

Roosevelt Elementary Handbook



ROOSEVELT
— ELEMENTARY —

2021-2022

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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
Beth Merrigan – Member
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

School Calendar 2021-2022

SCOTTSBLUFF PUBLIC SCHOOLS | 2021-2022 CALENDAR



<p>9-11 New Teacher Orientation 12-14 Staff Development 15 First day for students</p> <p>Teacher = 14 Days Students = 9 Days</p>	<p>AUGUST '21</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	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					<p>FEBRUARY '22</p> <p>17 No school for K-1 Students 18 1/2 PD/Workday/No students 21 ESU Professional Development No students</p> <p>Teacher = 20 Days Students = 16 Days</p>	<p>FEBRUARY '22</p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	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												
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PARENT-TEACHER CONFERENCES

2021-2022

Grades K-5

October 27 th and October 28 th (8am – 8:00pm)
March 22 rd and 24 th (4pm – 8:00pm)

CONTACT INFORMATION

Administration	Dr. Andrew Dick, Superintendent Mike Mason, Executive Director of Curriculum and Instruction Marianne Carlson, Executive Director 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 Kenna Urwiller, Assistant Principal Kelli Jensen, Assistant Principal David Hoxworth, Assistant Principal/Activities Director.....	313 E 27th	635-6230 635-6235
Middle School	Jana Mason, Principal, Bree Rock, Assistant Principal Jason Blanco, Assistant Principal/Assistant AD	27 East 23 rd St.	635-6270
Lake Minatare	Ashlen Schaneman, Principal	280548 CR K	783-1134
Lincoln Heights	Jeremy Behnke, Principal Krystal Rodriguez , Assistant Principal	2214 Ave C	635-6252
Longfellow	Laurie Bahl, Principal Wendee 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, Principal	2512 2 nd Ave	635-6293

POSITIVE BEHAVIOR EXPECTATIONS



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

Be Safe	Walk – don't run. Use equipment appropriately; Play carefully. Listen to the bus driver.
Be Respectful	Wait your turn. Take turns. Use your inside voice. Follow directions.
Be Responsible	Use time wisely. Be a positive model for others. Get to where you are going. Care for school property.

SECTION I

MISSION, GOALS, AND FEDERAL POLICIES

District 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, audiotope, 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.

SECTION II THE SCHOOL DAY INFORMATION

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.sbbs.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.

Closed Campus

Students leaving the building or school grounds need to be signed in and out by their own parents/guardians with office personnel. Students eating with their own parents/guardians will be allowed to leave during the lunch hour.

SECTION III

USE OF SCHOOL BUILDINGS AND GROUNDS

Arrival/Dismissal Times

Students should arrive at school no earlier than 10 minutes before the start of school 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 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.

When another family member (e.g., grandparent in town for the holidays) wishes to visit, a note from the parent 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.

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.

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 students' 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/Page/90>) Students qualifying for free meals may also maintain an account for a la carte items.

The 2021-22 Elementary School lunch prices are as follows:

	Breakfast	Lunch	Milk
Elementary Student	\$1.80	\$2.80	\$.50
Adult	\$3.65	\$3.95	\$.50

Scottsbluff Public Schools have agreed to participate in the National School Lunch Program and accept responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. Complete guidelines are available for review at the Central Administration Office. Families can complete the Free and Reduced Lunch application at any time by contacting the school office to request a form. The form can also be completed online through the Infinite Campus Parent Portal at: <https://www.sbps.net/site/Default.aspx?PageID=858>.

Adults wishing to eat lunch in the cafeteria with their children need to send a note to school or to call the school office before 9:00 a.m. in order that meals may be ordered for them.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer. PLEASE NOTE: As stated above, all protected bases do not apply to all programs. *The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.*

School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include this statement in full, on all program materials used for public information, public education or public distribution

Wellness Policy (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.

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.

Smoke-Free Environment (Board Policy 1120)

Scottsbluff Public Schools declares all of our school buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke-free and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke-free and tobacco-free and abide by our District's policy.

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.

Searches, Seizures, and Arrests (Board Policy 5406)

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, protected student areas, or vehicles driven by students parked on school property based on a reasonable and definable suspicion that a school district policy, rule, regulation or law has been violated.

The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated 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 welfare of the school district.

Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district. The superintendent or building principals may release minor students into the custody of a law enforcement officer upon presentation of a court order or warrant for the student's arrest, or to remove a student from school premises if the officer or school administrator has reason to believe that the student has violated the law.

The principal or designee will immediately attempt to notify the parent/guardian or responsible relative of the student's release and the place to which the student is reportedly taken, except in cases of child abuse.

Video Surveillance (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.

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. 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.

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.

Student Valuables: 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.

Lost Articles: There is a lost and found section provided at each building. Please advise your child to check this department if an article cannot be located. We collect many unclaimed items of clothing each year. For identification purposes, please permanently label your child's belongings. Items which are not claimed are disposed of at the end of each semester.

Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the 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 determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- 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.

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.

SECTION IV ATTENDANCE

Addressing Barriers to Attendance and Referrals to Scotts Bluff County Attorney’s Office (Board Policy 5008)

(Pursuant to Nebraska State Statutes: §79-201 and §79-209)

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts it has made as required by statutes, that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and that the child has been absent more than twenty days per year. The school shall notify the child’s family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

Upon meeting with the families, students, and school officials, the County Attorney’s office will consider the circumstances behind the large number of absences and take action accordingly. The action taken by the County Attorney’s office could include filing a juvenile petition for truancy in the Juvenile Court or setting up an attendance plan through our diversion office.

Reporting Absences

A written excuse or telephone call from the parent 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.

Pupils may be excused from school for out-of-town medical appointments, or in-town medical appointments up to two hours. Such absences are not counted against the student attendance record. The student must bring a note from the doctor to inform the office that this is the reason for the absence or tardiness and must be received upon the child’s return to school.

When a student is absent, the parent may request make-up work after the second day only. If a student is absent for only one or two days, the work can be completed upon returning to school.

If any student has accumulated 10 absences per semester the school shall use all its resources to compel the student’s attendance. Written notification at the accumulation of 10 and 15 days will be sent to parents.

Compulsory Attendance:

Any child who will reach 6 years of age prior to January 1st of the then current school year and has not reached 18 years of age, shall attend the academic program on a regular basis, unless (1) said child has obtained a high school diploma by meeting graduation requirements; (2) has reached sixteen years of age and has been withdrawn from school pursuant to state statute; or (3) pursuant to state law (§79-201) the parents or legal guardian(s) of a child files a written request to drop the child from the school rolls.

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 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 Statute.

SECTION V SCHOLASTIC ACHIEVEMENT

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.

Student Promotion, Retention or Acceleration (Board Policy 5201)

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

Students will typically progress annually from grade to grade. Exceptions may be made when, in the judgment of the teachers and the principal, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with school authorities.

SECTION VI SUPPORT SERVICES

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.

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.

Health Screening (Board Policy 5408)

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/guardian's 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.

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, COVID 19, 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.

PE or Recess Restrictions

If a student requires restricted PE or recess due to health conditions for more than one (1) 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.

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. 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 aid 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.

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.

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.

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 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.

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.

Head Lice and Bed Bug Administrative Procedures

Contact school health staff.

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.

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 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 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.

SECTION VII DRUGS, ALCOHOL AND TOBACCO

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.

Drug and Alcohol Use and Prevention

By this handbook, each student of the District is hereby 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 part of any of the school's activities.

Tobacco and Alternative Nicotine/Vapor Products (Smoking and Chewing)

The use or possession of tobacco and alternative nicotine/vapor products or herbal chew in the building, on the campus, or at any school related activity is not permitted. Any student found guilty of using or in possession of tobacco products on school property will be suspended and will require a parent conference prior to re-entry in school. For these purposes, it includes all products, such as cigars, cigarettes, chewing tobacco, nicotine products, vapor products

(including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products.

SECTION VIII

STUDENT RIGHTS, CONDUCT, RULES AND REGULATIONS

Student Conduct (Board Policy 5101)

The Board believes inappropriate student 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 and 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 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, 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 proportional 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.

Transmitting or Distributing Inappropriate Material (Board Policy 1102)

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 Scottsbluff Elementary School Code of Conduct (i.e. videotaping a fight), or is sexually explicit (commonly called sexting) may face additional disciplinary actions as deemed appropriate by administration.

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 7:20 AM – 3:30 PM or while involved in a school sponsored activity.

- Cell phones
- Personal listening devices; hereafter referred to as devices
- Other related electronic media devices; hereafter referred to as devices

Inappropriate cell phone 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.

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.

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.

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.

STUDENT RIGHTS, EMERGENCY EXCLUSION, SUSPENSION, EXPULSION, OR REASSIGNMENT OF STUDENTS (Board Policy 5101)

This Board Policy is adopted to comply with the terms of Neb. Statute 79-268 et seq. Much of its language is abbreviated from the Law. Wherein this Policy does not comply with or is in conflict with said statutes, the provisions of said statutes shall nevertheless govern.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; 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 school district.

The Board of Education hereby authorizes:

1. emergency exclusion;
2. short-term suspension;
3. long-term suspension;
4. expulsion; or
5. mandatory reassignment

of any pupil from school for conduct prohibited by law or by the Board's rules or standards.

Rules and standards shall be established by school officials, by delegation, and authorization of the Board of Education through handbooks and publications.

Rules and standards which form the basis for the above matters are set forth in the buildings' parent/student handbooks which shall be distributed at least annually at the beginning of each year, and shall be given to new students as they enter school during the term. Handbooks shall be approved by the Board of Education. A copy of this Policy shall be included in the handbooks.

1. Definitions: Board policy hereby provides for five types of exclusions:

- a) Emergency Exclusion: Exclusion for an initial period of up to five days for reasons of health, danger to the person, or disruptive conduct.
- b) Short-Term Suspension: Suspension to last from one to five school days.
- c) Long-Term Suspension: Suspension to last from six (6) to twenty (20) school days.
- d) Expulsion: Exclusion from attendance in all schools in the System in accordance with §79-283, R.R.S. 1943.
- e) Mandatory Reassignment: Involuntary transfer of a student to another school within the System in connection with any disciplinary action.

Emergency Exclusion:

1) Any student may be excluded from school for the following circumstances, subject to the procedural provisions of section §79-268 et seq., and if longer than five school days, subject to the provision of subsection (3) of §79-264.

- a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community; or
- b) 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.

2) An emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than is necessary to avoid the dangers described in subsection (1) of this section.

3) If the superintendent or his designee determines that such emergency exclusion shall extend beyond five days, the school board shall adopt a procedure for a hearing to be held and a final determination made within ten school days after the initial date of exclusion. Such procedure shall substantially comply with the provisions of section §79-266 to 79-287 and such provisions shall be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

The exclusion may last only as long as a clear factual situation warrants it. It may initially last for up to five school days and the following procedure should be followed:

- a) The principal should investigate.
- b) The student should receive oral or written notice of the charges and the reasons for the exclusion.
- c) The student should be told the basis of the evidence used to make the decision.
- d) The student should be given an opportunity to present his/her version of the story.
- e) Parents should be notified within 24 hours.
- f) The principal should try to hold a conference with the parents before or at the time the student returns to school.

3. Short-Term Suspension: The principal may suspend a student for as many as five school days for conduct which:

- a) Constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b) Violates the 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 procedure should be followed:

- a) The principal should investigate.
- b) The student should receive oral or written notice of the charges and the reasons for the suspension.
- c) The student should be told the basis of the evidence used to make the decision.
- d) The student should be given an opportunity to present his/her version of the story.
- e) Within 24 hours of such additional time as is reasonably necessary following suspension, a written statement shall be sent to the student and his or her parents or guardian describing the student's conduct, misconduct, or violation of rule and reason for action taken.
- f) The principal should try to hold a conference with the parents before or at the time the student returns to school.
- g) Any student who is suspended pursuant to this Section may be given an opportunity to complete any class work, including but not limited to, examinations missed during the period of suspension pursuant to guidelines established for granting such opportunity to suspended students. These guidelines shall be provided to the student and parent or guardian at the time of suspension.

4. Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion or mandatory reassignment when it occurs on school grounds or during an educational function or event off school grounds.

- a) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes substantial interference with school purposes.
- b) 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.
- c) Causing or attempting to cause injury to a school employee, any student, or to a school volunteer. 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.
- d) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.
- e) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
- f) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance as defined in §28-401, a substance represented to be a controlled substance or alcoholic liquor as defined in §53-103 or being under the influence of a controlled substance or alcoholic liquor.
- g) Sexual conduct, public indecency, as defined in Section §28-806, except that this subdivision shall apply only to students at least twelve years of age, but less than nineteen years of age.
- h) 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 on school grounds not at an educational function or event. For purposes of this subsection, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in section §28-319 and section §28-320.
- i) 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.
- j) Repeated violation of any rules and standards validly established pursuant to Section §79-262, if such violations constitute a substantial interference with school purposes.

5. Notice of Disciplinary Action (In cases of long-term suspension, expulsion, or mandatory reassignment): The principal or other person who decides to discipline a student must file a written charge and summary of the evidence with the Superintendent of Schools on the date of the decision.

The following procedure shall be followed:

- 1) On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school shall, within two school days of the decision, send written notice

by registered or certified mail to the student and his or her parent or guardian informing them of the rights established under the Student Discipline Act;

2) Such written notice shall include the following:

a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

b) The penalty, if any, which the principal has recommended in the charge, and any other penalty to which the student may be subject;

c) A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student shall have a right to a hearing, upon request, on the specified charges;

d) A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

e) A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian shall have the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substances of their testimony; and

f) A form (504.01 Form 1) on which the student, the student's parent, or the student's guardian may request a hearing to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail as prescribed in section §79-271 and 79-272; and

3) 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 until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose, or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

6. Settlement Not Precluded: The student, student's parents or guardian may settle the matter with School officials without a hearing prior to having a hearing, and the matter will then be concluded.

7. The Penalty: If a hearing is requested within five days, as provided by the law, the matter shall be handled by a hearing examiner. The hearing examiner's report and recommendations shall be reviewed by the Superintendent of Schools and by the Board, if appealed. The Superintendent and Board may change or reduce the penalty, but may not increase it.

8. The Hearing Examiner: The hearing examiner shall:

a) Be any person (including any School employee) who:

1) Has not brought the charges.

2) Will not be a witness.

3) Has no involvement in the charge.

b) Be appointed by the Superintendent upon receipt of a written request for a hearing.

c) Give written notice, within two days of being appointed, of the time and place of the hearing.

d) Set the hearing within five days of the request, but may extend this time period for good cause.

e) Not set the hearing on less than two days' actual notice to the parties (without their consent).

f) Remain impartial.

g) Be available before the hearing to answer questions on the nature and conduct of the hearing.

h) Request legal counsel to be present at the hearing if he/she deems it advisable. The hearing examiner may be advised by legal counsel in the conduct of the hearing.

i) Exclude the student, if he/she deems it advisable, at times when the student's psychological evaluation or emotional problems are being discussed.

j) Be in charge of the hearing and exclude disorderly persons.

k) Not be bound by rules of evidence.

l) Ask witnesses to testify at the hearing, at his/her discretion.

m) Administer an oath to the witnesses.

n) Make reasonable efforts to assist in obtaining the presence of witnesses.

o) Question any witness, in his/her discretion.

p) Conduct one hearing for a group of students, when the facts and charges are substantially the same.

q) Provide separate hearings when a student's rights are substantially prejudiced by a group hearing.

r) File a report of findings and recommendations.

s) Limit the findings and recommendations solely to the evidence presented at the hearing.

t) Explain the recommendations in terms of the needs of the student and the School Board.

9. The Hearing: If such a hearing is requested within said five school days of the student's receipt of written notice:

a) The Superintendent shall appoint a hearing examiner.

b) Within two school days of being appointed, the hearing examiner shall issue written notice of hearing to be held within five school days of the school's receipt of the request.

c) The recommended punishment shall not go into effect. However, a school could exclude a student on an emergency basis or suspend a student for as many as five school days and concurrently initiate procedures for long-term suspension, expulsion or mandatory reassignment.

If a hearing is not requested by the student or the student's parent or guardian within five days following the receipt of written notice, the punishment recommended in the charge by the principal or his or her designee shall automatically go into effect upon the fifth school day following receipt of the written notice by the student or his or her parent or guardian.

If a hearing is requested after five school days of receipt of written notice, but before thirty calendar days, a hearing shall be held and the punishment shall continue in effect pending a final determination.

Before the Hearing:

a) Records and statements of witnesses must be made available for examination.

b) The principal shall give the hearing examiner statements, in affidavit form, of persons with information about the student's conduct, but not unless these statements have been made available to the student, the student's parents, guardian or representative prior to the hearing.

c) Witnesses may be asked to attend the hearing by the student, the student's parents, guardian or representative, the principal, or the hearing examiner.

At the Hearing:

a) The proceedings need not be conducted by the rules of evidence.

b) The hearing examiner will be in charge and may exclude disorderly persons.

c) The hearing examiner, the student, the student's parents or guardian, the student's representative, if any, and counsel for the Board of Education, if the Board chooses to have counsel present (and the hearing examiner may request the advice of legal counsel) shall attend the hearing.

d) Legal counsel for the Board may advise the hearing examiner in the conduct of the hearing or act as the principal's designee, but the same person may not serve both functions.

e) The student may bring a representative and that person may be an attorney.

f) Witnesses may be questioned by the student, parents, guardian or representative, the principal, the school's legal counsel, or the hearing examiner.

g) Witnesses shall give testimony under an oath administered by the hearing examiner.

h) Witnesses shall be present only when giving information.

i) All persons giving evidence shall have the same immunity as a person testifying in a court case.

j) The student may be excluded from the hearing, at the discretion of the hearing examiner, when the student's psychological evaluation or emotional problems are being discussed.

k) Students may be given a group hearing when the facts and charges in each of their situations are substantially the same.

l) The School District shall record the hearing at its own expense. (A tape recording will suffice).

10. The Decision: The hearing examiner's report:

a) Will include his/her findings and recommendations for action.

b) Will explain the recommended action in light of the needs of the student and the School.

c) Must be based on the evidence at the hearing.

d) Shall be reviewed by the Superintendent who may change or reduce the penalty, but may not increase it. The decision of the Superintendent and the findings of the hearing examiner shall be communicated to the student, student's parents or guardian, by mail or personal delivery and will take effect upon delivery.

The decision of the Superintendent and the findings of the hearing examiner shall be communicated to the student, student's parents, or guardian, by mail, or personal delivery and will take effect upon delivery.

a) Except as herein provided, the expulsion of a student shall be 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, or (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 subject to the provisions of subsection (c) of this section. Such action may be modified or terminated by the school district at any time during the expulsion period.

b) The expulsion of a student for (1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student except as provided in subdivision (3) of section §79,4,180 or (2) the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

c) Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing examiner after the hearing examiner has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a

recommendation by the hearing examiner that the student be readmitted for the upcoming school year. If the School Board or Board of Education or a committee of such a Board took the final action to expel the student, the student may be readmitted only by the action of the Board. Otherwise, the student may be readmitted by action of the superintendent.

d) A school district that has expelled a student may suspend the enforcement of such expulsion for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect and may, as a condition of such suspended action, assign the student to a school, class, or program which the school district deems appropriate for rehabilitation of the student. Any two or more school boards may join together in providing such schools, classes, or programs, and any district may by agreement with another district to send its suspended or expelled students to any school, class, or program, already in operation by such other school. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation.

e) At the conclusion of the designated period, the school district shall (1) reinstate any student who has satisfactorily participated in the school, class, or program to which such student has been assigned and permit the student to return to the school of former attendance or to attend other programs offered by the district or (2) if the student's conduct has been unsatisfactory, enforce the expulsion action.

11. **Appeal to the Board of Education:** The student, student's parents or guardian may appeal the Superintendent's determination by written request, filed with the Secretary of the Board or the Superintendent, within 7 school days following the receipt of Superintendent's determination.

The appeal shall be made solely on the record of the hearing, except that new evidence may be admitted to avoid substantial threat of unfairness.

The hearing board shall:

- a)** Meet on or before the next regularly scheduled meeting of the Board of Education.
- b)** Be composed of the Board of Education or a designated committee of the Board, consisting of not less than three members.
- c)** Record any new evidence.
- d)** Take new evidence, if necessary, to avoid the threat of substantial unfairness.
- e)** Withdraw to deliberate privately on the record and any new evidence.
- f)** Reopen the hearing to receive new evidence if the Board deems it necessary.
- g)** Approve or change the Superintendent's decision, but it shall not approve a more severe sanction.
- h)** Notify the student and the student's parents or guardian of the Board's final action by personal delivery or certified mail.

12. **Appeal to the District Court:** Any aggrieved party may appeal a final decision in a contested case to the district court of the county where the action was taken. The appeal must be filed within 30 days after service of the final decision by the Board of Education.

The record of the case shall consist of:

- a)** The charge.
- b)** The notice.
- c)** The evidence presented.
- d)** The hearing examiner's findings and recommendations.
- e)** The action of the Superintendent.
- f)** Any additional evidence.
- g)** Any additional action taken in the case.

Suspension/Expulsion from School

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.

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:	The OCR National Headquarters 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 Telephone: 800 368-1019 FAX: 816-426-3686; TDD: 800 368-1019 Email: OCR.KansasCity@ed.gov	U.S. Department of Education Office for Civil Rights Lyndon Baines Johnson Department of Education Bldg 400 Maryland Avenue, SW Washington, DC 20202-1100 Telephone: 800-421-3481 FAX: 202-453-6012; TDD: 877-521-2172 Email: OCR@ed.gov

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.

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 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.

Anti-Bullying Policy – Students (Board Policies 5401, 1200, 1210)

The Board of Education recognizes the negative impact that bullying has on student health, welfare, and safety and on the learning environment at school. Students are prohibited from engaging in any form of bullying behavior. Bullying may be grounds for long-term suspension or expulsion. Any student who engages in bullying behavior that 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, may be subject to discipline to the extent permitted by law. Students are prohibited from engaging in behavior including the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

In determining the appropriate action to be taken in response to incidents of student bullying, the building principal or principal's designee shall consider existing policies and regulations that address the type of conduct that may be involved in bullying. Such policies and regulations include, but are not limited to 5401, 1200, and 1210 (Harassment by Students).

All district employees, and students share the responsibility to ensure that bullying does not occur at any district school, on any district property, at any district or school-sanctioned activities or events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

Toward that end:

- All students who believe they have been victims of bullying in any such circumstance shall immediately report it to any district employee at their school.
- All students who witness student bullying in any such circumstance shall immediately report it to any district employee at their school.
- All district employees who have any incident of bullying reported to them shall promptly forward the report(s) to the principal or principal's designee for appropriate action.
- All district employees who witness student bullying in any such circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the district and building principal, and shall promptly report the bullying to the principal or principal's designee for appropriate action.
- Each building principal or principal's designee shall ensure that all reports involving student bullying in any such circumstance are promptly and thoroughly investigated, and that appropriate action is taken.
- Any person who takes retaliatory action against a student who reports in good faith an incident of bullying shall be subject to disciplinary consequences.

In determining the appropriate action to be taken in response to incidents of student bullying, the building principal or principal's designee shall consider existing policies and regulations that address the type of conduct that may be involved in bullying.

Discipline for student bullying and for retaliation for reporting bullying may include suspension, expulsion, and/or removal from classroom or activity. In addition, the building principal shall consider other actions which may be appropriate in response to student bullying and retaliation, including, but not limited to:

- Holding assemblies and implementing programs to warn students that bullying is prohibited and advise them of the consequences for engaging in bullying activity, to encourage all students to immediately report incidences of student bullying, and to engender an atmosphere where bullying is not tolerated at school or school-related activities.
- Implementing student peer mediation programs.
- Holding conferences with the parents of students who continue to engage in bullying after administrator/teacher intervention, in order to develop cooperative strategies to correct the students' behavior.

- Separating students who continue to engage in bullying after administrator/teacher intervention from other students at school or from particular school programs or activities, until they can conform their behavior to acceptable standards.
- Withholding privileges (i.e., recess, field trips, participation in extracurricular activities, etc.) from students who continue to engage in bullying after administrator/teacher intervention, until they can conform their behavior to acceptable standards.
- Holding training and inservices to assist building staff in being alert to student bullying, taking appropriate action when bullying occurs, and helping to engender an atmosphere where bullying is not tolerated at school or school-related activities.

Legal Reference: Laws 2008, LB 205

Student Discipline Act, Neb. Rev. Stat. " 79-254 to 79-296

Neb. Rev. Stat. 79-2,137

NDE February 2003 State Board Action; Reaffirmed December 2005

Reporting Student Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. 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 parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Scottsbluff Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - a) Knowingly possessing illegal drugs or alcohol,
 - b) Assault,
 - c) Vandalism resulting in significant property damage,
 - d) Theft of school or personal property of a significant nature,
 - e) Automobile accident, and
 - f) Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

Student Fees (Board Policy 5416)

The Board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or non-specialized attire, or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

- Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
- Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

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 must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

The District may charge student fees or require students to provide specialized equipment or attire in the following areas:

- Participation in extracurricular activities, including extracurricular music courses;

- Any fees for participation in extracurricular activities for the school year are specified in the respective schools handbook.
- Admission fees and transportation charges for spectators attending extracurricular activities;
 - Admission fees may be charged for extracurricular activities and events. 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.
- Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
 - For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge from the district for tuition, or other fees. Tuition and other fees associated with obtaining credits from a postsecondary educational institution may be charged by the institution. The administration shall publish specific guidelines regarding any necessary books and supplies.
- Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by State statute;
 - The parent or legal guardian of the option student shall be responsible for required transportation. A school district may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.
- Copies of student files or records as allowed by State statute;
 - Each public school may establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student, except that the imposition of a fee shall not prevent parents 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.
- Reimbursement to the District for property lost or damaged by the student;
 - Students may be required to reimburse the district for property lost or damaged.
- Before-and-after-school or pre-kindergarten services in accordance with State statute;
 - Students are responsible for fees, not to exceed the actual cost, 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.
- Summer school or night school;
 - Students are responsible for any 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.

The District may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers for any of the following shall be provided for students who qualify for free or reduced-price lunches:

- 1) Fees and specialized equipment and specialized attire required for participation in extracurricular activities,
- 2) Admission fees and transportation charges for spectators attending extracurricular activities, and
- 3) Materials required for course projects where the project becomes the property of the student upon completion.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1005.01, Public Complaints.

Student Fee Waiver Procedures (Board Policy 5416A)

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:

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 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 and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook.

Elementary Student Fees

General school supplies and 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.

SECTION IX PARENT AND STUDENT RIGHTS

Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. 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 school district advise you of your rights under federal law.
3. Receive notice with respect to 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 which 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

The Family Educational Rights and Privacy Act (FERPA) affords parents 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 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 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 eligible student believes are inaccurate or misleading. Parents 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 eligible student, the District will notify the parent 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 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. 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 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:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The District may disclose information about former students without meeting the conditions in this section.

Additional Notice Concerning Directory Information

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Staff Qualifications (Board Policy 4100 and 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.
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.

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 606.03

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.

Parent Support Groups and FundRaising

Any group raising funds for goods and services for the school district or individual buildings shall confer with the building principal for approval. Funds collected will be kept as part of the accounts of the school district. (Refer to board policy 1005.04 and 506.08.)

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.

SECTION X
FORMS

**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.sbps.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 (6800)

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.

Student Information Release (5419)

Student Screening information (5419)

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:** _____

SCOTTSLUFF PUBLIC SCHOOLS
Scottsbluff, Nebraska

STUDENT FEES: Student Fee Waiver Application

The school district will waive certain fees for students who qualify for free and reduced lunches under the income guidelines of the United States Department of Agriculture. If you would like the school district to waive specific student fees for your child, you must fill this form out in its entirety and submit it, along with any required documentation, to the office of the Principal.

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

Part 2: Specific fee(s) for which you are requesting a waiver:
*See Student Fee List in respective student handbooks

Part 3: Eligibility. Select ONE of the following:

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

b. Check here if your child is eligible for fee waivers because you receive Food Stamps, FDPIR or TANF for the child.

Please attach a copy of one of the following:

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

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

Please complete the following:

NAME (list everyone in your household)	Last month's income and how often it was received Example: \$100/twice a month or \$100/every other week				Check if no income
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	Other	
	\$__/ _____	\$__/ _____	\$__/ _____	\$__/ _____	<input type="checkbox"/>
	\$__/ _____	\$__/ _____	\$__/ _____	\$__/ _____	<input type="checkbox"/>
	\$__/ _____	\$__/ _____	\$__/ _____	\$__/ _____	<input type="checkbox"/>
	\$__/ _____	\$__/ _____	\$__/ _____	\$__/ _____	<input type="checkbox"/>
	\$__/ _____	\$__/ _____	\$__/ _____	\$__/ _____	<input type="checkbox"/>
	\$__/ _____	\$__/ _____	\$__/ _____	\$__/ _____	<input type="checkbox"/>

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

Acceptable documentation includes:

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

Social Security, Pensions, or Retirement: A notice of eligibility from the state employment security office, check stub, or letter from Workers' Compensation Court.

Welfare Payments: A benefit letter from a welfare agency.

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

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

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

Part 4: Signature and verification

An adult household member must sign this application.

PLEASE READ THIS CERTIFICATION BEFORE SIGNING:

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

Sign here: _____

Date: _____

File: 504.19 Form 1
Page 3 of 3

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE.

SCOTTSBLUFF PUBLIC SCHOOLS
Scottsbluff, Nebraska

STUDENT FEES: Course Project Purchase Form

Amendments to the Public Elementary and Secondary Student Fee Authorization Act prohibit the district from requiring students to furnish materials for standard course projects. In general, all course projects will remain the property of the district. However, it is the district's policy to allow students to purchase their projects provided they have agreed to such a purchase prior to beginning work on the project.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED PRIOR TO BEGINNING THE PROJECT TO ALLOW PURCHASE BY THE STUDENT.

● **PLEASE PRINT**

To Be Completed By The Instructor:	
Course: _____	Expected Completion Date: _____
Project: _____	
Estimated Cost: _____	Instructor's Signature: _____

I, _____, agree to purchase this project and/or all project materials
Student's Name

following the project's expected completion date.

Student's Signature

I permit my student to purchase this project and/or all project materials following the project's expected completion date.

Parent/Guardian's Signature

Internet Safety and Acceptable Use Policy (Board Policy 6800)

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 School 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.

A. Internet Safety Policy

It is the policy of Scottsbluff Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. **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 as to minors.
2. **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.
3. **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: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. **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.
5. **Social Networking.** Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response.
6. **Adoption.** This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

1. **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.
2. **Access and User Agreements.** Use of the District technology resources is a privilege and not a right. The Superintendent or 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 designee in writing if they do not want their child to have access. The Superintendent and 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.
3. **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.
4. **Unacceptable Uses.**

The following are unacceptable uses of the technology resources:

- a. **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.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.
Occasional use that the Superintendent or 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: sending an email to a minor child or spouse; 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.
- c. **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.
- d. **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,
 1. 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).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. 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.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. **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 e-mails 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.
- f. The use of personal technology devices including non-district owned laptops, printers, tablets, iPods and other like devices will only be allowed with prior approval from the district IT department. At no time will it be allowed to connect any personal device to the district network including but not limited to printers, routers, wireless access points, etc. Any device that requires software drivers to be installed will be prohibited. Exceptions would be

keyboards, mice and other personal input devices. At no time will personal software that has not been purchased or licensed to Scottsbluff Public Schools be installed on district computers.

5. 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.
6. 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: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) 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.
7. 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.
8. 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.

