00
6 Preschool Parent Teacher Conferences 8:00-3:30 No Preschool
22 Graduation
23 Last Day for Preschool/Regular Dismissal
24 & 25 Teacher Workday
25 Makeup Snow Day #1
26 Makeup Snow Day #2

Teacher = 18 Days
Students = 15 Days

DECEMBER '21

S	M	T	W	Th	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

18 End of 1st Semester
 Dec. 20-Jan. 3 Winter Break - No Preschool

Teacher = 13 Days
Students = 13 Days

JANUARY '22

S	M	T	W	Th	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					

1 PD/Workday/No Preschool
2 Second Semester Begins
28 PD Day /No Preschool

Teacher = 21 Days
Students = 19 Days

1st Semester = 74 Days
2nd Semester = 85 Days
Student = 159 Days
Staff = 189 Days

School Start and End Times		
School	Start Time	End Time
Lake Minatare	8:05 AM	3:30 PM
Lincoln Heights	7:55 AM	3:20 PM
Longfellow	7:50 AM	3:15 PM
Roosevelt	8:05 AM	3:30 PM
Westmoor	8:00 AM	3:25 PM
Bluffs Middle School	7:45 AM	3:02 PM
Scottsbluff High School	7:45 AM	3:25 PM
Bear Cub Preschool Full Day Stadium	8:00 AM	3:00 PM
Bear Cub Preschool Full Day Roosevelt	8:15 AM	3:15 PM
Bear Cub Preschool AM	8:15 AM	11:15 AM
Bear Cub Preschool PM	12:15 PM	3:15 PM

PARENT-TEACHER CONFERENCES AND HOME VISITS 2021-22

Preschool Home Visits	Parent Teacher Conferences
Fall Home Visits: September 2nd & 3rd	October 27 th and October 29 th (8:00 AM – 8:00 PM)
Spring Home Visits: March 23rd & 24th	May 5 th (4:00-8:00) and 6 th 8:00-3:30)

CONTACT INFORMATION

Administration	Dr. Andrew Dick, Superintendent Mike Mason, Executive Director of Curriculum and Instruction Marianne Carlson, Executive of Finance	1722 1 st Ave 635-6200
Special Services	Wendy Kemling, Executive Director Betsy Skelcher, Assistant Director	1722 1 st Ave 635-6266
High School	Justin Shaddick, Principal, Matt Huck, Assistant Principal of Student Support Kelli Jensen, Assistant Principal Academic Programming Kenna Urwiller, Assistant Principal of Teaching and Learning David Hoxworth, Activities Director.....	313 E 27th 635-6230 635-6235
Middle School	Jana Mason, Principal, Bree Rock, Assistant Principal Jason Blanco, Assistant Principal/Assistant AD	23rd & Broadway 635-6270
Lake Minatare	Ashlen Schaneman, Principal	280548 CR K 783-1134
Lincoln Heights	Jeremy Behnke, Principal Krystal Rodriguez, Assistant	2214 Ave C 635-6252
Longfellow	Laurie Bahl, Principal Wendy Powell, Assistant Principal	2003 5th Ave 635-6262
Roosevelt	Frances Burkhalter, Principal Robin Hoxworth, Assistant Principal	1306 9th Ave 635-6259
Westmoor	Bert Wright, Principal Lukas Benzel, Assistant Principal	1722 Ave K 635-6255
Preschool	Jodi Benson, Early Childhood Director	2512 2 nd Ave 635-6293

Scottsbluff Public Schools Mission Statement

Every Child Every Day

Scottsbluff Public Schools Vision Statement

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 the School District (from Board Policy 8110)

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 school district's ability and willingness to furnish financial support to provide for students in cooperation with their parents and the school 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 school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school 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 school 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 school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

USDA Nondiscrimination Statement

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

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

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

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

This institution is an equal opportunity provider.

Receipt and Resolution of Complaints

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 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.

Multicultural Education (Board Policy 6370)

The Scottsbluff Public Schools Board of Education recognizes the variety and values of the many different ethnic and cultural groups in American life and our community, and the importance of the contribution of these varied peoples to our way of life. The Scottsbluff Public Schools will develop and operate programs which help students develop positive attitudes between people of various origins and cultures.

The Scottsbluff Public Schools will seek to prepare all students for a pluralistic society and to provide students with equal educational opportunities.

The steps to be taken toward emphasizing the importance of a pluralistic society will include:

- a) Careful selections and assignment of personnel,
- b) In-service training of staff about multicultural educations, and
- c) Contracting for specialized services which the District cannot feasibly provide with its own resources.

The curriculum and program services of the school system will provide balance in treatment of persons of various racial, ethnic, cultural, and/or religious backgrounds. Further, curriculum materials will be balanced in treatment of differences in socio-economic levels, gender, age, or disability. Materials will provide information about opportunities for responsible citizenship and leadership roles.

Rule 10, Title 92, Nebraska Administrative Code, Chapter 10, Department of Education

Mutual Respect

Scottsbluff Public Schools expect 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 the student will not be tolerated.

School Day Information and Student Conduct

Preschool Hours

- 8:15 AM – 11:15 AM - AM Session (Stadium Center)
- 12:15 PM – 3:15 PM - PM Session (Stadium Center)
- 8:00 AM – 3:00 PM - Full Day Session (Stadium Center)
- 8:15AM – 3:15 PM - Full Day Session (Roosevelt Center)

What do 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 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)
- Do not park in front of the garage door with the sign that says-
“No Parking, Loading Zone”
- Only use handicapped parking spaces if you have a valid permit
- Do not park on the northwest side of lot that is yellow-lined and reads “NO STUDENT PARKING” (This blocks teacher parking at the building to the north)
- If there is not room in the parking lot, please park on the street and walk to the building to pick up/drop off your child

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 past 11:15/3:15) 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.

Field Trips

Throughout the school year we will 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.

Visitation

Visitation to classrooms by parents will be welcomed after the first two weeks of school unless otherwise approved by the classroom teacher. A note to the teacher or a call to the office informing us of the visit would be appreciated. All visitors must report to the office upon entrance to the building to sign in and to receive a visitor’s badge.

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.

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.

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.

Personal Property at School

Personal property that does not have an educational purpose should not be brought to school. Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. 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 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.

Reporting Absences

A written excuse or telephone call from the parent/guardian is required for any absence. Please take time to call the school between 7:45 a.m. – 9:00 a.m. for the morning session and 11:45 a.m. – 1:00 p.m. for the afternoon session 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 children with some food allergies, so please speak to the classroom teacher about the treats you will be providing. It is hoped that everyone will help out in some way. It is not necessary for you to attend the party. Many of you work which makes it difficult to attend, and the children are great helpers when it comes to organizing and having a party. Feel free to come if you can.

Wellness (Board Policy 5417 and 5417.1)

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 are encouraged to send healthy foods to school for classroom celebrations.

Preschool: 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 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.

Payment Schedule:

Payment for preschool tuition is due before the 1st of the month at Central Office, 2601 Broadway, Scottsbluff, NE 69361. Families may also pay at the preschool office or online at <https://www.sbps.net/Page/90>. A late fee of \$10 plus 1.5% will be assessed to any past due account. If the account becomes delinquent, Scottsbluff Public Schools may remove the student from the program.

Sliding Fee Scale 2017-18

	Half Day Fees	Full Day Fees
Full Pay	\$165	\$300
Reduced Pay	\$90	\$175
Lowest Pay	\$35	\$50
Scholarship pay	\$0-25	\$0-25

All fees include a healthy snack.

We use the NDE school lunch program eligibility guidelines to determine reduced and free students. Those qualifying for “free” would still be asked to pay \$35/month (\$1.75/day) as we feel it is an important commitment. Those who cannot afford to pay will apply for scholarship funding to cover part or all of the tuition.

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.

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 for me to communicate with you. Also, please make sure that they have a backpack daily to carry their work home.

Home/School Folder

Each child will have a special folder coming home every Wednesday. This will contain a monthly newsletter, which will have the preschool news as well as any important announcements regarding events, changes in schedule, and attached district notices. ALL information from school to home and back should be put in this folder.

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.

News Coverage

If you do not want your child to be included in any publicity that a classroom or regular school program might receive, you must complete the enclosed *Parent-Student Permission Information Record Sheet* **Picture-News Release Section**.

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 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, a healthcare provider note releasing them to return to school is required. The student may not return on the same day.

Contagious and Infectious Diseases/Conditions

SBPS follows the Nebraska Department of Health and Human Services regulations for control of communicable disease. These regulations include: incubation period, symptoms of illness, infection period and minimum isolation periods/control measures. Diseases/Conditions included in these regulations are: Chickenpox, Pink Eye, Common cold, Diphtheria, Pinworm/Threadworm/Seatworm, Fifth Disease, Hand/Foot/Mouth, Hepatitis A, Herpes Simplex, Impetigo, Influenza, Measles, Meningitis (bacterial and viral), MRSA, Mumps, Head lice, Pertussis/Whooping Cough, Polio, Ringworm, Rubella, Scabies, Shingles, Strep Infection, and Tuberculosis. If your child is diagnosed with one of the above diseases or conditions, contact school health staff for exclusion timeframe and/or if a healthcare provider note is needed to return to school.

A student with a temperature of over 100-degrees will be sent home. It is strongly recommended that students do not return until fever free for 24 hours without the use of fever-reducing medication (Tylenol, Ibuprofen). Or a student may return with a healthcare provider note. A student who vomits will be sent home. It is strongly recommended that students remain out of school for 24 hours.

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.

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. Medication will not be administered without the above authorization and information.

SBPS will not be held liable in case 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, and insulin if appropriate paperwork has been completed.

Health Offices are stocked with first aide medication (such as saline eye drops, insect sting swabs, topical cooling gel, etc). If your student can not have such products, then contact school health staff. This protocol is in effect for the school day and After School Program. At elementary schools, a healthcare provider note is required for over-the-counter medication (Tylenol, Ibuprofen, cough decongestant, cough drops, etc.) If your child has prescription medication in the office, it will be sent with school staff on field trips.

Asthma/Anaphylaxis (Board Policy 5601)

All schools in Nebraska are required to be prepared to respond to life-threatening asthma and anaphylaxis (severe allergic reactions) emergencies while school is in session. The protocol, *Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)*, directs school staff members to identify signs and symptoms of a breathing emergency and respond by calling 911, administering EpiPen (auto-injectable epinephrine) followed by nebulized albuterol.

Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief. The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening breathing emergency and there is a group of staff members who have been taught to properly administer the medications.

If you know that your student has asthma or a known allergy, it is **critically important** that you communicate this information to school health staff. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation (Asthma/Allergy Action Plan), (2) medications, as directed by a healthcare professional. In the event that your student experiences a life-threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol as described above.

This protocol is in effect for the school day hours (7:30am-3:30pm) and at the After School Program. Emergency medication remains on school grounds. If your child has an EpiPen and/or inhaler in the health office, it will be sent with school staff on field trips. If your child participates in after school activities (sports, clubs, etc), complete appropriate paperwork for him/her to carry and self-administer medication. In the event of an emergency, 911 will be called.

If you do not want your student to receive the above described emergency medication, contact school health staff.

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.

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 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 would include naturalization or immigration documents showing 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.

Head Lice and Bed Bug Administrative Procedures

Contact school health staff.

Health Information

The parents or designated persons will be contacted before a child is sent or taken home. It is a parental responsibility to keep emergency cards up to date with changes of address, home phone numbers, work numbers, and two optional contacts. Health information 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 school health staff. If your student has severe allergies that require epi-pen and/or diet modification, asthma, diabetes, and/or seizures, contact school health staff for appropriate paperwork to complete. If your student has a significant health condition that you want school staff to be aware of, complete the blue "Student Health Information" form.

Health Screening

Health screenings are performed per Nebraska Department of Health and Human Services schedule. The purpose of screening is to identify those students needing further evaluation or assistance in the areas screened. A health screening is not diagnostic. Parents/guardians will be notified of the screening result if the student is found to need further evaluation. The cost of such evaluation is the parent/guardians responsibility. A child is not required to submit to a school health screening if his or her parent/guardian provides school with a statement signed by a healthcare provider indicating that child has undergone such required screenings within the last six months preceding the school's scheduled health screening.

Insurance

Accident insurance is not provided by the school but the opportunity to purchase such insurance is offered each year.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the office of the principal.

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 Nebraska Department of Health and Human Services.

Students with a history of varicella disease (chicken pox) must provide evidence of immunity in form of signature of parent with date of illness, signature of health care provider with 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 reason must have 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 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 Nebraska Department of Health and Human Services Control of Communicable Disease regulations.

Recess Restrictions

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

Severe Weather and School Cancellations (Board Policy 2410)

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

At the beginning of each school year students, parents/guardians, and staff will be informed of the procedures used to notify them in case of an emergency closure.

For your consideration: 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.

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.

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 cancelled. This leads to some losing a day's pay or leaving their children alone.
2. Parents who do not feel that sending their children to school is safe should keep them home and during particularly bad weather days, schools are directed to excuse weather related absences. This way, families have a choice. If we close schools, that choice is removed.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. We do sometimes shut down our “country school,” Lake Minatare, and all rural bus routes because those roads are sometimes not possible to traverse. If Lake Minatare is closed more than the rest of the District, we may be required to have make-up days to catch up.
9. School will typically be closed when weather conditions are such that the whole town basically shuts down and almost nobody is out and about.

Severe Weather 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.

Emergency 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.

Lock Down

In an attempt to provide a safe environment, all staff and students will participate in a lockdown drill a minimum of one time per year.

Drug-Free Schools (Board Policy 5104)

The District implements regulations and practices which will ensure compliance with the federal 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.

The possession of drugs or alcohol at school will result in mandatory suspension or expulsion.

Education and Prevention

Scottsbluff School 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, this District will have proper in-service orientation and training for all employed staff.

Safe and Drug-Free Schools – Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the school 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.

Student Conduct (Board Policy 5101)

The Board believes inappropriate conduct causes serious disruption to the learning environment, interferes with the rights of others, and threatens the health and safety of students, employees and the public. The Superintendent and staff will develop and implement age-appropriate student codes of conduct to facilitate the educational process.

Students shall conduct themselves in a manner fitting to their age level and maturity with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district. This policy will also apply while on a 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 school district.

Students who violate this policy and the administrative regulations supporting it will be subject to disciplinary measures including, but not limited to, removal from the classroom, 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 functioning of school activities, behavior which interferes with the maintenance of the 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 student behavior and academic performance. All student codes of conduct will be submitted to the Board for approval or review.

Student Appearance (Board Policy 5101)

Dressing or grooming in a manner which is dangerous to the students 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.

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 PK-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.

Harassment by Students (from Board Policy 5401, 1200, 1210)

Harassment of students, staff or visitors by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/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 school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, offensive or hostile learning or work environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- unwelcome and offensive public sexual display of affection;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;

- demeaning jokes, stories, or activities directed at an individual.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. These rules will be printed and distributed to students and parents in the student handbook. The superintendent shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

Combined Non-Discrimination Notice (mandatory from OCR)

The Scottsbluff Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Andrew Dick, Superintendent
 1722 1st Ave.
 Scottsbluff, NE 69361
 308-635-6200

Or

Wendy Kemling, Executive Director of Student Services
 1722 1st Ave.
 Scottsbluff, NE 69361
 308-635-6200

For further information on notice of non-discrimination, visit

The OCR office for Nebraska is located at: Kansas City Office Office for Civil Rights U.S. Department of Education One Petticoat Lane 601 E. 12 th St. RM 353 Kansas City, MO 64106	The OCR National Headquarters is located at: U.S. Department of Education Office for Civil Rights Lyndon Baines Johnson Department of Education Bldg 400 Maryland Avenue, SW Washington, DC 20202-1100
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Telephone: 800 368-1019 FAX: 816-426-3686; TDD: 800 368-1019 Email: OCR.KansasCity@ed.gov	Telephone: 800-421-3481 FAX: 202-453-6012; TDD: 877-521-2172 Email: OCR@ed.gov
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Title IX

"The Scottsbluff Public School District does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both. "

Wendy Kemling, Title IX Coordinator
1722 1st Ave Scottsbluff NE, 69361
wkemling@sbps.net (308) 635-6200

"For information regarding the Scottsbluff Public School District procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see Board Policy 504.24 (expected approval date Sept 2020) located at sbps.net.

ChildFind (Board Policy 6600)

All children with disabilities residing in Scottsbluff Public Schools, including children with disabilities attending non-public schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

Asbestos

Scottsbluff Public Schools has completed and has on file at the Administration Office at 1722 1st Ave., each Building's 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, 1722 1st Ave., Scottsbluff, Nebraska.

Video Surveillance (from Board Policy 3231)

The board of education has authorized the use of video cameras on School District property and school buses and school sponsored events to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the employee or other building user and may also be provided to law enforcement agencies.

Student Privacy Protection Policy (Board 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 to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent'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'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, that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). Parents will be offered an opportunity in advance to opt their child out of participation in the survey. (Board Policy 5419)

Right of Parents to Inspect Instructional Materials: Parents 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 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 found in Board Policy 6300.

Rights of Parents 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 parental 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) hearing, vision, or scoliosis screenings; (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. Parents will be notified if any additional physical exams or screenings will occur and will have the opportunity to opt their child out if desired.

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: (1) a student's name, (2) home address, (3) telephone number (except when unlisted), and (4) grade level.

Annual Parental Notification of Student Privacy Protection Policy: The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents 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.

Parental Involvement Policies (Board Policy 6410)

A. General - Parental/Community Involvement in Schools:

Scottsbluff Public Schools welcome parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Scottsbluff Public Schools' 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 are encouraged to support the implementation of District policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests, and other curriculum materials used in the District are available for review by parents upon request.
5. Parents 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. Parents' 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 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 request.

9. Participation in surveys of students occurs in this District when determined appropriate by District staff for educational purposes. Parents 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 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 will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Scottsbluff Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Scottsbluff Public Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of Scottsbluff Public Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring, (A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I; (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework

completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and

2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 - (i) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - (ii) Frequent reports to parents on their children's progress; and
 - (iii) Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District:

1. Shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children;
2. Shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
3. Shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;
5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand;
6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
7. May provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training;
8. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
9. May train parents to enhance the involvement of other parents;
10. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
11. May adopt and implement model approaches to improving parental involvement;
12. May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I;
13. May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
14. Shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

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. There may be times when the preschool is not equipped with appropriate staff to accommodate the return of a student to the building.

- 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.
 - a. The bus cannot wait more than one minute 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 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 for 1 hour to reach the parent. After 1 hour, 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.

All instances of the above issues will be documented and signed by the driver and the district transportation supervisor.

- Parents will receive a phone call from the transportation supervisor the first time pick up or delivery is delayed.

Homeless Students Policy (Board Policy 5418)

- Homeless children for purposes of this policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and State Law.
- No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.
- Homeless Coordinator: The Director of Student Services shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that:
 - 1. Homeless children are identified by school personnel;
 - 2. Homeless children enroll in, and have a full and equal opportunity to succeed in school;
 - 3. Homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services;
 - 4. The parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children;
 - 5. Public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens;
 - 6. Enrollment disputes are mediated in accordance with law; and
 - 7. The parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.

- The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.
- Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child’s “school of origin” and the “best interests” of the child. The “school of origin” means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District’s determination of the child’s best interests, and shall be at either:
 - 1. The child’s school of origin for the duration of the child’s homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or
 - 2. The school of the attendance area where the child is actually living.
- To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child’s parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child’s parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
- Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows:
 - 1. If the homeless child’s school of origin is in the Scottsbluff Public Schools, and the homeless child continues to live in the Scottsbluff Public Schools, transportation to and from the school or origin shall be provided by the Scottsbluff Public Schools; and
 - 2. If the homeless child lives in a school other than the Scottsbluff Public Schools, but continues to attend the Scottsbluff Public Schools based on it being the school of origin, the new school and the Scottsbluff Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.
- The second occurrence will result in the transportation supervisor providing written concern of the incident.
- Should pick-up or delivery continue to be problematic, the preschool will convene a case conference with parents and the transportation supervisor to address protocol and concerns.
- Any instance that results in law enforcement intervention, a case conference will be scheduled to review and address concerns.

Again, the safety of students is our primary goal. Thank you for your commitment in making sure that transportation runs smoothly and your child is safe at all times. If you have any questions, please contact us at the numbers listed below.

Bryan Flansburg; Director of Transportation – First Student	635-6214
Jodi Benson; Early Childhood Director	635-6293
Betsy Skelcher; Assistant Director of Student Services	635-6200

Receipt of Handbook

Please sign and have your student “sign” the *Parent-Student Permission Information Record Sheet: Student-Parent Handbook Response Sheet* declaring that you have received and understand that the handbook and the content it contains conduct and discipline rules.

FORMS MUST BE

RETURNED TO SCHOOL

THE FIRST WEEK OF SCHOOL



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 _____

STUDENT-PARENT HANDBOOK RESPONSE SHEET

Yes, I hereby acknowledge that the current Student Handbook is available on line on the www.sbpps.net district website. Hard copies of the student handbook are available only by request from the front office. I have reviewed the handbook 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. Signing below acknowledges receipt of the student handbook in a satisfactory manner via the internet.

EXCURSION PERMISSION

Yes, I hereby give permission for my child to accompany his/her teacher on excursions to another SBPS site or trips limited to a class lesson/period, all other trips will require a specific permission slip.

No, I do not give permission for my child to accompany his/her teacher on excursions to another SBPS site or trips limited to a class lesson/period, all other trips will require a specific permission slip.

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

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.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT

Yes, I have read and I understand the School District's Acceptable Use and Internet Safety Policy. I agree to follow the District's rules and regulations set forth in the Policy. I understand that failure to follow the District's Acceptable Use and Internet Safety Policy will result in appropriate disciplinary action that may include loss of computer access privileges, out-of-school suspension and/or expulsion.

PARENT(S)/GUARDIAN(S)

Yes, I have read and I understand the School District's Acceptable Use and Internet Safety Policy. I accept full responsibility for my child's use of any District technology resources, including any use of District means of access to the Internet that may occur outside the District's schools. I understand that my child's failure to follow the District's Acceptable Use and Internet Safety Policy will result in appropriate disciplinary action that may include loss of computer access privileges, out-of-school suspension and/or expulsion.

Student's Signature _____ Date: _____

Parent's Signature _____ Date: _____