

**Scottsbluff Board of Education Regular Meeting**

Monday, February 12, 2024 6:00 PM

Scottsbluff High School Board Meeting Room

313 E 27th Street

Scottsbluff, Nebraska 69361

Mark Lang: Absent

Beth Merrigan: Present

Robert Polk: Present

Scott Reisig: Present

Tory Schwartz: Present

Paul Snyder: Present

1. Opening Procedures

1.a. Call to Order

The Scottsbluff Public Schools Regular Board Meeting was called to order at 6:00 PM by Board President Scott Reisig.

1.b. Roll Call

1.c. Excuse Absent Member(s)

Motion to excuse absent member Mark Lang Passed with a motion by Robert Polk and a second by Beth Merrigan.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

2. Pledge of Allegiance

3. Open Meetings Law

This meeting was held in accordance to the Open Meetings Act. Notice of this meeting was published in the Star-Herald and on the Scottsbluff Public Schools website.

4. Consent Agenda

Motion to accept the Consent Agenda Passed with a motion by Paul Snyder and a second by Tory Schwartz.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

4.a. Adopt Agenda

4.b. Approval of Certified Staff Hire

4.b.1. Cole Kramer, Science, Scottsbluff High School

4.b.2. Theresa Ascherl, ELA, Scottsbluff High School

4.b.3. Shauna Mason, Speech Language Pathologist, SBPS

4.c. Approval of Certified Staff Retirement

4.c.1. Yvonne Lease, 2nd Grade, Lake Minatare Elementary

4.c.2. Shane Talkington, Agriculture, Scottsbluff High School

4.d. Approval of Certified Staff Resignation

4.d.1. Nichole Hoelsing, Registered Nurse, SBPS

4.d.2. Ashley Harman, 5th Grade, Longfellow Elementary

4.d.3. Ashley Jackson, 8th Grade ELA, Bluffs Middle School

4.e. Approve Minutes as follows:

4.e.1. January 8, 2024

5. Expenditures

5.a. Expenditures, without Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. and Tory Schwartz: \$1,052,783.25

Motion to approve the expenditures without Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. and Tory Schwartz for the amount of \$1,052,783.25 Passed with a motion by Beth Merrigan and a second by Paul Snyder.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

5.b. Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. Expenditures: \$537.50

Motion to approve the expenditures for Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. for the amount of \$537.50 Passed with a motion by Robert Polk and a second by Tory Schwartz.

Paul Snyder: Abstain (With Conflict), Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea

5.c. Tory Schwartz Expenditures: \$170.00

Motion to approve the expenditures for Tory Schwartz for the amount of \$170.00 Passed with a motion by Paul Snyder and a second by Beth Merrigan.

Tory Schwartz: Abstain (With Conflict), Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Paul Snyder: Yea

6. Awards and Recognitions

6.a. Unified Bowling

Unified Bowling Coach Maggie Anderson spoke.

6.b. Lilian DeWitt - AFJROTC Flight Academy

AFJROTC Sponsor SMSgt. William Runk spoke.

7. Public Comment - a total of 60 minutes will be allotted (no more than 4 minutes per speaker).

The following members of the public addressed the Board of Education during Public Comment:

Cory Kinsey, Scottsbluff

Raul Fernandez, Scottsbluff

8. Student Report

Scottsbluff High School Senior Ava Reed stated the second semester is off to a great start.

The high school recently held Winter Royalty Week, which included a pep rally and a dance.

Ava noted Daniel Vidlak and Paige Horne were crowned Winter Royalty King and Queen.

Ava stated the National Honor Society inducted 39 new members from Scottsbluff High School.

The junior class is preparing for the ACT and winter sports are concluding this month.

Ava took a moment to honor Mr. Keith Gille, commenting he would be greatly missed at SHS. Ava thanked the Board for their continued support.

9. Update

9.a. Longfellow Elementary

Longfellow Elementary Principal Lukas Benzel and Assistant Principal Wendee Powell presented.

10. New Business

- 10.a. Board Policy Review, Revision, and Adoption - Policies 3130, 3133, 5205, 5406.1, 8261, 6000 Series - "Instruction," and 9000 Series - "Bylaws of the Board" - First Reading  
This was a first reading only; no action was taken.
- 10.b. 2024-2025 & 2025-2026 School Calendar  
Motion to approve the 2024-2025 & 2025-2026 School Calendars as presented. Passed with a motion by Robert Polk and a second by Paul Snyder.  
Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea
- 10.c. Virtual Server Hosts and SAN  
Motion to award the bid for three virtual servers and storage area network server to Staples Technology Solutions in the amount of \$30,819.81. Passed with a motion by Beth Merrigan and a second by Tory Schwartz.  
Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea
- 10.d. Journalism Lab Computers  
Motion to approve the purchase of 20 new Apple iMac computers from Apple Incorporated for \$34,480. Passed with a motion by Robert Polk and a second by Paul Snyder.  
Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea
- 10.e. Westmoor Elementary Modernization Student Furniture Purchase  
Motion to approve Marianne Carlson, as a representative of Scottsbluff Public Schools, to move into an agreement with School Specialty to purchase the student furniture for the Westmoor Elementary Modernization project for \$149,187.25. Passed with a motion by Beth Merrigan and a second by Robert Polk.  
Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea
- 10.f. Scottsbluff High School Auditorium Roof Bid  
Motion to approve awarding the Scottsbluff High School Auditorium Roof Bid to Twin City Roofing & Sheet Metal Inc for \$745,592. Passed with a motion by Tory Schwartz and a second by Paul Snyder.  
Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea
- 10.g. Coaching Services - BMS Assistant Soccer  
Motion to approve the Coaching Services as presented beginning with the 2023-2024 school year. Passed with a motion by Robert Polk and a second by Beth Merrigan.  
Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea
- 10.h. Copiers  
Motion to approve the purchase of the six copiers from Century Business Products not to exceed \$49,935. Passed with a motion by Robert Polk and a second by Paul Snyder.  
Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea
- 10.i. Vehicle Purchase - Student Services  
Motion to approve the purchase of the 2023 Kia Carnival for \$38,968 from Valley Auto Locators. Passed with a motion by Robert Polk and a second by Tory Schwartz.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

10.j. Student Teacher Stipend for 2024-2025

Motion to approve the Student Teacher Stipend effective for the 2024-2025 school year.

Passed with a motion by Paul Snyder and a second by Robert Polk.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

10.k. Appointment of Temporary Committee for Naming School Facility

The Temporary Committee will include Board Members Paul Snyder, Rob Polk, and Beth Merrigan.

Motion to create the Temporary Committee that will follow the Procedure for Naming School Facility as presented. Passed with a motion by Paul Snyder and a second by Beth Merrigan.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

11. Reports and Proposals

11.a. Board Members

Board Member Paul Snyder stated there are many difficult decisions the Board is often required to make, which become more difficult because the Board is not in control of the State, including how they give or decline to give funds to the District. He also noted the Board cannot control the cost of computers, vehicles, etc., and the Board often feels less and less in control of what are the hardest decisions that must be made. Paul also commented he hopes the public is aware the current Board of Education members are mindful and attentive to what district administrators and teachers bring before the Board.

Board President Scott Reisig also noted being on the Board is a tough job, and he is appreciative of the work all staff members are doing. He spoke on behalf of the Board, noting the Board is very aware of the choices they have to make, adding they do not take any decision lightly.

Board Member Rob Polk commented his first teaching job was in science in grades 7-12. He noted the hardest thing about being a Board Member is balancing finite resources with what benefit these resources can bring to students. Rob thanked the staff for what they do every day.

11.b. Board Committee Reports

11.b.1. Curriculum and Instruction/Americanism Committee - Next Meeting: March 15, 2024 @ 11:30 AM

No report.

11.b.2. Facility Committee - Next Meeting: March 5, 2024 @ 12:00 PM

No report.

11.b.3. Finance Committee - Next Meeting: March 4, 2024 @ 11:30 AM

No report.

11.b.4. Student Services Committee - Next Meeting: February 15, 2024 @ 11:30 AM

No report.

11.c. From the Administrative Staff:

11.c.1. Executive Director of Finance

No report.

11.c.2. Executive Director of Student Services

No report.

11.c.3. Executive Director of Curriculum and Instruction

No report.

11.c.4. Superintendent

Superintendent Dr. Andrew Dick stated during the week of January 21-28, the District celebrated School Board Recognition Week. He publicly thanked each of the six Board members for their dedicated service to Scottsbluff Public Schools and the patrons they represent. Dr. Dick stated he is blessed to have Board members who seek to live out the District mission of "Every Child, Every Day." He thanked the Board members for their contribution of many hours of work behind the scenes, including committee work, emails, phone calls, and everything else that goes into the time between regularly scheduled Board meetings.

Dr. Dick extended a special thank you to the recent retirees, Shane Talkington and Yvonne Lease.

Dr. Dick echoed Ava Reed's condolences to Jeanette Gille and the entire family of Keith Gille, stating it is in hard times such as these that we are reminded what a truly special place Scottsbluff Public Schools is.

12. Future Meetings and Dates to Remember

12.a. February 16, 2024 - No School for K-2 Students

12.b. February 19, 2024 - ESU Professional Development Day - No School for Students

12.c. March 1, 2024 - No School for K-2 Students

12.d. March 7, 2024 - End of 3rd Quarter

12.e. March 8, 2024 - ½ PD Day & ½ Workday - No School for Students

12.f. March 11, 2024 - Board of Education Meeting

12.g. March 19, 2024 - ReConnect Graduation @ 5:30 PM - BMS Cafeteria

13. Move into Closed Session

The Board of Education moved into Closed Session at 7:15 PM.

Move pursuant to §84-1410 of the Nebraska Revised Statutes, also known as the Nebraska Open Meetings Law, that the Board of Education for Scottsbluff Public Schools move into Closed Session to include Superintendent Dr. Andrew Dick and Executive Director of Finance Marianne Carlson for the purpose of a strategy session with respect to collective bargaining. The Closed Session is necessary for the protection of the public interest. Passed with a motion by Beth Merrigan and a second by Robert Polk.

Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

14. Exit Closed Session

15. Adjournment



*Scottsbluff Senior High School*

313 E. 27TH STREET | SCOTTSBLUFF, NE 69361 | PHONE (308) 635-6230 | FAX (308) 635-6240 | WWW.SBPS.NET

JUSTIN SHADDICK  
PRINCIPAL

MATT HUCK  
ASSISTANT PRINCIPAL

KELLI JENSEN  
ASSISTANT PRINCIPAL

KENNA URWILLER  
ASSISTANT PRINCIPAL

DAVE HOXWORTH  
ACTIVITIES DIR./AP

BRENDA ANDERSON  
COUNSELING DIRECTOR

To: Scottsbluff School Board and Dr. Andrew Dick, Superintendent

From: Justin Shaddick, Principal Scottsbluff High School

Re: Letter of Recommendation for Hire

Date: February 8, 2024

Dear Dr. Andrew Dick and Scottsbluff School Board of Education,

I am excited to recommend Mr. Cole Kramer for our Scottsbluff High School Science position. Mr. Kramer has been serving as our long term substitute during his student teaching experience. In the short time Mr. Kramer has been with us, Mr. Kramer has quickly formed positive relationships, demonstrated great classroom management skills, and a passion for his curriculum. Mr. Kramers's references reinforced what we have observed in his classroom.

We are confident Mr. Kramer will be a good addition to our SHS team and are eager for him to begin working with our students at our Scottsbluff High School.

Sincerely,

Justin Shaddick  
Principal  
Scottsbluff High School



*Scottsbluff Senior High School*

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JUSTIN SHADDICK  
PRINCIPAL

MATT HUCK  
ASSISTANT PRINCIPAL

KELLI JENSEN  
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DAVE HOXWORTH  
ACTIVITIES DIR. / AP

BRENDA ANDERSON  
COUNSELING DIRECTOR

To: Scottsbluff School Board and Dr. Andrew Dick, Superintendent

From: Justin Shaddick, Principal Scottsbluff High School

Re: Letter of Recommendation for Hire

Date: February 8, 2024

Dear Dr. Andrew Dick and Scottsbluff School Board of Education,

I am excited to recommend Ms. Theresa Ascherl for our Scottsbluff High School English position. Ms. Ascherl is currently student teaching in Lexington and will be graduating from UNK in the Spring. She has spent summers in Scottsbluff and is familiar with the area and our community. Ms. Ascherl's references all stated that she was extremely thoughtful, knowledgeable in her content area, reflective, hard working, and great at establishing relationships. These are all characteristics that will be valued at SHS.

We are confident Ms. Ascherl will be a good addition to our SHS team and are eager for her to begin working with our students at our Scottsbluff High School.

Sincerely,

Justin Shaddick  
Principal  
Scottsbluff High School



1722 First Avenue • Scottsbluff, NE 69361 • Phone: 308.635.6200  
Fax: 308.635.6217 • [www.sbps.net](http://www.sbps.net) • [@scbpubschools](https://twitter.com/scbpubschools)

January 22, 2024

Dr. Andrew Dick  
Scottsbluff Board of Education  
1722 1<sup>st</sup> Ave.  
Scottsbluff, NE 69361

Dear Dr. Dick and the Scottsbluff Board of Education,

It gives me great pleasure to recommend Ms. Shauna Mason for the position of Speech Language Pathologist for the Scottsbluff Public Schools beginning with the 2024-2025 school year. Ms. Mason holds a Bachelor of Arts degree in International Studies, a Bachelor of Science degree from Utah State University in Communication Disorders, and a Master of Science degree from Idaho State University in Speech Language Pathology. She has several years of experience including schools, hospitals, and teletherapy. We are excited to have Ms. Mason join Scottsbluff Public Schools.

Sincerely,

Dr. Wendy Kemling-Horner  
Executive Director of Student Services

**Scottsbluff Board of Education Regular Meeting**

Monday, January 8, 2024 6:00 PM

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

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

1. Opening Procedures

The January Regular Board of Education Meeting was called to order at 6:00 PM by Dr. Andrew Dick, Superintendent.

1.a. Call to Order by Dr. Andrew Dick, Superintendent

1.b. Roll Call

1.c. Excuse Absent Member(s)

2. Pledge of Allegiance

3. Open Meetings Law

This meeting was held in accordance to the Open Meetings Act. Notice of this meeting was published in the Star-Herald and on the Scottsbluff Public Schools website.

4. Annual Reorganizational Meeting

4.a. Election of Officers

4.a.1. President

Motion that Scott Reisig be elected as President to serve a term of one year or until the person's successor is elected and qualified Passed with a motion by Robert Polk and a second by Paul Snyder.

Scott Reisig: Abstain (With Conflict), Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

4.a.2. New President Presiding - Elections Continue

4.a.3. Vice President

Motion that Beth Merrigan be elected Vice President to serve a term of one year, or until the person's successor is elected and qualified Passed with a motion by Paul Snyder and a second by Mark Lang.

Beth Merrigan: Abstain (With Conflict), Mark Lang: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

#### 4.a.4. Treasurer

Motion to elect Marianne Carlson as Treasurer to serve a term of one year, or until the person's successor is elected and qualified Passed with a motion by Paul Snyder and a second by Mark Lang.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

#### 4.a.5. Secretary

Motion to elect Reagan True as Secretary to serve a term of one year, or until the person's successor is elected and qualified. Cease Passed with a motion by Tory Schwartz and a second by Robert Polk.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

#### 4.b. Approval of Committees, Positions, & Delegations

The Board designated the Star-Herald as the District newspaper of record. Motion Passed:  
Motion to select the Star-Herald as the District newspaper of record made by Polk, seconded by Lang. Polk: Yea, Lang: Yea, Reisig: Yea, Snyder: Yea, Merrigan: Yea, Schwartz: Yea

##### 4.b.1. Consider, discuss, and take action to elect Secretary to the Board of Education

Motion to elect Reagan True as the Secretary to the Board of Education Passed with a motion by Paul Snyder and a second by Mark Lang.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

##### 4.b.2. Consider, discuss, and take action to select legal counsel

Motion to select Perry Law Firm as the legal counsel for Scottsbluff Public Schools Passed with a motion by Mark Lang and a second by Tory Schwartz.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

Motion to select Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. as an additional designated legal counsel for Scottsbluff Public Schools Passed with a motion by Tory Schwartz and a second by Mark Lang.

Paul Snyder: Abstain (With Conflict), Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea

##### 4.b.3. Consider, discuss, and take action to elect Committees and Special Appointments as determined by the Board of Education

Motion to approve all Board Committee Assignments and Special Appointments as discussed Passed with a motion by Mark Lang and a second by Paul Snyder.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

##### 4.b.3.A. Curriculum and Instruction/Americanism Committee (Facilitator: Mike Mason)

Current Members: Beth Merrigan, Scott Reisig, Paul Snyder

##### 4.b.3.B. Facility Committee (Facilitator: Marianne Carlson)

Current Members: Mark Lang, Rob Polk, Scott Reisig

4.b.3.C. Finance Committee (Facilitator: Marianne Carlson)

Current Members: Beth Merrigan, Paul Snyder, Tory Schwartz

4.b.3.D. Student Services Committee (Facilitator: Dr. Wendy Kemling)

Current Members: Rob Polk, Tory Schwartz, Paul Snyder

4.b.3.E. Classified Salaried Representative

Current Appointee: Mark Lang

4.b.3.F. SBPS Foundation Representative

Current Appointee: Tory Schwartz

4.b.4. Consider, discuss, and take action to select Depository Bank(s)

Motion to select the Depository Banks as discussed Passed with a motion by Mark Lang and a second by Robert Polk.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

4.b.4.A. Platte Valley Bank

4.b.4.B. Riverstone Bank

4.b.4.C. First National Bank

4.b.4.D. Nebraska Liquid Asset Fund

4.c. Consent Appointments and Designations

Motion to approve all consent appointments and designations as presented. Passed with a motion by Tory Schwartz and a second by Mark Lang.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

4.c.1. Auditor: Dana F. Cole & Company

4.c.2. Title IX Coordinator: Dr. Wendy Kemling

4.c.3. School Physician: Regional West Physicians Clinic

4.c.4. Federal Authorized Representative: Dr. Andrew Dick

4.d. Approval of current Board policies and regulations

Motion to approve all of the current Scottsbluff Public Schools Board policies and regulations. Passed with a motion by Paul Snyder and a second by Robert Polk.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

4.e. Dissemination to each Board member of Conflict of Interest Statutes

5. Consent Agenda

Motion to accept the Consent Agenda Passed with a motion by Mark Lang and a second by Tory Schwartz.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

5.a. Adopt Agenda

5.b. Approval of Certified Staff Retirement

5.b.1. Angie Shaw, 1st Grade, Longfellow

5.c. Approve Minutes as follows:

5.c.1. December 11, 2023 - Regular Board Meeting

5.c.2. December 21, 2023 - Special Board Meeting

6. Expenditures

6.a. Expenditures without Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C and Tory Schwartz.: \$2,891,296.01

Motion to approve the expenditures without Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. and Tory Schwartz for the amount of \$2,891,296.01 Passed with a motion by Mark Lang and a second by Robert Polk.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

6.b. Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. Expenditures: \$215.00

Motion to approve the expenditures for Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C for the amount of \$215.00 Passed with a motion by Mark Lang and a second by Beth Merrigan. Paul Snyder: Abstain (With Conflict), Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea

6.c. Tory Schwartz Expenditures: \$140.00

Motion to approve the expenditures for Tory Schwartz for the amount of \$140.00 Passed with a motion by Paul Snyder and a second by Mark Lang.

Tory Schwartz: Abstain (With Conflict), Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Paul Snyder: Yea

7. Public Comment - a total of 60 minutes will be allotted (no more than 4 minutes per speaker). The following member of the public addressed the Board of Education during Public Comment:

- Raul Fernandez, Scottsbluff

8. Update

8.a. Bluffs Middle School

Bluffs Middle School Principal Jana Mason provided an update to the Board.

9. New Business

9.a. Approval of the District's Asbestos Designee

Motion to designate Travis Rickey as the District AHERA contact person. Passed with a motion by Beth Merrigan and a second by Paul Snyder.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

#### 9.b. Bridges Mathematics Third Edition Upgrade

Motion to approve the purchase of the Bridges Mathematics Third Edition materials for the amount of \$50,047.20 Passed with a motion by Robert Polk and a second by Tory Schwartz.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

#### 9.c. Tuition for Non-Resident Students

Motion to approve the Tuition Rate for non-resident students per Board Policy 3050 in the amount of \$5,400 per year beginning with the 2024-2025 school year. Passed with a motion by Tory Schwartz and a second by Mark Lang.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

#### 9.d. QCPUF Resolution

Motion to approve the QCPUF Resolution as presented Passed with a motion by Mark Lang and a second by Paul Snyder.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

### 10. Reports and Proposals

#### 10.a. Board Members

Board Member Tory Schwartz welcomed all staff members back from Winter Break. Board Member Rob Polk also welcomed back all staff members and extended thanks for everything they do.

#### 10.b. Board Committee Reports

10.b.1. Curriculum and Instruction/Americanism Committee: Next Meeting - January 19, 2024 @ 11:30 AM

No report.

10.b.2. Facility Committee: Next Meeting - February 6, 2024 @ 12:00 PM

No report.

10.b.3. Finance Committee: Next Meeting - February 5, 2024 @ 11:30 AM

No report.

10.b.4. Student Services Committee: Next Meeting - January 11, 2024 @ 11:30 AM

No report.

#### 10.c. From the Administrative Staff

10.c.1. Executive Director of Finance

No report.

10.c.2. Executive Director of Student Services

No report.

10.c.3. Executive Director of Curriculum and Instruction

No report.

10.c.4. Superintendent

Superintendent Dr. Andrew Dick noted the District welcomed staff members back today and would welcome students tomorrow from Winter Break.

11. Future Meetings and Dates to Remember

11.a. January 9, 2024 - 2nd Semester Begins

11.b. January 26, 2024 - PD Day - No School for Students

11.c. February 12, 2024 - Board of Education Regular Meeting

12. Adjournment

The Regular Board of Education Meeting adjourned at 6:41 PM.

Motion to adjourn Passed with a motion by Beth Merrigan and a second by Robert Polk.

Mark Lang: Yea, Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea

FOR BOARD REPORT : January 2024

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FUND	PAYROLL	AP DISBURSEMENTS	OTHER EXPENSES*	TOTAL
General	\$ 3,265,504.39	\$ 643,000.68	\$ 20,596.72	\$ 3,929,101.79
Special Building		\$ 4,079.99	\$ -	\$ 4,079.99
Cafeteria		\$ 125.07	\$ 226.20	\$ 351.27
Hazardous Materials		\$ -	\$ -	\$ -
Activities		\$ 101,938.84	\$ (4,643.49)	\$ 97,295.35
Capital Replacement Fund		\$ 234,401.79	\$ 454.70	\$ 234,856.49
Student Fee Fund		\$ 166.96	\$ -	\$ 166.96
Employee Benefit Fund		\$ 32,907.04	\$ (9,109.63)	\$ 23,797.41
Cooperative		\$ 36,870.38	\$ (15,153.46)	\$ 21,716.92
Bond Fund		\$ -	\$ -	\$ -
TOTALS				
GRAND TOTALS FOR January 2024	\$ 3,265,504.39	\$ 1,053,490.75	\$ (7,628.96)	\$ 4,311,366.18

\*Includes Transfers

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# Scottsbluff Public Schools

## General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2023-2024 From Date:1/1/2024 To Date:1/31/2024

Account Mask: 01???????????????

Account Type: EXPENDITURE

Print accounts with zero balance     
  Include Inactive Accounts     
  Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
01 - GENERAL FUND						
2 - EXPENSE						
000 - DISTRICT WIDE	\$0.00	\$10,000.00	\$20,000.00	\$0.00	(\$20,000.00)	0.00%
105 - SUPERINTENDENT SALARY	\$209,000.00	\$17,416.67	\$87,083.35	\$121,916.65	\$0.00	100.00%
110 - NON INSTRUCTION WAGES	\$6,331,959.73	\$326,778.98	\$1,544,561.31	\$630,367.04	\$4,157,031.38	34.35%
111 - SALARIES TEACHERS/PROFESSIONAL STAFF	\$23,646,786.12	\$1,907,828.07	\$9,658,232.99	\$13,342,160.78	\$646,392.35	97.27%
112 - INSTRUCTIONAL AIDE WAGES	\$3,061,010.22	\$235,629.57	\$1,292,438.84	\$35,817.62	\$1,732,753.76	43.39%
113 - SUBS	\$15,600.00	\$0.00	\$1,600.00	\$0.00	\$14,000.00	10.26%
114 - SALARIES TECHNICAL STAFF	\$298,110.80	\$25,820.36	\$124,709.53	\$122,011.15	\$51,390.12	82.76%
116 - REGULAR NON CERTIFIED STAFF	\$459,878.77	\$38,269.86	\$178,550.27	\$267,889.01	\$13,439.49	97.08%
120 - NON INSTRUCTION TEMP WAGES	\$146,044.00	\$8,458.00	\$64,078.40	\$0.00	\$81,965.60	43.88%
121 - SALARIES OF TEMP EMP PD TO TEACH/PROF	\$443,409.25	\$49,610.75	\$236,552.35	\$96,045.00	\$110,811.90	75.01%
122 - SALARIES OF TEMP EMP PD TO PARAS	\$0.00	\$95.81	\$336.05	\$0.00	(\$336.05)	0.00%
125 - TEMPORARY HELP - ACT	\$30,975.00	\$0.00	\$0.00	\$0.00	\$30,975.00	0.00%
130 - OVERTIME NON INSTRUCTION	\$51,611.00	\$10,734.09	\$43,569.72	\$179.12	\$7,862.16	84.77%
134 - OVERTIME TECHNICAL STAFF	\$0.00	\$0.00	\$12.71	\$0.00	(\$12.71)	0.00%
150 - NON INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$56,337.50	\$0.00	(\$56,337.50)	0.00%
151 - CERTIFIED STIPENDS NEGOTIATED	\$821,836.65	\$88,847.51	\$759,221.50	\$637,396.35	(\$574,781.20)	169.94%
152 - ADDITIONAL COMP INSTRUCTIONAL AIDES/ASSTS	\$0.00	\$0.00	\$48,750.00	\$0.00	(\$48,750.00)	0.00%
154 - TECHNICAL STAFF	\$0.00	\$0.00	\$5,500.00	\$0.00	(\$5,500.00)	0.00%
156 - PROFESSIONAL NON-CERTIFICATED STAFF	\$0.00	\$0.00	\$4,562.50	\$0.00	(\$4,562.50)	0.00%
161 - CERTIFIED STIPENDS ADDITIONAL	\$48,000.00	\$4,423.12	\$48,789.09	\$16,387.81	(\$17,176.90)	135.79%
210 - GROUP INSURANCE	\$26,097.87	\$2,403.72	\$11,472.16	\$4,529.08	\$10,096.63	61.31%
211 - GROUP INSURANCE FOR TEACHERS/PROF STAFF	\$176,322.43	\$13,627.82	\$67,844.06	\$94,813.34	\$13,665.03	92.25%
212 - GROUP INSURANCE INSTRUCTIONAL AIDES/ASSTS	\$21,965.72	\$1,695.51	\$9,404.88	\$212.45	\$12,348.39	43.78%
214 - GROUP INSURANCE TEHNCIAL STAFF	\$2,235.84	\$193.65	\$926.59	\$915.11	\$394.14	82.37%
215 - GROUP INSURANCE SUPERINTENDENTS	\$1,567.50	\$130.63	\$653.15	\$914.40	(\$0.05)	100.00%
216 - GROUP INSURANCE NON CERT PROF STAFF	\$3,449.09	\$287.42	\$1,437.10	\$2,011.95	\$0.04	100.00%
220 - FICA SS	\$485,540.01	\$24,739.77	\$122,248.27	\$45,454.85	\$317,836.89	34.54%
221 - FICA SS TEACHERS	\$1,917,487.22	\$146,328.28	\$765,273.82	\$1,000,402.10	\$151,811.30	92.08%
222 - FICA SS INSTRUCTIONAL AIDES/ASSTS	\$229,347.78	\$17,508.07	\$100,725.04	\$2,566.13	\$126,056.61	45.04%
223 - FICA SS SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$122.32	\$0.00	(\$122.32)	0.00%
224 - FICA SS TECHNICAL STAFF	\$22,805.49	\$1,924.87	\$9,638.14	\$9,120.44	\$4,046.91	82.25%
225 - FICA SS SUPERINTENDENTS	\$15,988.50	\$1,307.20	\$3,642.65	\$9,150.39	\$3,195.46	80.01%

## Scottsbluff Public Schools

### General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2023-2024 From Date:1/1/2024 To Date:1/31/2024

Account Mask: 01???????????????

Account Type: EXPENDITURE

Print accounts with zero balance     
  Include Inactive Accounts     
  Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
226 - FICA SS PROF NON CERT STAFF	\$35,180.73	\$2,636.06	\$13,530.45	\$18,449.49	\$3,200.79	90.90%
230 - RETIREMENT CONTRIBUTIONS	\$620,513.69	\$33,043.36	\$156,716.81	\$61,136.45	\$402,660.43	35.11%
231 - RETIREMENT TEACHERS/PROF STAFF	\$2,175,808.07	\$179,830.46	\$912,108.85	\$1,245,400.97	\$18,298.25	99.16%
232 - RETIREMENT INSTRUCTIONAL AIDES/ASSTS	\$289,692.89	\$23,195.83	\$126,426.25	\$3,342.86	\$159,923.78	44.80%
234 - RETIREMENT TECHNICAL STAFF	\$29,446.78	\$2,550.48	\$12,201.82	\$12,052.04	\$5,192.92	82.37%
235 - RETIREMENT SUPERINTENDENTS	\$20,644.60	\$1,720.38	\$8,601.90	\$12,042.66	\$0.04	100.00%
236 - RETIREMENT PROF NON CERT STAFF	\$45,425.91	\$3,780.23	\$18,901.10	\$26,461.54	\$63.27	99.86%
240 - ON BEHALF OF	\$278,775.00	\$0.00	\$221,762.29	\$0.00	\$57,012.71	79.55%
260 - UNEMPLOYMENT NON INSTRUCTION	\$41,270.82	\$1,204.67	\$5,614.27	\$4,965.70	\$30,690.85	25.64%
280 - HEALTH BENEFITS-NON INSTRUCTIONAL	\$0.00	\$13,707.53	\$67,599.15	\$30,276.26	(\$97,875.41)	0.00%
281 - HEALTH BENEFITS-TEACHERS/PROFESSIONAL STAFF	\$1,187,557.08	\$62,728.80	\$324,384.66	\$444,243.10	\$418,929.32	64.72%
282 - HEALTH BENEFITS-INSTRUCTIONAL AIDES/ASSISTANTS	\$400,000.00	\$13,904.28	\$55,076.21	\$0.00	\$344,923.79	13.77%
284 - HEALTH BENEFITS-IT SUPPORT STAFF	\$0.00	\$499.06	\$2,495.30	\$3,493.42	(\$5,988.72)	0.00%
286 - HEALTH BENEFITS-PROFESSIONAL NON CERTIFIED STAFF	\$4,990.56	\$3,410.24	\$16,991.58	\$23,871.68	(\$35,872.70)	818.81%
291 - OTHER BENEFITS TEACHERS/PROF STAFF	\$10,500.00	\$23,915.08	\$38,776.33	\$0.00	(\$28,276.33)	369.30%
310 - PROFESSIONAL & TECHNICAL SERVICES	\$11,600.00	\$0.00	\$0.00	\$0.00	\$11,600.00	0.00%
312 - REPAIRS	\$51,030.00	\$420.00	\$2,283.75	\$2,054.33	\$46,691.92	8.50%
314 - INSERVICE	\$213,361.00	\$18,330.00	\$28,539.80	\$1,540.00	\$183,281.20	14.10%
315 - ACCOUNTING & AUDITING SERVICES	\$32,050.00	\$0.00	\$28,500.00	\$0.00	\$3,550.00	88.92%
316 - DATA PROCESSING	\$6,000.00	\$1,200.00	\$3,480.00	\$0.00	\$2,520.00	58.00%
317 - LEGAL SERVICES	\$68,250.00	\$4,075.57	\$24,958.61	\$0.00	\$43,291.39	36.57%
318 - CONTRACTED OR SECURED SERVICES	\$312,296.00	\$2,026.05	\$6,406.65	\$0.00	\$305,889.35	2.05%
319 - OTHER PROFESSIONAL & TECHNICAL SERVICES	\$826,423.00	\$131,878.36	\$382,846.99	\$9,847.20	\$433,728.81	47.52%
321 - FUEL	\$361,200.00	\$6,193.89	\$55,636.35	\$0.00	\$305,563.65	15.40%
322 - ELECTRICITY	\$562,675.00	\$39,856.67	\$217,589.10	\$3,038.95	\$342,046.95	39.21%
323 - WATER & SEWER	\$91,350.00	\$3,434.06	\$35,263.13	\$4,071.54	\$52,015.33	43.06%
325 - GARBAGE	\$98,700.00	\$8,066.13	\$43,848.62	\$13,344.03	\$41,507.35	57.95%
327 - RENTALS OR LEASES	\$210,225.00	\$5,682.29	\$41,260.53	\$27,432.63	\$141,531.84	32.68%
328 - PROPERTY INSURANCE	\$697,200.00	\$0.00	\$941,824.01	\$0.00	(\$244,624.01)	135.09%
330 - EMPLOYEE TRAINING AND DEVELOPMENT	\$96,000.00	\$0.00	\$1,585.00	\$0.00	\$94,415.00	1.65%
331 - CONTRACTED PUPIL TRANSPORTATION	\$1,143,050.00	\$95,118.82	\$464,444.50	\$0.00	\$678,605.50	40.63%
332 - MILEAGE TO PARENTS	\$3,875.00	\$1,183.76	\$2,064.76	\$118.00	\$1,692.24	56.33%
336 - GAS & OIL	\$179,750.00	\$3,645.03	\$25,816.69	\$3,429.56	\$150,503.75	16.27%
337 - TIRES & PARTS	\$12,725.00	\$2,130.23	\$7,042.91	\$0.00	\$5,682.09	55.35%

## Scottsbluff Public Schools

### General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2023-2024 From Date:1/1/2024 To Date:1/31/2024

Account Mask: 01???????????????

Account Type: EXPENDITURE

Print accounts with zero balance     
  Include Inactive Accounts     
  Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
338 - REPAIRS & MAINTENANCE TO VEHICLES	\$35,875.00	\$3,826.89	\$24,360.77	\$3,702.90	\$7,811.33	78.23%
340 - LIABILITY INSURANCE	\$2,625.00	\$0.00	\$0.00	\$0.00	\$2,625.00	0.00%
350 - ADVERTISING & PRINTING	\$28,295.00	\$110.76	\$606.48	\$0.00	\$27,688.52	2.14%
363 - TUITION PAID-OTHER	\$65,000.00	\$8,646.70	\$34,586.80	\$0.00	\$30,413.20	53.21%
370 - TUITION PAID-SPED	\$611,500.00	\$28,136.34	\$120,582.39	\$0.00	\$490,917.61	19.72%
380 - COMMUNICATIONS	\$131,375.00	\$12,916.25	\$48,678.01	\$23,815.39	\$58,881.60	55.18%
381 - POSTAGE	\$27,165.51	\$0.00	\$5,468.18	\$0.00	\$21,697.33	20.13%
382 - DISTANCE ED & TELECOMMUNICATIONS	\$35,420.00	\$1,832.07	\$7,949.15	\$0.00	\$27,470.85	22.44%
390 - OTHER PURCHASED SERVICES	\$45,550.00	\$1,460.00	\$2,580.00	\$0.00	\$42,970.00	5.66%
391 - COPY SERVICE-BUILDINGS	\$1,320.00	\$0.00	\$0.00	\$0.00	\$1,320.00	0.00%
395 - SUBAWARDS/SUBCONTRACTS	\$60,000.00	\$13,965.00	\$47,560.83	\$0.00	\$12,439.17	79.27%
397 - SUBAWARDS/SUBCONTRACTS	\$0.00	\$0.00	\$24,000.00	\$0.00	(\$24,000.00)	0.00%
398 - SUBAWARDS/SUBCONTRACTS	\$15,000.00	\$0.00	\$1,721.00	\$0.00	\$13,279.00	11.47%
399 - SUBAWARDS/SUBCONTRACTS	\$16,000.00	\$3,300.00	\$19,800.00	\$0.00	(\$3,800.00)	123.75%
400 - SUPPLIES & MATERIALS	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
410 - SUPPLIES	\$1,663,931.47	\$73,593.56	\$416,118.57	\$74,365.85	\$1,173,447.05	29.48%
411 - TAXES	\$6,250.00	\$0.00	\$409.04	\$490.00	\$5,350.96	14.38%
413 - SUPPLIES - MEDICAID REIMB.	\$0.00	\$0.00	\$117.64	\$0.00	(\$117.64)	0.00%
415 - ANNUAL PURCHASE SUPPLIES	\$244,400.00	\$22,891.04	\$101,781.49	\$35,732.53	\$106,885.98	56.27%
420 - TEXTBOOKS	\$1,078,708.00	\$8,557.13	\$72,923.39	\$50,047.20	\$955,737.41	11.40%
430 - LIBRARY BOOKS	\$18,275.00	\$0.00	\$5,347.66	\$2,786.24	\$10,141.10	44.51%
440 - PERIODICALS	\$19,726.00	\$339.00	\$543.93	\$0.00	\$19,182.07	2.76%
450 - AUDIO-VISUAL MATERIALS	\$5,100.00	\$0.00	\$0.00	\$0.00	\$5,100.00	0.00%
460 - COMPUTER HARDWARE < 5000	\$569,425.00	\$3,087.18	\$99,762.20	\$0.00	\$469,662.80	17.52%
465 - COMPUTER SOFTWARE	\$299,984.00	\$9,865.52	\$196,745.92	\$12,679.14	\$90,558.94	69.81%
466 - COMPUTER SOFTWARE	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0.00%
467 - COMPUTER SOFTWARE	\$76,400.00	\$0.00	\$0.00	\$0.00	\$76,400.00	0.00%
470 - FOOD	\$50,000.00	\$5,700.00	\$19,950.00	\$0.00	\$30,050.00	39.90%
475 - FEE WAIVER	\$15,250.00	\$0.00	\$2,170.00	\$0.00	\$13,080.00	14.23%
480 - FURNITURE & EQUIPMENT <\$5000	\$26,727.00	\$32,675.57	\$63,400.53	\$30,320.56	(\$66,994.09)	350.66%
490 - OTHER SUPPLIES & MATERIALS	\$0.00	\$0.00	\$57.24	\$0.00	(\$57.24)	0.00%
520 - BUILDING, ACQUISITION IMPROVEMENT	\$183,750.00	\$0.00	\$0.00	\$0.00	\$183,750.00	0.00%
530 - FURNITURE & EQUIPMENT	\$409,069.00	\$786.11	\$4,250.79	\$6,851.76	\$397,966.45	2.71%
550 - VEHICLE ACQUISITION	\$160,000.00	\$49,298.50	\$77,301.90	\$848.00	\$81,850.10	48.84%
560 - COMPUTER HARDWARE	\$185,950.00	\$0.00	\$19,844.40	\$0.00	\$166,105.60	10.67%

## Scottsbluff Public Schools

### General Ledger - Fund 1 Expenditures for Board

Fiscal Year: **2023-2024** From Date:1/1/2024 To Date:1/31/2024

Account Mask: 01????????????????

Account Type: EXPENDITURE

Print accounts with zero balance     
  Include Inactive Accounts     
  Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
563 - INSURANCE PAYMENTS	\$2,625.00	\$0.00	\$0.00	\$0.00	\$2,625.00	0.00%
630 - DUES & FEES	\$105,350.00	\$8,898.50	\$42,108.54	\$1,934.00	\$61,307.46	41.81%
670 - TRAVEL EXPENSE & MILEAGE	\$515,421.00	\$40,374.12	\$205,442.50	\$4,137.38	\$305,841.12	40.66%
671 - PROFESSIONAL DEVELOPMENT	\$10,000.00	\$482.34	\$561.27	\$0.00	\$9,438.73	5.61%
672 - PROFESSIONAL DEV TRAVEL	\$5,000.00	\$0.00	\$6,175.87	\$0.00	(\$1,175.87)	123.52%
673 - PROFESSIONAL DEV TRAVEL	\$5,000.00	\$0.00	\$4,579.47	\$0.00	\$420.53	91.59%
674 - PROFESSIONAL DEV TRAVEL	\$1,000.00	\$744.00	\$1,613.06	\$0.00	(\$613.06)	161.31%
675 - FIELD TRIPS	\$34,950.00	\$301.72	\$9,497.17	\$311.81	\$25,141.02	28.07%
676 - PROFESSIONAL DEV TRAVEL	\$0.00	\$0.00	\$1,298.94	\$0.00	(\$1,298.94)	0.00%
677 - PROFESSIONAL DEV	\$0.00	\$0.00	(\$750.00)	\$0.00	\$750.00	0.00%
678 - PROFESSIONAL DEV	\$0.00	\$0.00	\$11,050.00	\$0.00	(\$11,050.00)	0.00%
679 - PROFESSIONAL DEV	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
680 - PROFESSIONAL DEV	\$10,000.00	\$0.00	\$69.00	\$0.00	\$9,931.00	0.69%
682 - PROFESSIONAL DEV	\$0.00	\$0.00	\$4,675.00	\$0.00	(\$4,675.00)	0.00%
690 - MISCELLANEOUS EXPENSES	\$133,820.00	\$4,419.38	\$27,408.30	\$2,368.85	\$104,042.85	22.25%
695 - FAMILY INVOLVEMENT	\$8,750.00	\$747.23	\$2,327.13	\$560.55	\$5,862.32	33.00%
999 - CREDIT FOR USE	(\$164,850.00)	(\$31,280.17)	(\$129,701.16)	\$0.00	(\$35,148.84)	78.68%
<b>01 - GENERAL FUND Total:</b>	<b>\$55,367,732.10</b>	<b>\$3,929,101.79</b>	<b>\$21,167,826.06</b>	<b>\$18,641,825.34</b>	<b>\$15,558,080.70</b>	<b>71.90%</b>

# Scottsbluff Public Schools

## General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2023-2024 From Date:1/1/2024 To Date:1/31/2024

Account Mask: 01????????????????

Account Type: EXPENDITURE

Print accounts with zero balance  Include Inactive Accounts  Include PreEncumbrance

FUND / TYPE / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Used
<b>Grand Total:</b>	\$55,367,732.10	\$3,929,101.79	\$21,167,826.06	\$18,641,825.34	\$15,558,080.70	71.90%

End of Report

## Scottsbluff Public Schools

### Fund Balances

Fiscal Year: 2023-2024

Month: January

Year: 2024

Fund Type:

Include Cash Balance

FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>
01	GENERAL FUND	\$17,414,441.72	\$20,201,675.67	(\$21,167,850.38)	\$0.00	\$16,448,267.01
02	SPECIAL BUILDING FUND	\$3,502,238.27	\$244,576.05	(\$1,524,957.74)	\$0.00	\$2,221,856.58
03	SCHOOL LUNCH FUND	\$2,066,697.62	\$943,987.25	(\$1,188,568.94)	\$0.00	\$1,822,115.93
04	QUAL CAPITAL PURPOSE FUND	\$670,898.93	\$96,977.14	(\$7,441.00)	\$0.00	\$760,435.07
05	ACTIVITY FUND	\$490,266.25	\$450,198.24	(\$420,729.28)	\$0.00	\$519,735.21
06	DEPRECIATION FUND	\$1,825,985.38	\$0.00	(\$1,192,260.58)	\$0.00	\$633,724.80
07	STUDENT FEE FUND	\$15,351.47	\$14,162.30	(\$18,548.11)	\$0.00	\$10,965.66
08	EMPLOYEE BENEFIT FUND	\$33,889.56	\$127,699.57	(\$158,056.17)	\$0.00	\$3,532.96
09	COOPERATIVE FUND	\$50,228.43	\$30,122.13	(\$83,613.56)	\$0.00	(\$3,263.00)
10	BOND FUND	\$5,003,785.78	\$689,682.83	(\$2,562,811.95)	\$0.00	\$3,130,656.66
Grand Total:		\$31,073,783.40	\$22,799,081.18	(\$28,324,837.71)	\$0.00	\$25,548,026.88

**End of Report**

# Scottsbluff Public Schools

## Revenue Report

 Summary Only

From Date: 1/1/2024

To Date: 1/31/2024

**Fiscal Year: 2023-2024**

Account Number / Description

Budget

Range To Date

YTD

Uncollected Balance

% Remaining

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
<b>Fund: 01 GENERAL FUND</b>					
01.1.1030.102.0.000.00 BAD DEBT WRITE OFF	\$0.00	\$112.73	\$332.52	(\$332.52)	0.00%
01.1.1110.100.0.000.00 LOCAL DISTRICT TAXES	\$15,118,198.00	\$1,721,204.56	\$2,909,048.45	\$12,209,149.55	80.76%
01.1.1115.100.0.000.00 CARLINE TAXES / DEBATE	\$13,000.00	\$0.00	\$0.00	\$13,000.00	100.00%
01.1.1120.100.0.000.00 PUBL POWER SALES TAX	\$500,000.00	\$0.00	\$0.00	\$500,000.00	100.00%
01.1.1125.100.0.000.00 MOTOR VEHICLE TAX	\$1,300,000.00	\$143,665.50	\$559,375.66	\$740,624.34	56.97%
01.1.1270.100.0.000.00 PRESCHOOL RECEIPTS	\$120,000.00	\$11,695.64	\$70,783.53	\$49,216.47	41.01%
01.1.1270.100.0.015.00 PRESCHOOL RECEIPTS	\$0.00	\$15,731.96	\$97,652.50	(\$97,652.50)	0.00%
01.1.1270.102.0.000.00 PRESCHOOL RECEIPTS	\$0.00	\$495.13	\$773.63	(\$773.63)	0.00%
01.1.1270.102.0.015.00 BAD DEBT WRITE OFF	\$0.00	(\$37.37)	(\$110.48)	\$110.48	0.00%
01.1.1321.100.0.000.00 TUITION FROM OTHER SCHOOL DISTRICTS WITHIN STATE	\$0.00	\$0.00	\$3,074.00	(\$3,074.00)	0.00%
01.1.1410.100.0.000.00 INTEREST INVESTMENTS/DIGITAL GRAPHIC ART	\$100,000.00	\$2,672.48	\$227,171.78	(\$127,171.78)	-127.17%
01.1.1610.100.0.000.00 LOCAL LICENSE FEES	\$20,000.00	\$0.00	\$15,402.50	\$4,597.50	22.99%
01.1.1620.100.0.000.00 POLICE COURT FINES/SALE OF NON REIMB	\$0.00	\$17,281.58	\$71,893.44	(\$71,893.44)	0.00%
01.1.1810.100.0.000.00 AFTER SCHOOL PROGRAM	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%
01.1.1810.100.0.050.00 AFTER SCHOOL PROGRAM	\$0.00	\$0.00	\$2,825.30	(\$2,825.30)	0.00%
01.1.1810.100.0.060.00 AFTER SCHOOL PROGRAM	\$0.00	\$438.89	\$9,550.84	(\$9,550.84)	0.00%
01.1.1810.100.0.080.00 AFTER SCHOOL PROGRAM	\$0.00	\$0.00	\$5,233.16	(\$5,233.16)	0.00%
01.1.1810.102.0.050.00	\$0.00	(\$9.05)	(\$83.23)	\$83.23	0.00%

## Scottsbluff Public Schools

### Revenue Report

Summary Only    From Date: 1/1/2024    To Date: 1/31/2024

Fiscal Year: 2023-2024

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
BAD DEBT WRITE OFF					
01.1.1810.102.0.060.00	\$0.00	(\$2.74)	(\$50.37)	\$50.37	0.00%
AFTER SCHOOL PROGRAM					
01.1.1810.102.0.080.00	\$0.00	(\$3.70)	(\$3.70)	\$3.70	0.00%
BAD DEBT WRITE OFF					
01.1.1820.100.0.015.00	\$0.00	\$2,704.87	\$11,776.10	(\$11,776.10)	0.00%
PRESCHOOL BEFORE & AFTER SCHOOL CARE					
01.1.1820.102.0.015.00	\$0.00	(\$47.50)	(\$70.00)	\$70.00	0.00%
BAD DEBT WRITE OFF					
01.1.1910.100.0.000.00	\$10,000.00	\$950.00	\$1,825.00	\$8,175.00	81.75%
RENTAL - SCHOOL FACILITIES					
01.1.1925.100.0.000.00	\$0.00	\$0.00	\$2,660.42	(\$2,660.42)	0.00%
GRANT FROM CORP & OTHER PRIVATE INTEREST					
01.1.1990.100.0.000.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	100.00%
OTHER LOCAL RECEIPTS					
01.1.2110.100.0.000.00	\$200,000.00	\$0.00	\$0.00	\$200,000.00	100.00%
COUNTY FINES & LICENSES					
01.1.3110.100.0.000.00	\$18,480,589.00	\$1,815,961.90	\$9,196,493.50	\$9,284,095.50	50.24%
STATE AID					
01.1.3110.100.0.015.00	\$0.00	\$32,097.10	\$160,485.50	(\$160,485.50)	0.00%
STATE AID					
01.1.3120.100.0.000.00	\$4,400,000.00	\$797,133.00	\$1,591,915.00	\$2,808,085.00	63.82%
SPECIAL ED					
01.1.3125.100.0.000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
SPECIAL EDUC. TRANSPORTATION					
01.1.3135.100.0.000.00	\$10,000.00	\$0.00	\$14,492.00	(\$4,492.00)	-44.92%
HIGH ABILITY LEARNERS					
01.1.3180.100.0.000.00	\$60,000.00	\$0.00	\$0.00	\$60,000.00	100.00%
PRO RATE MOTOR VECHICLE TAX					
01.1.3200.100.0.000.00	\$350,000.00	\$546,107.38	\$546,107.38	(\$196,107.38)	-56.03%
STATE APPORTIONMENT					
01.1.3540.100.0.000.00	\$250,000.00	\$0.00	\$88,493.17	\$161,506.83	64.60%
STATE EARLY CHILDHOOD-STADIUM					
01.1.3541.100.0.000.00	\$306,850.00	\$0.00	\$104,530.00	\$202,320.00	65.93%
EARLY CHILDHOOD SIXPENGE					
01.1.3551.100.0.000.00	\$0.00	\$24,343.00	\$24,343.00	(\$24,343.00)	0.00%

# Scottsbluff Public Schools

## Revenue Report

 Summary Only

From Date: 1/1/2024

To Date: 1/31/2024

**Fiscal Year: 2023-2024**

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
Career Education State Grant					
01.1.3599.100.0.000.00	\$0.00	\$8,000.00	\$8,000.00	(\$8,000.00)	0.00%
OTHER STATE CATEGORICAL PROGRAMS					
01.1.3990.100.0.000.00	\$1,000.00	\$0.00	\$45.60	\$954.40	95.44%
OTHER STATE RECEIPTS					
01.1.3992.100.0.000.00	\$0.00	\$0.00	\$7,500.00	(\$7,500.00)	0.00%
EDUCATION QUEST					
01.1.4105.100.0.000.00	\$0.00	\$0.00	\$11,906.64	(\$11,906.64)	0.00%
UNIVERSAL SERVICES FUND (E-RATE)					
01.1.4200.100.0.000.00	\$1,100,000.00	\$0.00	\$435,326.00	\$664,674.00	60.42%
TITLE 1, PART A					
01.1.4222.100.0.000.00	\$11,000.00	\$0.00	\$0.00	\$11,000.00	100.00%
MCKINNEY HOMELESS GRANT					
01.1.4310.100.0.000.00	\$150,000.00	\$88,881.00	\$88,881.00	\$61,119.00	40.75%
TITLE II, PART A					
01.1.4330.100.0.000.00	\$0.00	\$0.00	\$50,297.00	(\$50,297.00)	0.00%
Title VI, REAP RURAL LOW INCOME					
01.1.4406.100.0.000.00	\$19,000.00	\$0.00	\$0.00	\$19,000.00	100.00%
IDEA PRESCHOOL BASE ALLOC					
01.1.4410.100.0.000.00	\$800,000.00	\$0.00	\$0.00	\$800,000.00	100.00%
IDEA/ENROLLMENT & POVERTY					
01.1.4412.100.0.000.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.00%
IDEA PART B PORPORTIONALTE SHARE					
01.1.4450.100.0.000.00	\$200,000.00	\$73,930.06	\$210,795.79	(\$10,795.79)	-5.40%
M.I.P.S.					
01.1.4455.100.0.000.00	\$200,000.00	\$0.00	\$0.00	\$200,000.00	100.00%
MEDICAID CLAIM PROCESSING					
01.1.4510.100.0.000.00	\$430,000.00	\$214,664.67	\$370,506.40	\$59,493.60	13.84%
TITLE IV STUDENT SUPPORT & ACADEMIC ENRICHMENT GRA					
01.1.4700.100.0.000.00	\$55,000.00	\$0.00	\$55,301.00	(\$301.00)	-0.55%
CARL PERKINS					
01.1.4910.100.0.000.00	\$25,000.00	\$0.00	\$13,972.10	\$11,027.90	44.11%
INDIAN EDUCATION					
01.1.4925.100.0.000.00	\$20,000.00	\$0.00	\$27,341.20	(\$7,341.20)	-36.71%
TITLE III ELL					
01.1.4967.100.0.000.00	\$70,000.00	\$0.00	\$23,428.00	\$46,572.00	66.53%

# Scottsbluff Public Schools

## Revenue Report

 Summary Only

From Date: 1/1/2024

To Date: 1/31/2024

**Fiscal Year: 2023-2024**

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
<b>TITLE IV PART A</b>					
01.1.4968.100.0.000.00	\$0.00	\$0.00	\$150,000.00	(\$150,000.00)	0.00%
21ST CENTURY GRANT (TITLE IV, PART B)					
01.1.4968.100.1.060.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
21ST CENTURY GRANT (TITLE IV, PART B)					
01.1.4968.100.1.070.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
21ST CENTURY GRANT (TITLE IV, PART B)					
01.1.4968.100.1.080.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
21ST CENTURY GRANT (TITLE IV, PART B)					
01.1.4988.100.1.000.00	\$192,500.00	\$0.00	\$0.00	\$192,500.00	100.00%
ARP - Expanded Learning Collaborative					
01.1.4992.100.0.000.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%
AFJROTC					
01.1.4993.100.0.000.00	\$0.00	\$0.00	\$1,173.00	(\$1,173.00)	0.00%
ARP HCY I					
01.1.4994.100.0.000.00	\$0.00	\$0.00	\$10,244.00	(\$10,244.00)	0.00%
ARP HCY II					
01.1.4995.100.0.000.00	\$1,626,104.00	\$205,655.75	\$241,497.85	\$1,384,606.15	85.15%
CATEGORICAL GRANTS					
01.1.4997.100.0.000.00	\$0.00	\$0.00	\$2,667,152.00	(\$2,667,152.00)	0.00%
ESSER II Grant					
01.1.4998.100.0.000.00	\$5,015,245.00	\$0.00	\$0.00	\$5,015,245.00	100.00%
ESSER III Grant					
01.1.5301.100.0.000.00	\$0.00	(\$233.62)	\$19,169.37	(\$19,169.37)	0.00%
INSURANCE ADJUSTMENTS					
01.1.5400.100.0.000.00	\$2,500.00	\$0.00	\$775.00	\$1,725.00	69.00%
SALE OF PROPERTY					
01.1.5690.100.0.000.00	\$25,000.00	\$3,988.76	\$92,443.12	(\$67,443.12)	-269.77%
OTHER NON-REVENUE RECEIPTS					
<b>Fund 01 Total:</b>	\$51,520,986.00	\$5,727,381.98	\$20,201,675.67	\$31,319,310.33	60.79%
<b>Grand Total:</b>	\$51,520,986.00	\$5,727,381.98	\$20,201,675.67	\$31,319,310.33	60.79%

End of Report



# Longfellow After School Activity and Learning Opportunities



# BOYS CLUB

Ronnie Sims

- 4th Grade Teacher
- Boys Club Supervisor
- 8th Grade Boys Basketball Coach



Ethan Gion

- Special Education Paraprofessional
- Boys Club Assistant
- 8th Grade Boys Assistant Basketball Coach



Tony Simonsen

- 4th Grade Teacher
- Boys Club Assistant



Jared Kaul

- P.E. Teacher
- Boys Club Assistant
- Assistant SHS Boys Basketball Coach



# BOYS CLUB



Community Clean Up



This is Boys Club 2023-2024 ▼

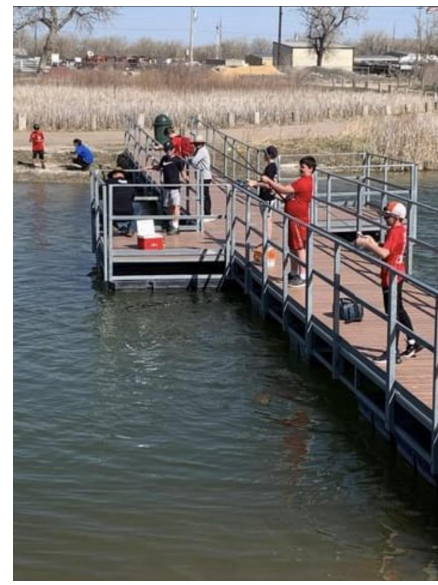


Life Skills

# BOYS CLUB



# BOYS CLUB



- Clothing Drives
- Fishing
- Grand Prix Race
- Family Picnic
- Boys Club Trip



# BOYS CLUB



## Upcoming Projects

This spring we will be building a Gaga Ball Pit on the playground of Longfellow Elementary for all the students to enjoy!



# HALs



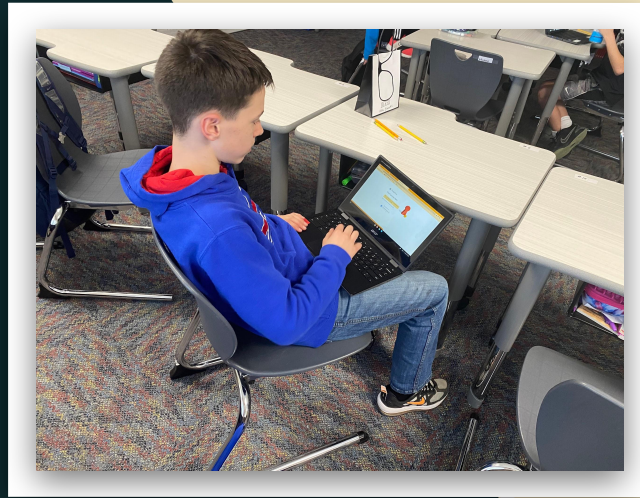
## Megan Burda

- 4th Grade Teacher
- HALs Coordinator

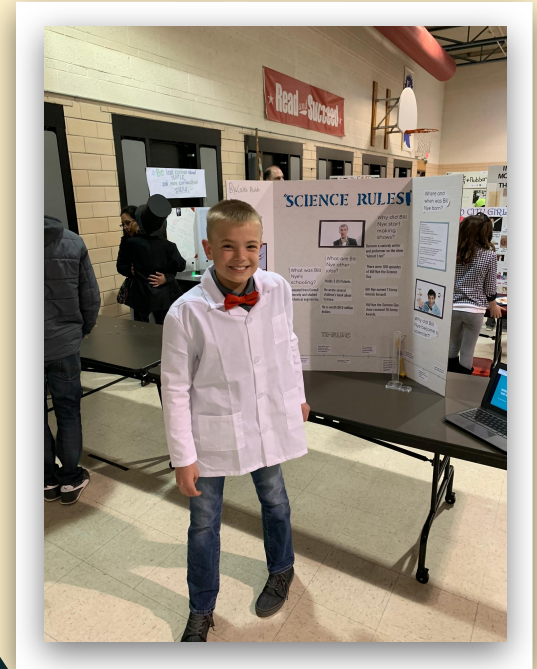


- 15 students (3rd-5th Grade)
- Weekly Meetings
- Critical Thinking

# HALS



- Extra Activities
- Research Projects
- Service Projects





# Honor Choir

## All State Music 2023

- 4 students
- 300 Total Students
- Only Scottsbluff School Participant
- Extra Rehearsals



## Outcomes

- Quality Choral Experience
- Challenging Music
- Guest Clinician
- Teacher Opportunities
- Quality Repertoire



# Learning Loss



## 2nd Grade

- Extra Reading Instruction
- Small group setting
- Magnetic Reading
- Multiple modes of learning
- Data driven instruction
- Engaging and Fun!



## Kindergarten

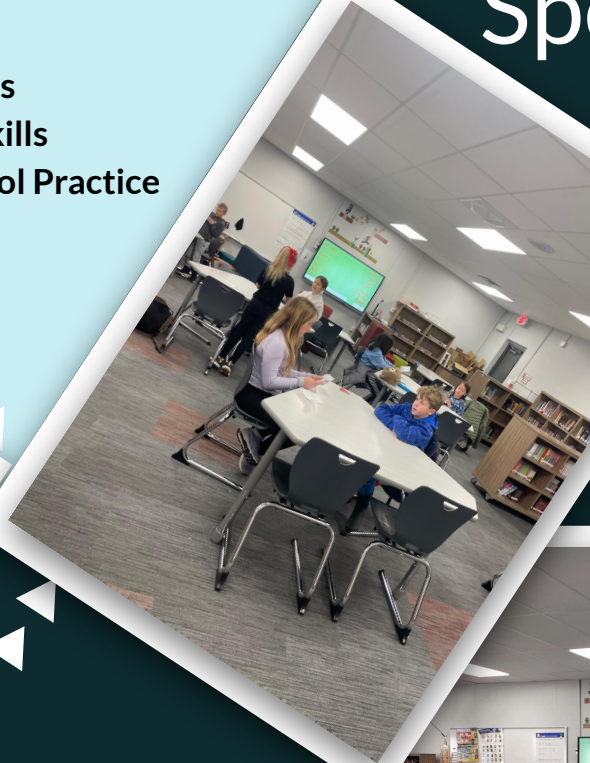
- 16 days
- Letter knowledge
- Significant growth
- Top Bananas!



# Spelling Bee



- New Words
- Practice Skills
- After School Practice



- Self Starters
- Facing Fear



**Striving to  
provide extra  
opportunities for  
Every Child,  
Every Day!**



Business OperationsPurchasing Policies

1. The Executive Director of Finance shall periodically estimate the requirements of standard items or classes of items and make bulk purchases. The Board may enter into multi-year contracts for periods not to exceed seven years, for the provision of utility services, refuse disposal, transportation services, maintenance services, financial services, insurance, security services, and instructional materials, supplies, and equipment. The District will follow NDE guidelines and applicable state statutes for any purchases made through the Nebraska Department of Administrative Services. All purchases for supplies, materials, equipment, and contractual services involving more than ~~\$5,000~~ \$10,000 shall be based on formal bids.
2. Competitive pricing may include written or oral price quotes.
3. Formal bid requests are distributed based on written specifications with written bid responses which shall be opened in public at the prescribed time and place as indicated and tabulated for study. Formal bids while opened publicly are not required to be publicly advertised.
4. Bid instructions shall be clear, complete, and conducive to formal bidding.
5. The Executive Director of Finance shall seek bids from those sources who are able to offer the best prices, consistent with quality, delivery, and service. Consideration must be given to local vendors whenever the following factors are equal: quality of product, suitability of product, price, conformance with the specifications, convenience of delivery, and past services to the District.
6. After formal bids have been opened and tabulated, they will be available for those interested in copy or study. They shall not, however, be removed from the Purchasing Office.
7. The right is reserved to reject any bid as submitted and to make selection of materials or equipment as is, in the best judgment of the Board of Education or its purchasing agent, best suited for the purposes indicated. In the event of a tie bid, the following procedure shall be followed:
  - a. In the case of single items, the award will be made to a local vendor, if any, or if not, shall be made to the vendors who have offered the most consistent service and reliability in the past.
  - b. In the case of multiple items where all items are tie bids, the procedure shall be the same as in Item a. above.
  - c. In the case of multiple items where only a part of the items are tie bids, the award of all tie bids shall be made to a local vendor, if any, or if not, to the vendor who has done the best on the whole.

8. The Superintendent will have authority to authorize purchases with formal bids for goods and services costing ~~\$5,000 to \$30,000~~ \$10,000 - \$40,000, with Board approval for purchases of ~~\$30,000~~ \$40,000 or above.

It shall be the responsibility of the Executive Director of Finance to develop internal procedures for purchases less than ~~\$5,000.00~~ \$10,000. (see grid below)

**PROCEDURE FOR PURCHASES:**

Dollar Amount	Approval Levels	Purchase Process
<del>1-300</del> 499	Principal/Supervisor	Competitive Price
<del>300-4,999</del> 500 –9,999	Principal/Supervisor, EDF	Competitive Price
<del>5,000-9,999</del>	<del>Principal/Supervisor, EDF</del>	<del>Formal Bid</del>
<del>10,000-29,999</del> 10,000 – 39,999	Principal/Supervisor, EDF, Superintendent	Formal Bid
<del>30,000-59,999</del>	<del>Principal/Supervisor, EDF, Superintendent Board of Education</del>	<del>Formal Bid</del>
<del>60,000+</del> 40,000+	Principal/Supervisor, EDF, Superintendent Board of Education	Formal Bid
<del>60,000+</del> 109,000+ (Construction)	Principal/Supervisor, EDF, Superintendent, Board of Education	Formal Bid, Advertised

*(Note: Deviations from the above may occur in cases of proprietary equipment or emergency situations.)*

9. For purchases of ~~\$30,000~~ \$40,000 and above, the Executive Director of Finance and Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent or the Superintendent’s designee. The Board retains the right to determine the responsibility of the bidders and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
10. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal, the Superintendent, or the Superintendent’s designee shall be personally liable for payment for the supplies or equipment purchased.
11. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal, or the Superintendent’s designee authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.
12. The District need not comply with the bidding requirements if the District

purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or the Superintendent's designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or the Superintendent's designee:
  - a. The determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and,
  - b. The determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or the Superintendent's designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or the Superintendent's designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: [Neb. Rev. Stat. § 73-106](#)  
[Neb. Rev. Stat. § 79-515](#)  
[Neb. Rev. Stat. § 79-10,104](#)

Date of Adoption: August 9, 2021  
Date of Revision: ~~May 8, 2023~~ March 11, 2024

## Business Operations

### Approval of Change Orders

For purposes of this policy, a “change order” shall mean a written amendment to the construction contract issued and signed by the Superintendent or the Superintendent’s designee, the architect-engineer, and/or the contractor authorizing a change in the scope of work, an adjustment in the contract sum or contract time, or both.

A construction change order shall not be binding on the District, unless the change order is in writing, approved, and executed by duly authorized parties as provided herein. All work which is the subject of a construction change order shall not commence until approved as provided herein. Otherwise, the District will not be responsible for payment on a construction change order. Such authorized and fully executed construction change order shall be attached to and become a part of the original contract.

### Initiation of Change Orders

A construction change order is required for a change in the scope of work, an increase or decrease in the amount of the construction cost, to adjust the substantial or final completion date of a construction project, or by mutual agreement of all relevant and necessary parties.

### Change Order Approval Authority

The Superintendent or the Superintendent’s designee shall recommend to the Board of Education for its review and approval any construction change order(s) that:

1. Is greater than \$40,000;
2. Cumulative total of all construction change orders of a construction project in an amount in excess of 10% of the original construction contract amount; and/or,
3. Provides for new or different facilities not already approved by the Board of Education, or significantly alters the design or extent of facilities provided for in the original contract documents.

### Delegation of Authority for Major Construction Projects

For those construction change orders not requiring Board of Education approval, the Superintendent or the Superintendent’s designee has the authority to approve a construction change order request in an amount not to exceed \$40,000, provided however, the cumulative total of all approved construction change orders for a single, major construction contract by the Superintendent or the Superintendent’s designee does not increase the original construction contract amount by more than 10%. For the purposes of this subsection, the original construction contract amount for a construction management at risk contract shall be the amount approved by the Board of Education in an agreement, or a formal amendment to the agreement. Any construction change order approved by the Superintendent or the Superintendent’s designee shall be reported to the Board of Education at the Board’s next regular meeting.

Date of Adoption: March 11, 2024

StudentsGraduation

To participate in commencement exercises or receive a Scottsbluff Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Scottsbluff High School must accumulate 270 credit hours.

Graduation requirements may be modified for students graduating from alternative programs. Such changes will be detailed in the appropriate handbook as approved by the Board of Education each year.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met. With the approval of the IEP team, any student on an IEP may substitute a comparable course for an identified course that is specifically required for graduation.

The total graduation requirements must include:

<b>SCOTTSBLUFF PUBLIC SCHOOLS GRADUATION REQUIREMENTS (270 Total)</b>	
<b>CAREER ACADEMY</b>	<b>70</b>
Pre-Academy Course(s)	10
Foundational Academy or Pathway Courses	60
<ul style="list-style-type: none"> <li>● Successful completion of two Foundational Career Academies OR one Foundational Career Academy AND one Specialized Academy Pathway is required for graduation.</li> <li>● Courses may count toward completion of both a Foundational Career Academy and core content requirements. However, they may only be counted once toward total hours needed for graduation (270).</li> </ul>	
<b>ENGLISH</b>	<b>40</b>
English 9 or Honors English 9	10
English 10 or Honors English 10	10
English Electives	20
<b>MATH</b>	<b>30</b>
Algebra I	10
Geometry or Advanced Geometry or Accelerated Geometry/Algebra 2	10
Math Elective	10
<b>SCIENCE</b>	<b>30</b>
Physical Science	10
Biology	10
Science Elective	10

<b>SOCIAL STUDIES</b>	<b>30</b>
Geography/World History	10
American History Electives	10
American Government	5
Social Sciences Elective	5
<b>PHYSICAL EDUCATION</b>	<b>10</b>
<b>PERSONAL FINANCE</b>	<b>5</b>
<b>COMPUTER SCIENCE AND TECHNOLOGY*</b>	<b>5</b>

\*This requirement is for the Class of ~~2027~~ 2028 and beyond.

Legal Reference: [Neb. Rev. Stat. § 79-729](#)  
[Neb. Rev. Stat. §§ 79-3301 to 79-3305](#)  
[NDE Rule 10](#)

Date of Adoption: August 9, 2021  
Date of Review: January 5, 2022  
Date of Revision: March 11, 2024

StudentsStudent Searches and Metal Detectors

To ensure that school buildings remain safe and free from dangerous objects and paraphernalia, the Board of Education hereby authorizes the use of metal detectors to conduct lawful searches of students on school grounds, in a school vehicle, or at a school activity. The following procedures will be implemented for metal detectors at Scottsbluff Public Schools:

1. Prior to any student being screened by a metal detector, the District will provide written notice to all students and parents about the use of metal detectors in school. Said notice may be incorporated into the Parent-Student Handbook, emailed to parents, and/or posted on signage around school buildings. Such notice shall be issued at least once each school year.
2. District staff may conduct screenings based on:
  - a. Reasonable suspicion; and/or,
  - b. A random, nondiscriminatory basis, so long as no individual is targeted.
3. Any individual subject to a metal detector screening must bring their personal belongings (coat, backpack, purse, gym bag, and the like) to the location where the screening will be performed. Said items may be subject to a metal detector screening.
4. All persons subject to a metal detector screening are required to remove any metal or dangerous objects from their person and/or personal belongings prior to the screening. After removing any such metal or dangerous objects, the person will be subjected to the metal detector screening.
5. If the metal detector activates during a screening, then such person will be subject to additional screening and/or further search by district personnel.
6. Any person found to be in possession of a firearm or other dangerous weapon will be immediately removed from school grounds and shall be subject to arrest and/or disciplinary action pursuant to applicable law and Student Code of Conduct.
7. Individuals found to be in possession of other unauthorized items (such as drugs) will be subject to disciplinary action, referral to law enforcement, and/or immediate removal from school grounds.
8. Any student who refuses to submit to a search consistent with these procedures will be subject to a search of his/her personal and belongings, and any other appropriate disciplinary action by school administration. Other persons (such as visitors) who refuse to submit to a search consistent with these procedures will be refused entry and escorted off school grounds immediately.

9. No student will be subjected to a metal detector screening based on any discriminatory or unlawful reason.
10. Nothing in this policy shall preclude or preempt any Individualized Education Plan, 504 Plan, or other legal requirements under the applicable special education laws.
11. Nothing in this policy precludes the District from conducting other lawful searches or activities in an effort to keep school safe and free from dangerous weapons.

Legal Reference:     [Neb. Rev. Stat. § 79-267](#)  
                              [Neb. Rev. Stat. § 28-1204.04](#)

Date of Adoption:     March 11, 2024

InstructionGeneral Policy Statement

The Board of Education delegates to the Superintendent the responsibility of maintaining the program of instruction and extracurricular activities.

The instructional program and extracurricular activities shall meet the accredited school system standard of the State Board of Education through the Nebraska Department of Education, federal regulations, Nebraska School Activities Association regulations, and the policies of the Board of Education.

~~The professional staff is responsible for the development of educational and activities programs which meet the objectives of Scottsbluff Public Schools.~~

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

InstructionScope of Instructional Program

The District shall provide instruction suitable to the needs of all who are legally eligible to attend school in the District.

Except for special types of instruction, the instructional program may be arranged in units commonly designated as grades, each grade approximately the work of one year. Such a program of instruction shall be organized into schools or other administrative units as follows:

1. ~~The preschool may provide for the instruction of children ages three and four.~~
2. The elementary school shall provide for the instruction of children kindergarten through fifth grade.
3. ~~The middle school shall provide for the instruction of children in grades six through eight.~~
4. ~~The secondary school shall provide for the instruction of children in grade six through twelve. Within the secondary school, grades six through eight may be treated as separate from grades nine through twelve.~~ The high school shall provide for the instruction of children in grades nine through twelve.
5. Instruction appropriate to the needs of the community and individuals may be provided for adults and others beyond the age required to attend school.
6. Departures from the above noted organizational plan for instruction may be made by the Superintendent upon approval of the Board of Education.

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

Instruction

The Program of Instruction

The minimum program of instruction in the schools shall be that prescribed by the statutes. The statutory curriculum may be augmented and extended to provide for the educational needs of individual pupils and differing areas in the ~~School~~ District.

Legal Reference: [Title 92, Neb. Admin Code, Chapter 10](#)  
[Every Student Succeeds Act, 20 U.S.C. § 6301](#)

Date of Adoption: August 9, 2021  
Date of Revision: **March 11, 2024**

InstructionSchool Instructional Hours

Scottsbluff Public Schools will have a school year consisting of at least:

1. For kindergarten, the time equivalent to 400 hours;
2. For elementary grades one through grade eight, the time equivalent to 1,032 hours; and,
3. For grades nine through twelve, the time equivalent to 1,080 hours.

An instructional hour shall mean a period of time at least 60 minutes, which is actually used for the instruction of students.

Interruptions in the school year of the instructional hour minimums due to extracurricular activities (interscholastic sports, clubs, and contests) will be held to a minimum. All students participating in such events will be required to comply with the District's policies on student attendance for such absences to be excused, including the completion of assignments for missed classes.

The required 1,080, 1,032, and 400 instructional hour minimums shall not include the following:

1. When a school is dismissed for any reason such as tournaments or contests, parent/teacher conferences, funerals, parades, and school picnics; **or**,
2. Time scheduled for the school lunch period.

Legal Reference: [Neb. Rev. Stat. § 79-101](#)  
[Neb. Rev. Stat. §§ 79-211 through 79-212](#);  
[Title 92, Neb. Admin. Code, Chapter 10](#)

Date of Adoption: August 9, 2021

Date of Revision: **March 11, 2024**

InstructionSchool Day for Students

The school day shall be scheduled in such a way that students are given the best opportunity for their educational growth and development. The length of the day, and the arrangement of time segments within it, need not be uniform for all grade levels.

1. The length of the school day in the secondary schools shall be no less than 380 minutes.
2. The hours of opening and closing each type of school shall be determined by the Superintendent. The time of opening and ending the school day may be modified where transportation or other conditions justify such a change upon the authorization of the Superintendent provided that the length of school sessions are not shortened.
3. In designing the student day, the following considerations are to be met:
  - a. The learning activities of each student are carefully guided and supervised.
  - b. Each student has opportunities to receive individual assistance from teachers outside of the regular school day.
  - c. Parents shall be informed of late starts or early dismissal.
  - d. Early dismissal for student employment shall be subject to approval of the building administration. Parental or guardian permission shall precede any early dismissal for work related activities. Early dismissal of other students shall be for reasons of health, etc., and must be validated by the student's parent or guardian.
  - e. Changes in the school day shall be subject to the approval of the Superintendent.

Date of Adoption: August 9, 2021

Date of Review: March 11, 2024

InstructionFire Drills

Fire drills shall be conducted at such times and manner as is required by the State Fire Marshal.

The frequency of fire drills shall be as follows:

1. At a sufficient frequency to familiarize occupants with the drill procedure as a matter of routine;
2. Every month in each school building in which the facility is in session;
3. Subject to the exception that a monthly drill may be deferred in months of severe weather, provided that the required number of annual drills is achieved and not less than four are conducted before the drills are deferred; and,
4. ~~One additional~~ **The first** drill shall be conducted within the first 30 days of a school year.

The manner of conducting fire drills shall be as follows:

1. Emphasis shall be on conducting an orderly evacuation, rather than speed;
2. Under varying conditions and at expected and unexpected times;
3. Participants shall relocate to a predetermined location and remain until recalled or dismissed; and,
4. All emergency and relocation drill alarms shall be sounded.

Emergency Response Plan

Emergency response plans and directions for tornado, evacuation, ~~hold~~, lockdown, ~~lockout~~, ~~secure~~, shelter in place, and fire drill activities have been developed. ~~All emergency response plans shall be in compliance with the state fire code. there are to be nine fire evacuation exercises each school year.~~ Two tornado drills are to be exercised and two lockdown drills practiced each school year.

Since many parents may not be at home, all children and faculty will be normally retained at the school building in case of extreme emergency. The school notification system will be activated to inform parents and guardians regarding where children may be picked up at school or at the evacuation site.

Legal Reference:     [Neb. Rev. Stat. § 79-706](#)  
                              [Neb. Rev. Stat. § 79-2,144](#)  
                              [LSC 15.7.2.2 through 15.7.2.4](#)

Date of Adoption:     August 9, 2021

Date of Revision:     **March 11, 2024**

Instruction

Emergency Dismissal or Cancellation

Except for those dates designated on the school calendar, school shall not be dismissed or canceled except by action of the Board of Education or in emergency situations as determined by the Superintendent.

Date of Adoption: August 9, 2021  
Date of Review: March 11, 2024

InstructionCeremonies, Observances, and the Pledge of Allegiance

Appropriate patriotic exercises suitable to the occasion shall be held under the direction of the Superintendent on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session. In addition, appropriate exercises may be held for Flag Day and State Fire Day.

The flags of the United States of America and the State of Nebraska shall be prominently displayed on the school grounds on each day such school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America.

Each of the District's schools shall establish a period of time during the school day, when a majority of the students are scheduled to be present, during which time students will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America. Student participation in the recitation of the Pledge of Allegiance shall be voluntary. Students not participating in the recitation of the Pledge of Allegiance shall be permitted to silently stand or remain seated but shall be required to respect the rights of those students electing to participate.

Legal Reference: [Neb. Rev. Stat. § 79-705](#)  
[Neb. Rev. Stat. §§ 79-707 through 79-708](#)  
[Neb. Rev. Stat. § 79-724](#)  
[Title 92, Neb. Admin. Code, Chapter 10](#)  
[70 Federal Register 55507](#)

Date of Adoption: August 9, 2021

Date of Review: March 11, 2024

InstructionSafe Schools Policy

It is the mission of Scottsbluff Public Schools to provide a safe, secure, drug-free, and welcoming environment for all students, staff and community members. The administration is authorized and directed to adopt such regulations and take such actions as determined appropriate by the Board of Education to advance the mission of providing safe schools. Such regulations and actions may include, but not be limited to, school security measures, such as use of metal detectors, surveillance, searches and seizures, and security officers, as well as staff training and student educational programs.

Date of Adoption: August 9, 2021  
Date of Review: March 11, 2024

InstructionObjectives of the Instructional Program

Scottsbluff Public Schools has designated as its objectives the following:

Our school shall enable each student to react to his environment as a total being by:

- ~~1. Aiding each student in acquiring fundamental skills and knowledge that will engender in each student a sense of personal worth and direction most beneficial to himself and society. This shall be accomplished through:
  - ~~a. Selection and using subject matter and facilities appropriate to the development of specific skills and knowledge.~~
  - ~~b. Setting standards of achievement so that every student can experience some degree of success.~~
  - ~~c. Providing equal opportunities for all students, fully realizing that not all students have the same talents and capacities for learning.~~
  - ~~d. Finding relationships which exist among the curricular studies.~~
  - ~~e. Finding relationships which exist between the curricular studies and the extra curricular activities.~~
  - ~~f. Aiding the student to recognize the value of the past as a developmental influence on aesthetic, humanistic and creative ideals for the future.~~
  - ~~g. Recognizing scholastic achievement and marks of improvement.~~
  - ~~h. Recognizing social and civic contributions made by students.~~~~
- ~~2. Providing an environment in which freedom is regarded as a responsibility for administrators, teachers, and students. This shall be accomplished through:
  - ~~a. Providing direction and substantial meaning whereby respect for each other shall be paramount and reciprocal.~~
  - ~~b. Emphasizing the necessity of respect for public and private property as well as dignity of all work.~~~~
- ~~3. Maintaining an environment conducive to good physical and mental health. This shall be accomplished through:~~

- ~~a. Providing activities which have as their goal the development of physical fitness.~~
  - ~~b. Providing activities in which all students can experience some measure of success.~~
  - ~~c. Allowing for creative response through music, art, dramatics and physical education.~~
  - ~~d. Providing programs of specialization to meet specific needs of the student; such as speech therapy, remedial reading, guidance counseling and student health.~~
- ~~4. Providing a means of public relations. This shall be accomplished through:~~
- ~~a. Keeping the public informed as to current happenings in all phases of the school's activities.~~
  - ~~b. Allowing the public to participate in the development of the school policies and programs.~~
  - ~~c. Making available to the public opportunities to discuss current educational interest.~~
  - ~~d. Attempting to develop good relationships among students, teachers, administrators, parents and the community at large.~~
- ~~5. Selecting for employment, administrators and teachers who have the inspiration, dedication and factual competence to put into effect the philosophy and objectives of Scottsbluff Public Schools. This shall be accomplished through the auspices of the administration and the Board of Education as designated by the procedures set forth in the Board Policies of the Scottsbluff Public Schools.~~
- ~~6. Establishing a program of continuous evaluation of the entire school system that it might determine the measure of success of the philosophy and the objectives of Scottsbluff Public Schools. This will be accomplished through coordinating the evaluative efforts of the students, teachers, administrators, specialists, and the entire community.~~

~~Date of Adoption: August 9, 2021~~

InstructionCurriculum – Development, ~~Revision~~, Adoption, and Evaluation

~~All major program adoptions and/or major course revisions shall be subject to the approval of the Board of Education.~~

~~Major program adoptions and/or major course revisions may be proposed by district-wide curriculum and/or building curriculum committees and approved, rejected or revised and approved by the Superintendent before being submitted to the Board of Education for final approval.~~

Curriculum development, revision, adoption, and evaluation shall be an ongoing process in the school district. Curriculum shall be reviewed and revised when necessary according to the timelines set out by the Superintendent or the Superintendent's designee. These timelines will provide for periodic review of each curriculum area.

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

## Instruction

### Curriculum—Assessments

#### 1. State Assessments.

~~The Scottsbluff Public School District has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.~~

~~Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.~~

~~The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.~~

~~Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.~~

#### 2. Achieving Valid Assessments.

~~Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.~~

~~For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessments” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).~~

~~The following specific assessment expectations and rules apply:~~

- ~~a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.~~
  - ~~i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.~~



~~“bubble” sheet assessments and completely erase mistaken answers and extra marks on “bubble” sheet assessments). Educators are not to change answers on a student’s assessment sheet or otherwise participate in the submission of false or misleading assessment results.~~

~~All employees are to adhere to the Nebraska Student-Centered Assessment System (NSCAS) Security Procedures and report breaches in security to Superintendent or the Superintendent’s assessment designee for report to the Nebraska Department of Education. Professionalism, common sense, and practical procedures provide the framework for testing ethics.~~

~~Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District’s standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.~~

~~Legal Reference: NDE Rule 10.05; NDE Rule 27.004.02H and 004.03D~~

~~Date of Adoption: August 9, 2021~~

InstructionAssessments - Academic Content Standards

Unless other action is taken, the Board of Education adopts the standards of the State Board in all core areas as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: [Neb. Rev. Stat. §§ 79-760.01 through 79-760.05](#)

Date of Adoption: August 9, 2021

Date of Review: March 11, 2024

InstructionReading Instruction and Improvement

The District shall develop its curriculum to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. In doing so, the District will ensure that all teachers for kindergarten through grade three should be effective reading teachers as evidenced by:

1. Evaluations based on classroom observations and student improvement on reading assessments; or,
2. Specialized training in reading improvement. Each student and his or her parents or guardians will be informed of the student's reading progress. It is the District's intent that each student in the District be able to read at or above grade level by third grade.

~~For school year 2019-20 and each school year thereafter,~~ The District shall administer an approved reading assessment three times during the school year to all students in kindergarten through grade three, except for any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years, any student receiving special education services for whom such assessment would conflict with the Individualized Education Plan, and any student receiving services under a plan pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act, for whom such assessment would conflict with such section 504 or Title II plan. The first administration of such assessment for each such school year shall occur within the first 30 days of the school year.

Any student in kindergarten, grade one, grade two, or grade three shall be identified as having a reading deficiency if such student performs below the threshold level determined pursuant to the Reading ~~Intervention Improvement~~ Act. A student who is identified as having a reading deficiency pursuant to the Reading ~~Intervention Improvement~~ Act shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act shall prohibit the District from identifying any other student as having a reading deficiency.

The District will provide a supplemental reading intervention program for the purpose of ensuring that students can read at or above grade level at the end of third grade. The District may work collaboratively with a reading specialist at the State Department of Education, with Educational Service Units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program shall:

1. Be provided to any student identified as having a reading deficiency;
2. Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and,
3. Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program.

Such summer reading program may be held in conjunction with existing summer programs in the ~~school~~ District or in a community reading program not affiliated with the ~~school~~ District or may be offered online.

4. The supplemental reading intervention program may also include:
  - a. Reading intervention techniques that are based on scientific research and best practices;
  - b. Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
  - c. Intensive intervention using strategies to match the weaknesses identified in the diagnostic assessment:
    - i. Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
    - ii. Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or,
    - iii. Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
  - d. Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or,
  - e. Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

The school of any student who is identified as having a reading deficiency shall notify such student's parents or guardians either in writing or by electronic communication no later than 15 working days after the identification of the reading deficiency that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Any student who is identified as having a reading deficiency shall receive an individual reading improvement plan no later than 30 days after the identification of such reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program pursuant to this policy. Each such student shall receive reading intervention services through the supplemental reading intervention program pursuant to this policy until the student is no longer identified as having a reading deficiency.

Legal Reference: [Neb. Rev. Stat. §§ 79-2601 through 79-2607](#)

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

InstructionAssessment Administration and Security

The Scottsbluff Public Schools District has adopted an assessment plan and has aligned the curriculum with the state-approved content standards. The assessment plan includes a schedule and procedures for assessing achievement on state standards.

The purpose of all testing and assessments is to measure students' knowledge, skills, or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

Assessment Responsibilities

1. Each building principal, in consultation with district-level administration will be responsible for:
  - a. Overseeing the scheduling of state-administered assessments, training all staff who administer assessments, and ensuring that all assessments, including make-up testing, are completed within required testing windows;
  - b. Communicating to students and parents when assessments will be administered;
  - c. Obtaining Standards, Assessment, and Accountability Updates from the Nebraska Department of Education and circulating the relevant portions of those updates to other staff members;
  - d. Maintaining the Nebraska Student-Centered Assessment System Security Procedures;
  - e. Signing and enforcing the Nebraska Student-Centered Assessment System Security Agreement; and,
  - f. Ensuring all eligible students take the required assessments.
2. Every classroom teacher or other staff member who administers assessments is responsible for:
  - a. Preparing students to do well on assessments by teaching the subject content and aligning instruction to the learning targets within each of the content standards;
  - b. Complying with the Nebraska Student-Centered Assessment System Security Procedures;
  - c. Taking all reasonable and prudent steps to ensure the accuracy and integrity of all academic testing, including statewide assessments; and,
  - d. Ensuring the security of all test materials.

Security Violations and Cheating

1. Classroom Assessments. Staff members who suspect students of having cheated on a classroom assessment should conduct a reasonable inquiry and impose consequences on the student consistent with classroom rules and the student handbook.
2. State Accountability Tests. Staff members who suspect a breach of security on State Accountability Tests must promptly report their suspicions to the building principal or

Executive Director of Curriculum and Instruction. The Executive Director of Curriculum and Instruction must notify the Nebraska Department of Education's Statewide Assessment Office and follow the Department's protocol for Reporting and Investigating Test Security Violations.

Staff members who violate the expectations set forth in this policy will be considered to be in breach of the District's standard of ethics and may receive disciplinary action.

~~Educators are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.~~

~~The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.~~

~~Assessment results are to be reported by the school buildings/district in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction.~~

~~The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.~~

#### 1. Achieving Valid Assessments

~~Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.~~

~~For purposes of this policy, student assessments include both "standardized assessments" (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and state assessments.~~

~~The following specific assessment expectations and rules apply:~~

~~a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.~~

~~Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.~~

~~i. Teaching for Success on Assessments.~~

~~It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student's knowledge, and not simply test preparation.~~

~~ii. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to "teach to the test" by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. "Cramming" assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.~~

~~iii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are to conduct reviews (drills) using district approved practice assessments.~~

~~b. Conditions for Successful Assessments.~~

~~i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.~~

~~ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.~~

~~iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.~~

~~d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.~~

~~e. Assistance During Assessments.~~

~~Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan, IEP and/or testing protocols.~~

- ~~f. Student Answers. Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all "bubble" sheet assessments and completely erase mistaken answers and extra marks on "bubble" sheet assessments). Educators are not to change answers on a student's assessment sheet or otherwise participate in the submission of false or misleading assessment results.~~

~~All employees are to adhere to Nebraska's Security Procedures and report breaches in security to the Superintendent or the Superintendent's assessment designee for report to the Nebraska Department of Education. Professionalism, common sense, and practical procedures provide the framework for testing ethics.~~

~~Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.~~

Legal Reference: [Title 92, Neb. Admin. Code, Chapter 10](#)  
[Title 92, Neb. Admin Code, Chapter 27](#)

Date of Adoption: August 9, 2021  
Date of Revision: March 11, 2024

StudentsCollection of Information Relating to Dyslexia

The District will collect and maintain the following information relating to dyslexia during each school year:

1. Testing for a specific learning disability in the area of reading, including tests that identify characteristics of dyslexia and the results of such tests;
2. The number of students identified as having a reading issue, including dyslexia, pursuant to the assessment administered under the Nebraska Reading Improvement Act and Board Policy 6213;
3. The number of students identified in paragraph (2) that have shown growth on the measure used to identify the reading issue; and,
4. All other data required by law and/or the District's special education obligations.

By July 1st of each year, the District will provide the Nebraska State Department of Education with information collected about dyslexia, as requested by the Department.

Any student or parent/guardian with questions or concerns about dyslexia are encouraged to contact the District's Executive Director of Student Services.

Legal Reference: [Neb. Rev. Stat. § 79-11,157.01](#)

Date of Adoption: July 10, 2023

Date of Review: March 11, 2024

InstructionExperimental/Innovative Program External Research and Evaluation

~~The professional staff of the school system is encouraged to seek improvement of the educational program of the schools.~~

~~Experimental programs and "pilot studies" must have the approval of the Superintendent.~~

Scottsbluff Public Schools believes in the importance of research and the importance of cooperating with other educational agencies and institutions. However, the District also recognizes that its primary mission is to educate students and that it has special responsibilities to students and their parents/guardians. Therefore, the Superintendent will review all proposals to conduct external research to determine the extent to which the research would interfere with instruction or the operation of the school and whether the rights of students, parents, and staff are adequately protected. Only proposals that do not unduly interfere with instruction or the operation of the school and make adequate provisions to protect the rights of participants will be considered for approval by the Superintendent.

Scottsbluff Public Schools does not support, authorize, approve, or condone any program of external evaluation and research that is not in accordance with state and federal laws and regulations. Scottsbluff Public Schools staff will not participate in external research unless the proposal has been approved by the Superintendent. All studies undertaken as part of an external program of research and evaluation shall be conducted in a manner that is in accordance with state and federal laws and regulations.

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

InstructionCurriculum Guides District Curriculum

~~Curriculum learning guides shall be prepared in harmony with the legal requirements of the state and the purposes of the program of instruction adopted by the Board.~~

~~The Superintendent or designee shall have general coordinating authority over the formation of all courses of study and curriculum learning guides.~~

The Board of Education supports and encourages a district-wide, approved curriculum in the areas of English Language Arts, Mathematics, Science, and Social Studies that is aligned with Nebraska State Standards and district learning outcomes.

The District administration and building principals are directed to ensure the approved curriculum is taught in every classroom.

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

Instruction

Textbook Adoptions

Textbook adoptions will follow the District timeline, process, and procedures which includes approval by the Board Curriculum and Americanism Committee and final approval by the Board of Education.

Date of Adoption: March 11, 2024

InstructionPlanning and Record Keeping by Teachers

Quality lesson planning is necessary to help ensure key elements of an effective lesson are presented. Lesson plans aid the principal, supervisor and substitute teachers in understanding the regular classroom teacher's plan for teaching the course of study as adopted by the **School Board Curriculum and Americanism Committee** and consistent with Nebraska state standards. Lesson plans should also be prepared by teachers whose assignment may vary from regular classroom work in order that their scheduled activities may be observed with understanding or replicated by a substitute teacher. Generally, teachers will prepare lesson plans on a weekly basis although they are expected to have general plans which cover the length of the course. Plans will be kept by the classroom teacher in a place known to and accessible to the building administrators. The principal may further require teachers to provide copies of lesson plans to the school office at reasonable times and intervals as determined by the principal.

The lesson plan should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which principals and supervisors may monitor instruction to assure that the educational program in a particular class or activity is related to the district-approved course of study.

Although the District will provide lesson plan books, principals may request another system or format for the presentation of lesson plans provided it meets the purpose of planning. Principals may also require more detail or specific plans to assist individual teachers, or they may minimize the use of lesson plans when such action will not compromise the stated purpose of lesson planning.

It is recognized that provision for flexibility is essential within the lesson plan to allow for unexpected changes and varying learning rates.

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

InstructionHomework

~~Homework is a learning activity related to the experience within the school. Its purposes are to supplement and to enrich work done in the classrooms; to provide for individual interests; and to promote competency in skills; to use resource materials; to integrate learning and to teach the proper budgeting of time. Homework should be assigned at the discretion of the classroom teacher. Work not completed during the school day is not considered homework, but rather, the completion of assigned school work.~~

~~Date of Adoption: August 9, 2021~~

InstructionGuidance

The classroom teacher is a key figure in the guidance of youth in both the elementary and secondary schools. The counselor and teachers, by pooling their knowledge and resources, accept the students where they are and help them go as far as their potentialities permit. The students are helped to know and develop their abilities and to recognize and accept their limitations, and in this way to better understand themselves.

The guidance program includes five (5) basic services:

1. ~~Inventory Service. Emphasis is placed upon a system of accurate and complete student records that accentuate the uniqueness of the individual students.~~
2. ~~Informational Service. Information in the areas of occupational, educational and vocational guidance is made available to teachers, students and parents.~~
3. ~~Counseling Service. For an effective program, all students are encouraged to seek individual counseling. Students with needs beyond that of the counseling program are encouraged to seek the services of private counseling.~~
4. ~~Placement Service. This service assists students in the selection of appropriate occupations, educational institutions and work experiences.~~
5. ~~Follow-up Service. A continuing follow-up of former students through surveys should be pursued in order to evaluate and improve the effectiveness of the school program.~~

Date of Adoption: ~~August 9, 2021~~

InstructionField Trips Regulations for School TripsSchool Trips Definition

School trips include field trips and non-NSAA-sponsored club or activity travel.

School Trip Purpose

School trips should have an educational purpose and be appropriate for the age and maturity level of the group. School trips planned as rewards will be considered and approved on a case-by-case basis.

School Trip Approval

The principal may authorize school trips when such events contribute to the achievement of the education goals of the District. In authorizing school trips, the principal shall consider the financial condition of the District, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the Superintendent. The Superintendent's approval will be required for school trips outside the state or over 300 miles. Board approval will be required for school trips that involve unusual length or expense.

School trips are to be arranged with the principal well in advance. The School Trip Request Form must be submitted by the employee. In the event a substitute teacher is needed, the teacher is responsible for reporting the absence within the substitute calling system.

School Trip Transportation

Arrangements for school bus transportation will be made well in advance, as directed, and without disrupting regular school bus schedules. Trip sponsors are responsible for the conduct of students while on the bus and while students are engaged in the learning activity.

Supervision on School Trips

School employees shall appropriately supervise each school trip so that good student discipline is maintained both while traveling and while students are engaged in learning. Parents and other adults may help with such supervision under the direction of a school employee. Supervision of traveling students shall be provided by a school employee. Parents and other adults may assist in such supervision as sponsors. For overnight trips, the following supervisor-to-student ratios will be used. A group of 16-30 students must have a minimum of two adult supervisors, a group of 31-45 students must have a minimum of three adult supervisors, and a group of 46-60 students must have a minimum of four adult supervisors. Groups larger than 60 must maintain a ratio of one adult to 15 students. Members of the school employee's family shall not be allowed to travel with the group unless qualified for such travel as a student of the Scottsbluff Public Schools or as an adult sponsor.

School Trip Permission

The School Trip Permission portion of the Scottsbluff Public Schools Parent-Student Permission Information Record Sheet will be required prior to the student's participation in field trips or Non-NSAA sponsored club or activity travel.

#### Overnight School Trips

School trips involving an overnight stay must have additional parent notification and permission on the Overnight Trip Permission Form.

Any overnight trips with groups consisting of both genders must provide adult sponsors of both genders. In the event sponsors of both genders are not available, exceptions can be made through administrative approval and written parent permission, exceptions can be approved by the building principal with only groups smaller than fifteen students, or when supervisory responsibilities are shared with other school districts.

#### School Trip Cost

The cost of a school trip shall be determined in advance, and each building principal has the responsibility to see that the cost associated with the trip is reasonable and appropriate. Any expenses associated with extracurricular activity trips must comply with Board Policy 5416 - Student Fees Policy.

#### School Trips and Code of Conduct

Students remain under the jurisdiction of the school during a visit and must adhere to the code of conduct at all times.

Alcohol or drug use or possession, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use or possess alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive an appropriate consequence including potential suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.

#### School Trips as an Incentive

Withholding students' participation in school trips should not be used as a punishment but may be used as an incentive to improve student performance as long as the criteria for participation is applied and communicated to all eligible students in a timely fashion prior to the time of the trip.

#### Regulations for NSAA Sponsored and Similar Activities (including Cheer and Drill Team) Activity Trip Approval

All activity trips, and the arrangements for them, must have the approval of the Activities Director.

#### Activity Trip Transportation

Arrangements for school bus transportation will be made well in advance, as directed, and without disrupting regular school bus schedules. The school bus safety code will govern the behavior of students while on the bus. Trip sponsors are responsible for the conduct of students while on the bus and participating.

#### Supervision on Activity Trips

School employees shall appropriately supervise each trip so that good student discipline is maintained while traveling and participating. Parents and other adults may help with such supervision under the direction of a school employee.

#### Activity Trip Permission

Each student that goes on a trip will return a signed parental consent for the season or annually when appropriate.

#### Overnight Activity Trips

Any overnight trips with groups consisting of both genders must provide adult sponsors of both genders, exceptions can be approved by the building principal with only groups smaller than fifteen students or when supervisory responsibilities are shared with other school districts.

#### Activity Trip Cost

The cost of a trip shall be determined in advance by the Activities Director, who has the responsibility to see that the cost associated with the trip is reasonable and appropriate.

#### Activity Trips and Code of Conduct

Students remain under the jurisdiction of the school during a visit and must adhere to the code of conduct at all times.

Alcohol or drug use or possession, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use or possess alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive an appropriate consequence including potential suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.

#### Non-School Sponsored Trips

On occasion, students have the opportunity to participate in trips that have an apparent connection to the District, but which in fact are not school-sponsored. Some examples: (1) travel with a club sports team, even though the club team may be coached by our high school coach; (2) a band traveling to an out-of-state band contest that is arranged by a Booster Club; and (3) a foreign language teacher taking students abroad during the summer. International travel will typically be considered non-school-sponsored travel. Any exceptions will require Superintendent and Board approval.

These opportunities are often worthwhile and beneficial to students. The message the District wants to make clear is that these opportunities are not school-sponsored activities. All arrangements for such trips, including costs, travel, supervision, and safety are the responsibility of the group or person making the trip available to students. All participant payments for these non-school-sponsored travel opportunities must go through a tour company, not an individual sponsor. Scottsbluff Public Schools has no responsibility for such trips.

Class time shall not be used for planning or organizing non-school sponsored trips nor shall these trips be scheduled on days school is in session. This does not, however, prohibit brief initial announcements, interest assessments, or providing printed information about the travel opportunity through bulletins or postings approved by the building principal. All signage and promotion of the trip must include a disclaimer stating the trip is not sponsored by Scottsbluff Public Schools.

Parents must receive and sign a written notification that the trip is not school-sponsored. Anyone who is uncertain as to whether or not a particular opportunity is school-sponsored should contact the Superintendent, principal, or Activities Director.

~~The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the School District. The School District will provide transportation for field trips and excursions. Excursions are defined as brief educational trips beyond the boundaries of the school grounds.~~

~~In authorizing field trips and excursions, the principal shall consider the financial condition of the School District, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the Superintendent. Written parental permission or a written, signed consent form will be required prior to the student's participation in field trips. The Superintendent or designee shall be responsible for the development of and distribution of any permission or consent forms. The Superintendent's approval will be required for field trips outside the state. Board approval will be required for field trips which involve unusual length or expense.~~

~~Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The District will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.~~

#### ~~Regulations for Classroom Based Field Trips and Non-NSAA Sponsored Club or Activity Travel~~

- ~~1. All field trips and non-NSAA sponsored club or activity, and the arrangements for them, must have the approval of the building principals or the principal's designee in a manner specified by the building principal. The Superintendent's approval will be required for field trips outside the state which are a distance greater than 300 miles. Board approval will be required for international travel. Trips requiring overnight arrangements shall be limited to students in grades six through twelve unless approved by the Superintendent.~~

- ~~2. The purpose of the field trip or non-NSAA sponsored club or activity must be clearly defined, related to an essential classroom learning, meaningful and appropriate for students, and of high quality. Withholding students' participation in field trips or non-NSAA sponsored clubs or activities should not be used as a punishment but may be used as an incentive to improve student performance as long as the criteria for participation is applied and communicated to all eligible students in a timely fashion prior to the time of the trip.~~
- ~~3. The cost of a field trip or non-NSAA sponsored club or activity shall be determined in advance, and each building principal has the responsibility to see that the cost associated with the trip is reasonable and appropriate.~~
- ~~4. School employees shall appropriately supervise each field trip or non-NSAA sponsored club or activity so that good student discipline is maintained both while traveling and while students are engaged in learning. Parents and other adults may help with such supervision under the direction of a school employee.~~
- ~~5. Each child who goes on a classroom based field trip must have written parental consent, and parents must be notified in advance of the field trip about the arrangements for the field trip. Each child that goes on a non-NSAA sponsored club or activity trip will return a signed parental consent for the school year. Such parental notification, however, shall not be initiated before obtaining appropriate administrative approval for the trip.~~
- ~~6. Arrangements for school bus transportation will be made well in advance, as directed, and without disrupting regular school bus schedules. The school bus safety code will govern the behavior of students while on the bus. Trip sponsors are responsible for the conduct of students while on the bus and while students are engaged in the learning activity.~~
- ~~7. Supervision of traveling students shall be provided by a school employee. Parents and other adults may assist in such supervision as sponsors. For overnight trips, the following supervisor to student ratios will be used. A group of 16-30 students must have a minimum of 2 adult supervisors, a group of 31-45 students must have a minimum of 3 adult supervisors, and a group of 46-60 students must have a minimum of 4 adult supervisors. Groups larger than 60 must maintain a ratio of one adult to 15 students. Members of the school employee's family shall not be allowed to travel with the group unless qualified for such travel as a student of the Scottsbluff Public Schools or as an adult sponsor.~~
- ~~8. Any overnight trips with groups consisting of both genders must provide adult sponsors of both genders, exceptions can be approved by the building principal with only groups smaller than seven students or when supervisory responsibilities are shared with other school districts.~~

- ~~9. Alcohol or drug use or possession, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use or possess alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive an appropriate consequence to include potential suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.~~

Regulations for School Sponsored Out-of-State Travel (over 300 miles)

- ~~1. Principal and Superintendent approval will be required for trips outside the state which are a distance greater than 300 miles. International travel will typically be considered non-school sponsored travel. Any exceptions will require the Principal, Superintendent, and Board approval.~~
- ~~2. Withholding students' participation in trips should not be used as a punishment but may be used as an incentive to improve student performance as long as the criteria for participation is applied and communicated to all eligible students in a timely fashion prior to the time of the trip.~~
- ~~3. Domestic travel involving an overnight stay will be restricted to students in grades six through twelve.~~
- ~~4. The purpose for such travel must be clearly defined, related to an essential classroom learning, meaningful and appropriate for students, and of high quality. The Student Trip Request for Approval form must be completed and approved by the building principal or designee at least six weeks prior to the trip.~~
- ~~5. Every effort should be made to provide all willing and qualified students with an opportunity to participate in such travel by eliminating, or substantially reducing, any financial cost to the student. If cost cannot be eliminated, sufficient time prior to the time of travel shall be provided to allow students a realistic opportunity to raise the money necessary to cover costs.~~
- ~~6. Supervision of traveling students shall be provided by a school employee. Parents and other adults may assist in such supervision as sponsors. For these types of trips, the following supervisor to student ratios will be used. A group of 16-30 students must have a minimum of 2 adult supervisors, a group of 31-45 students must have a minimum of 3 adult supervisors, and a group of 46-60 students must have a minimum of 4 adult supervisors. Groups larger than 60 must maintain a ratio of one adult to 15 students. Members of the school employee's family shall not be allowed to travel with the group unless qualified for such travel as a student of the Scottsbluff Public Schools or as an~~

~~adult sponsor.~~

- ~~7. Travel supervisors and sponsors are responsible for student conduct at all times during the trip. Throughout the trip, supervisors/sponsors will have daily contact with each student and when applicable, the adult host of the student to evaluate his or her situation and to monitor his or her experience. In addition to daily contact, the supervisors/sponsors will implement a logistically possible plan to contact a limited number of students in person. How students are selected for direct contact will be at the discretion of the supervisor/sponsor.~~
- ~~8. Each student who travels must have written parental consent, and parents must be notified well in advance about travel arrangements prior to the trip. Such parental notification, however, shall not be initiated before obtaining principal and Superintendent approval.~~
- ~~9. Any overnight trips with groups consisting of both genders must provide adult sponsors of both genders, exceptions can be approved by the building principal with only groups smaller than seven students or when supervisory responsibilities are shared with other school districts.~~
- ~~10. Alcohol or drug use or possession, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use or possess alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive an appropriate consequence to include potential suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.~~

~~Regulations for NSAA Sponsored and Similar Activities (including Cheer and Drill Team)~~

- ~~1. All trips, and the arrangements for them, must have the approval of the activities director.~~
- ~~2. The cost of a trip shall be determined in advance by the activities director, who has the responsibility to see that the cost associated with the trip is reasonable and appropriate.~~
- ~~3. School employees shall appropriately supervise each trip so that good student discipline is maintained while traveling and participating. Parents and other adults may help with such supervision under the direction of a school employee.~~
- ~~4. Each student that goes on a trip will return a signed parental consent for the season or annually when appropriate.~~
- ~~5. Arrangements for school bus transportation will be made well in advance, as directed,~~

~~and without disrupting regular school bus schedules. The school bus safety code will govern the behavior of students while on the bus. Trip sponsors are responsible for the conduct of students while on the bus and participating.~~

- ~~6. Any overnight trips with groups consisting of both genders must provide adult sponsors of both genders, exceptions can be approved by the building principal with only groups smaller than seven students or when supervisory responsibilities are shared with other school districts.~~
- ~~7. Alcohol or drug use or possession, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use or possess alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive an appropriate consequence to include potential suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.~~

#### Non-School Sponsored Trips

~~On occasion, students have the opportunity to participate in trips that have an apparent connection to the District, but which in fact are not school-sponsored. Some examples: (1) travel with a club sport team, even though the club team may be coached by our high school coach; (2) a band traveling to an out-of-state band contest that is arranged by a Booster Club; and (3) a foreign language teacher taking students abroad during the summer. International travel will typically be considered non-school sponsored travel. Any exceptions will require Superintendent and Board approval.~~

~~These opportunities are often worthwhile and beneficial to students. The message we want to make clear is that these opportunities are not school-sponsored activities. All arrangements for such trips, including costs, travel, supervision, and safety are the responsibility of the group or person making the trip available to students. All participant payments for these non-school sponsored travel opportunities must go through a tour company, not an individual sponsor. Scottsbluff Public Schools has no responsibility for such trips.~~

~~Class time shall not be used for planning or organizing non-school sponsored trips nor shall these trips be scheduled on days school is in session. This does not, however, prohibit brief initial announcements, interest assessment, or providing printed information about the travel opportunity through bulletins or postings approved by the building principal. All signage and promotion of the trip must include a disclaimer stating the trip is not sponsored by Scottsbluff Public Schools.~~

~~Parents must receive and sign written notification that the trip is not school sponsored. Anyone who is uncertain as to whether or not a particular opportunity is school-sponsored should contact the Superintendent, Principal, or Activities Director~~

Date of Adoption: August 9, 2021

Date of Revision: ~~July 25, 2022~~ March 11, 2024

InstructionActivities

A vital component of a comprehensive education program is a properly supervised activities program. Such activities, properly supervised and kept in proper perspective, shall be maintained in the school program in order to give students opportunities for experiences not possible in classroom activities.

Date of Adoption: August 9, 2021  
Date of Review: March 11, 2024

InstructionActivity Funds Management

School activity funds may be expended only for purposes which may benefit the student body of the school. All rules, regulations, and procedures for the conduct, operation, and maintenance of extracurricular accounts, and for the safe-guarding, accounting, and auditing of all monies received and derived therefrom are to contribute to that objective.

The accounting system for managing student activity funds shall be designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

Date of Adoption: August 9, 2021

Date of Review: March 11, 2024

InstructionAnimals in the Classroom

Live animals will not be allowed in ~~school~~ district facilities except under special circumstances ~~under the provisions of Board Policy 1260 and only or~~ for educational purposes. Permission from the principal will be required of anyone wishing to bring an animal into ~~school~~ district facilities. Appropriate supervision ~~and care~~ of animals is required when animals are brought into ~~the school~~ district facilities.

The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus without prior approval from the principal ~~and the Location Manager~~.

It shall be the responsibility of the principal to determine appropriate supervision of animals in the classroom.

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

## Instruction

### Activities

## Concussions

### Training

The Superintendent or **the Superintendent's** designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

### Education

The Superintendent or **the Superintendent's** designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

1. The signs and symptoms of a concussion;
2. The risks posed by sustaining a concussion; and,
3. The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

### Response to Concussions

1. **Removal.** A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed healthcare professional who is professionally affiliated with or contracted by the school.
2. **Return-to-Play.** A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student:
  - a. Has been evaluated by a licensed healthcare professional;
  - b. Has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional; and,
  - c. Has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed healthcare professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school is not required to determine or verify the individual's qualifications.

3. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or **the Superintendent's** designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.
4. Return to Learn. The Superintendent or **the Superintendent's** designee shall develop a Return to Learn protocol for students who have sustained a concussion. The Return to Learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

#### Responsibility of Coaches

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

#### Students and Parents

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

Legal Reference: [Neb. Rev. Stat. §§ 71-9101 to 71-9106](#)

Date of Adoption: August 9, 2021

Date of Revision: **March 11, 2024**

InstructionInitiations, Hazing, Secret Clubs and Outside OrganizationsInitiations

Initiations by **any person**, classes, clubs, ~~or~~ athletic teams, **or student organizations** are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including, denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing

Hazing by **any person**, classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including, denial of any or all school privileges and expulsion.

Secret Organizations

It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including, denial of any or all school privileges and expulsion.

Outside Organizations

It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Legal Reference: [Neb. Rev. Stat. §§ 79-2,101 to 79-2,102](#)  
[Neb. Rev. Stat. §§ 79-254 to 79-296](#)  
[Neb. Rev. Stat. §§ 28-311.06 to 28-311.07](#)

Date of Adoption: August 9, 2021  
Date of Revision: ~~July 10, 2023~~ March 11, 2024

InstructionStudent Participation in Athletic Contests Between Schools

Students in kindergarten through sixth grade may not participate in athletic contests between schools within a school system or between school systems. Annual field or play days are excluded from this restriction.

Students in seventh and eighth grades may participate in interscholastic competitions subject to and in a manner consistent with the bylaws of the Nebraska School Activities Association. The scholastic eligibility rules for seventh and eighth grades shall be the same as established by the ~~school~~ Board for high school interscholastic competitions and, in the absence of such rules, shall be the minimum established by the Nebraska School Activities Association.

Legal Reference: [Title 92, Neb. Admin. Code, Chapter 10](#)  
[NSAA Middle Level Activities Bylaws, Article 9](#)

Date of Adoption: August 9, 2021  
Date of Revision: March 11, 2024

InstructionActivitiesReturn to Learn From Cancer

The Superintendent or **the Superintendent's** designee shall make available training on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual Return to Learn accommodations and modifications.

Legal Reference: [Neb. Rev. Stat. § 79-2,148](#)

Date of Adoption: August 9, 2021

Date of Revision: **March 11, 2024**

InstructionArtificial IntelligenceIntroduction

Scottsbluff Public Schools acknowledges that artificial intelligence continues to emerge as a resource that may assist students with future technology and different **wants methods** of learning. However, artificial intelligence also poses a challenge to delineate the responsible use of artificial intelligence with student plagiarism. As a result, the Board of Education adopts this policy to specifically address how the District will address academic honesty and integrity regarding a student's use of artificial intelligence.

Permissible Uses of Artificial Intelligence in School Assignments

Students may use artificial intelligence or related platforms when any of the following occurs:

1. The student receives advance permission from the teacher for the given assignment or project; or,
2. The teacher's classroom rules or expectations established artificial intelligence as a permissible resource for students to access.

Any student with questions about the **permissible** use of artificial intelligence should contact their teacher in advance of using artificial intelligence to assist with any assignment. It is the responsibility of each student to understand the permissible use (if any) of artificial intelligence in a given class or a particular assignment. Students must be fully forthright and honest about their use of artificial intelligence to assist with any school assignment.

Impermissible Uses of Artificial Intelligence in School Assignments

Unless otherwise permitted by this policy, students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the District's plagiarism policy and academic dishonesty rules.

Date of Adoption: July 10, 2023  
Date of Revision: March 11, 2024

Instruction

Commencement

The graduation ceremony is considered an extracurricular activity and participation in it is a privilege.

Students are not permitted to decorate caps or gowns. Students who decorate their caps or gowns will not be allowed to participate in the graduation ceremony. Only school-issued items are permitted to be worn outside the gown.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

Date of Adoption: August 9, 2021  
Date of Revision: September 12, 2022  
Date of Review: March 11, 2024

InstructionSelection and Review of Instructional and Media MaterialsAssignment of Responsibility

The Board of Education reserves responsibility for the final acquisition of materials, but the responsibility for the selection of instructional materials is delegated to the Superintendent or the Superintendent's designee, with the assistance of the instructional and media staff, to establish procedures and regulations for the selection of instructional and media materials, reviewing their effectiveness, and dealing with complaints concerning instructional materials. The Superintendent or the Superintendent's designee may establish committees consisting of teachers and media staff to assist with these responsibilities.

Criteria for Instructional Materials

The selection of instructional materials shall be made in accordance with Board of Education policies, legal requirements, and reflect the following philosophy:

1. To provide materials that will stimulate growth in factual knowledge, practical skills, literary appreciation, aesthetic values, and ethical standards;
2. To provide a background of information which will enable students to make intelligent judgments in their daily life;
3. To provide materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students served;
4. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical thinking and analysis;
5. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage; and,
6. To place principle above personal opinion and reason above prejudices in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the instructional materials.

Criteria for Media Materials

The selection of media materials shall be made in accordance with Board of Education policies, legal requirements, and with the Library Bill of Rights of the American Library Association, which Bill of Rights has been accepted by the American Association of School Librarians reflect the following philosophy:

1. To provide a comprehensive collection of instructional materials selected in compliance with basic, written selection principles, and to provide maximum accessibility to these materials;
2. To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interest, ability, socio-economic backgrounds, and maturity levels of the students served;
3. To provide materials for teachers and students that will encourage growth in knowledge, and that will develop literary, cultural and aesthetic appreciation, and ethical standards;
4. To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American

World Heritage and Culture, thereby enabling students to develop an intellectual integrity in forming judgments;

5. To provide a written statement, approved by the local Boards of Education of the procedures for meeting the challenge of censorship of materials in school library media centers; and,
6. To provide qualified professional personnel to serve teachers and students.

#### Procedures for Reconsideration of Materials

Occasional objections to some materials may be voiced by current students, parents/guardians of current students, district staff, and district residents despite the care taken in selection and qualification of the personnel selecting materials. The following procedures apply equally to all complaints. ~~whether they be from students, parents, school personnel or district patrons.~~

1. Complaints should be presented to the principal of the school where the material is used. In the event the person with the concern does not wish to make a formal complaint, the concern may be expressed to the principal at the school at which the material was received. The principal shall submit informal concerns to the Superintendent or the Superintendent's designee for the Superintendent's their consideration.
2. Formal complaints about instructional materials must be presented in writing on a form approved by the Board of Education. In the absence of such a form, the complainant shall be required to submit a written complaint setting forth: complainant's identity, material challenged, detailed statement of reason(s) for challenging the material, action the complainant is requesting, and such other information as the principal may reasonably request.
3. When a formal written complaint is completed and returned to the principal, the principal will discuss the issue and the procedures to be followed in resolving the issues with the person filing the complaint. The principal with whom the complaint was filed shall notify the other school administrators and also advise those faculty members who may use the instructional material, or the media staff in the case of media material, that a complaint has been filed. The school administrators shall decide whether to appoint a building-level review committee or a district-level review committee to study the complaint. The principals will convene building-level review committees. These building-level committees shall consist of five or more committee members composed of staff and community patrons. The Superintendent of schools or his the Superintendent's designee will convene district-level review committees. These district-level committees shall consist of five or more members composed of staff and community patrons.
4. The review committees shall consider district philosophy, the professional judgment of teachers, reviews of the material by other competent authorities, compatibility with the school district's adopted curriculum, the teacher's stated goals, as well as the views of the complainant. The review committee's recommendation and all accompanying rationale shall be forwarded to the Board of Education for its review and final decision. The school Board's decision may be to remove the material in question from district use, to modify the material for continued uses, or to reject the complaint and continue to use the material.
5. Any materials identified in a complaint may remain in use pending its review and its disposition by the Board of Education. Principals may, upon written request of parent(s), excuse students from using the material, or may direct teachers to use suitable substitutes,

and in the case of challenged media material the principal may place the material on a reserve shelf where it may be checked out by students only with written parent permission. However, the school shall reserve the right to require students to use material or to engage in activities which are a part of regular and/or required curricular activities.

6. Where the same or essentially the same materials have been the subject of a challenge which has been decided by the Board, and another complaint is made against the material by either the same or a different person, the complaint shall be considered by the Superintendent or the Superintendent's designee, who may deny the complaint without following the review procedure. In considering the complaint, the Superintendent or the Superintendent's designee shall consider whether the complaint raises any substantially different issue than that previously decided by the Board.

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

InstructionTextbook Loans

The District will comply with the state law and Rule 4 of the Nebraska Department of Education pertaining to the distribution of textbooks to students of the District who are attending private schools. The financial liability of the District shall be limited to the amount of dollars appropriated by the state for the specific law.

If funds appropriated to this district are not sufficient to meet the request for textbooks under this policy, priority will be given to the textbooks requested that have the most recent copyright date. If the funding requires additional restrictions, priority will be given to the requests that were filed at the earliest date in the Superintendent's office. If further restrictions are necessary, a drawing shall be conducted from the names of all students filing on the same date and requesting the same texts. The drawing shall continue until all state funds provided to the District for this purpose have been spent.

Legal Reference: [Neb. Rev. Stat. § 79-734](#)  
[NDE Rule 4](#)

Date of Adoption: August 9, 2021  
Date of Review: March 11, 2024

InstructionParent Requests for Exclusion

Parents may request that their child be excused from the study of a given book, instructional unit, or particular literary work. The principal shall determine whether to grant such requests based on legal requirements relating to the request, the reason given for the request, the effect of the request on the student's educational development and the educational program, and the availability of alternative materials or instruction for the student. In the event the principal does not grant the request, the parent may request a review be conducted by the Superintendent **or the Superintendent's designee**, based on the same criteria.

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

InstructionRecognition of Religious Beliefs and Customs

~~It is accepted that~~ No religious belief or non-belief should be promoted by the ~~school~~ District or its employees, and none should be disparaged. Instead, the ~~school~~ District should encourage all students and staff members to appreciate and be tolerant of each other's religious views. The ~~school~~ District should utilize its opportunity to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background, or religious beliefs. In that spirit of tolerance, students and staff members should be excused from participating in practices which are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent it.

Scottsbluff Public Schools recognizes one of its educational goals is to advance the student's knowledge and appreciation of the role our religious heritage has played in the social, cultural, and historical development of civilization.

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

InstructionAcknowledgment of Religious Holidays

The practice of the Scottsbluff Public School District shall be as follows:

1. The several holidays throughout the year which have a religious and a secular basis may be observed or recognized in the public schools.
2. The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.
3. Music, art, literature, and drama having religious themes or basis are permitted as part of the curriculum for school sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday.
4. The use of religious symbols such as a cross, menorah, crescent, Star of David, creche, symbols of Native American religions, or other symbols that are a part of a religious holiday is permitted as a teaching aid or resource provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. Among these holidays included are Christmas, Easter, Passover, Hanukkah, Ramadan, Thanksgiving, and Halloween.

Legal Reference: [Florey v. Sioux Falls School District 49-5, 619 F.2d 1311 \(8<sup>th</sup> Cir. 1980\)](#)

Date of Adoption: August 9, 2021

Date of Review: March 11, 2024

InstructionReligion in the Curriculum

Since religious institutions and orientations are central to human experience, past and present, an education excluding such a significant aspect of human experiences would be incomplete. It is essential that the teaching about ~~—and not of—~~ religion be conducted in a factual, objective, and respectful manner. However, sectarian instruction of any kind is prohibited in this ~~school~~ district.

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

InstructionPurpose of Religion in the Curriculum

The practice of Scottsbluff Public Schools shall be as follows:

1. The District supports the inclusion of religious literature, music, drama, and the arts in the curriculum and in school activities provided it is intrinsic to the learning experience in the various fields of study and is presented objectively.
2. The emphasis on religious themes in the arts, literature, and history should be only as extensive as necessary for a balanced and comprehensive study of these areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.
3. Student initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious theme shall be accommodated. For example, students are free to express religious belief or non-belief in compositions, art forms, music, speech, and debate.

Date of Adoption: August 9, 2021

Date of Review: March 11, 2024

## Instruction

### Multicultural Education

Scottsbluff Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to: studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and European Americans with special emphasis on human relations and sensitivity toward all races.

### Statement of Philosophy and Mission

The philosophy of the multicultural education program is that students will have improved ability to function as productive members of society when provided with:

1. An understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races; and,
2. With the ability and skills to be sensitive toward and to study, work, and live successively with persons of diverse cultures and races.

The mission of the multicultural education program is to prepare students to value and respect their own culture and race and cultures and races other than their own and to eliminate stereotypes and different treatment of others based on culture and race. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

### Implementation of Multicultural Education

The philosophy and mission of the multicultural education program is to be implemented as follows:

1. Multicultural education shall be included in goals established for educational programs.
2. Multicultural education shall be included in the District curriculum guides, frameworks, or standards.
3. The process for selecting appropriate instructional materials shall include assuring that the instructional materials at all grade levels include studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans, and European Americans with special emphasis on human relations and sensitivity toward all races.
4. Staff development shall be provided on the District's multicultural education policy. The staff development shall include professional development for administrators, teachers, and support staff which is congruent with the District and program goals.
5. Periodic assessment of the multicultural education program shall be conducted by the Superintendent or the Superintendent's designee. Teachers and other staff, upon request, shall have the responsibility to provide the administration with reports on:
  - a. The instructional materials used and programs or methods implemented with their students which are supportive of the multicultural education program philosophy and mission;

- b. Programs or materials to be implemented in the future or which teachers or other staff feel should be implemented to further advance such philosophy and mission; and,
- c. ~~With their~~ The professional assessment on the successes of or deficiencies in achieving the multicultural education program philosophy and mission. The Superintendent or the Superintendent's designee shall provide an annual status report on the assessment to the Board of Education.

Legal Reference: [Neb. Rev. Stat. §§ 79-719 to 79-723](#)  
[Title 92, Neb. Admin. Code, Chapter 10](#)

Date of Adoption: August 9, 2021  
~~Date of Review: June 12, 2023~~  
Date of Revision: March 11, 2024

InstructionEqual Opportunity—Instruction Program

The school District pledges itself to avoid discriminatory actions, and seeks to foster good human and educational relations which help to attain:

1. ~~Equal rights and opportunities for students and employees in the school community;~~
2. ~~Equal opportunity for all students to participate in the instructional program of the schools;~~
3. ~~Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences;~~
4. ~~Frequent training opportunities for improving staff responsiveness to educational and social needs; and,~~
5. ~~Opportunities in educational programs which are broadly available to pupils which are not solely based upon sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.~~

Date of Adoption: ~~August 9, 2021~~

InstructionControversial Issues

~~Controversial issues exist where there are sharp differences of opinion concerning an idea or a line of action. In order that students may develop intelligent attitudes and understandings concerning significant aspects of living, they should be afforded opportunities within the classroom to deal with such issues to the extent appropriate for their level of maturity and the educational mission of the District.~~

~~In considering such issues, it shall be the purpose of our schools to provide students the opportunity:~~

- ~~1. To study controversial issues concerning which the students, at their level of maturity, should have begun to form an opinion or to seek information about.~~
- ~~2. To have access to all relevant, educationally appropriate information, including the materials that circulate freely in the community.~~
- ~~3. To study under competent instruction in an atmosphere of freedom from bias and prejudice.~~
- ~~4. To form, and in an appropriate manner and in an appropriate forum, to express the students' own judgments on controversial issues.~~
- ~~5. To recognize that reasonable compromise is often an important facet in decision making in our society.~~
- ~~6. To respect the opinions of others.~~

~~Date of Adoption: August 9, 2021~~

InstructionControversial Issues ~~in the Classroom~~

Controversial issues exist where there are sharp differences of opinion concerning an idea or a line of action. In order that students may develop intelligent attitudes and understandings concerning significant aspects of living, they should be afforded opportunities within the classroom to deal with such issues to the extent appropriate for their level of maturity and the educational mission of the District.

The following administrative and teaching regulations are to be observed:

For Principals:

1. Remind teachers that we do not teach controversial issues, but rather **provide** opportunities for their study.

For Teachers:

1. Deal with controversial topics as impartially and objectively as possible. ~~Do not intrude your own biases.~~
2. Handle all such topics in a manner suited to the range of knowledge, maturity, and competence of your students.
3. Have teaching materials dealing with all possible aspects of the topics readily available.
4. Do not manufacture an issue. Take up only those that are current and real.
5. Do not expect or require that individual students or the class reach an agreement.
6. Whenever you are in doubt about the advisability of taking up a given "hot" topic, consult with your Principal, **Executive Director of Curriculum and Instruction**, and or/Superintendent.
7. Remember that the policy of the board is designed to protect you as well as your students from unfair or inconsiderate criticism whenever your students are studying a controversial subject.

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

InstructionParental/~~Community~~ Involvement in Schools

Scotts Bluff County School District 79-0032, aka Scottsbluff Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with ~~the parent and~~ appropriate school personnel to discuss such concerns as the Superintendent or the Superintendent's designee may deem appropriate. The Superintendent or the Superintendent's designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint form shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request, a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff. **Guidelines may be found in the District Parent-Student Handbook.**
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or the Superintendent's designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such a test might be ~~observed~~ **viewed** and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any

student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school-sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or the Superintendent's designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which **the** survey exists from the school's perspective.
7. As a general matter, substantive decision-making processes will be left to the judgment of the professional staff, administration, **and or, where appropriate,** the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the District concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: [Neb. Rev. Stat. §§ 79-530 to 79-533](#)  
[20 U.S.C. 1232g](#)  
[20 U.S.C. 1232h](#)

Date of Adoption: August 9, 2021  
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Date of Revision: **March 11, 2024**

InstructionCombined District and School Title I Parent and Family Engagement Policy

Scottsbluff Public School District intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.

In General

The written district parent and family engagement policy has been developed jointly with, updated periodically and distributed to, parents and family members of participating children and the local community in an understandable and uniform format. This policy ~~agreed on by such parents~~ describes the means for carrying out the requirements as listed below:

1. Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education. This includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background, or are migratory children. Information related to school and parent programs, meetings, school reports, and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
2. Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
3. Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
4. Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
5. Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

6. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
7. Coordinate and integrate parental involvement programs and activities with other federal, state and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Legal Reference:            [20 U.S.C. 6318](#)  
                                      [20 U.S.C. 7801\(32\)](#)

Date of Adoption:            August 9, 2021  
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Date of Revision:             March 11, 2024

InstructionCombined District and School Title I Parent and Family Engagement Policy Guidelines

Scottsbluff Public Schools, intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116 (a -f) ESSA, (Every Student Succeeds Act) of 2015.

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically, and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy describes the means for carrying out the requirements as listed below.

<u>Indicator</u>	<u>Examples</u>
Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.	<ul style="list-style-type: none"> <li>• Remind messages automatically translated in preferred language.</li> <li>• Paper copies of messages from school and/or classrooms are sent home in both English and Spanish as needed.</li> <li>• Back to School Meet and Greet</li> <li>• Open House</li> <li>• Reading Night</li> <li>• Math Night</li> <li>• Parent-Teacher Organization Meetings</li> <li>• Grade Level Parent Meetings</li> </ul>
Parents are involved in the planning, review, evaluation, and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.	<ul style="list-style-type: none"> <li>• Parent Teacher Organization meetings</li> <li>• Open House/Grade-Level Family Meetings</li> <li>• Video Messaging to Families regarding content of the Title Plan</li> </ul>
Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.	<ul style="list-style-type: none"> <li>• Reviewed at Parent Teacher Organization Meetings</li> <li>• Available at Open House or Parent Teacher Conferences (Paper form available for feedback).</li> </ul>

<p>Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.</p>	<ul style="list-style-type: none"> <li>• Parent-Teacher Organization Meetings</li> <li>• Utilizing Family Success Center for Family Participation</li> <li>• Climate Survey</li> <li>• Budget Review and Feedback</li> <li>• School Improvement Plan and Feedback</li> </ul>
<p>Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children’s academic achievement in a format, and when feasible, in a language the parents and family members can understand.</p>	<ul style="list-style-type: none"> <li>• Individual Reading Intervention Plans (IRIP) are created and sent home with students who are below a State-Identified Threshold of achievement. Plans are shared with parents.</li> <li>• MDT Meetings</li> <li>• IEP Meetings</li> <li>• Progress Reports</li> <li>• Parent Teacher Conferences</li> <li>• MAP Data shared with parents</li> <li>• NSCAS Results shared with parents</li> <li>• NEP Review completed annually.</li> <li>• Student Handbook review</li> </ul>
<p>Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.</p>	<ul style="list-style-type: none"> <li>• Parent Teacher Organization Meetings.</li> <li>• Family Success Center Support</li> <li>• Professional Development</li> </ul>
<p>Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.</p>	<ul style="list-style-type: none"> <li>• Summer School Programming</li> <li>• After School Programming (Both during the school year and during summer school)</li> </ul>

Date of Adoption: March 11, 2024

InstructionFree and Reduced-Price Meals

The Scottsbluff Public Schools has agreed to participate in the National School Lunch Program (NSLP) and accepts responsibility for providing free and reduced-price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced-price meals in all National School Lunch Programs. In fulfilling its responsibilities, the school food authority:

1. Agrees to serve meals free to children from families whose income is at or below that established by the NSLP for free meals;
2. Agrees to serve meals at a reduced price to children from families whose income is at or below that established by the NSLP for reduced meals listed;
3. Agrees to provide these benefits to any child whose family income falls within the criteria established by the NSLP for free or reduced meals after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household:
  - a. Unusually high medical expenses;
  - b. Shelter costs in excess of 30 percent of reported income;
  - c. Special education expenses due to the mental or physical condition of a child;  
and/or,
  - d. Disaster or casualty losses.
4. ~~In addition,~~ Agrees to provide these benefits to children from families who are experiencing strikes, layoffs, and unemployment which cause the family income to fall within the criteria established by the NSLP for free or reduced meals.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced-price meals shall not be published, posted, or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced-price meals shall not be required to:
  - a. Work for their meals;
  - b. Use a separate lunch room;
  - c. Go through a separate serving line;
  - d. Enter the lunchroom through a separate entrance;
  - e. Eat meals at a different time; or,
  - f. Eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of sex, **disability**, race, color, **religion**, national **or ethnic** origin, **age**, **marital status**, **pregnancy**, **childbirth or related medical condition**, **sexual orientation or gender identity**, or **other protected status**;
7. Agrees to establish and use a fair hearing procedure for parental appeals of the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or continued eligibility of any child for free or reduced-price meals. During the appeal and hearing the child will continue to receive free

or reduced-priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

- a. A publicly-announced, simple method for making an oral or written request for a hearing;
  - b. An opportunity to be assisted or represented by an attorney or other person;
  - c. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal;
  - d. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing;
  - e. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference;
  - f. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses;
  - g. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference; **and,**
  - h. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent or **the Superintendent's** designee to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced-price meals.
  9. Agrees to develop and send to each child's parent or guardian a letter as outlined by **the** State Department of Education including an application form for free or reduced-price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.
  10. The following information will be available in the office of the Superintendent:
    - a. Eligibility criteria for free and reduced meals;
    - b. Parent letter and application;
    - c. Public release;
    - d. Collection procedure.

Legal Reference: 42 U.S.C. 1751 et. seq.  
42 U.S.C. 1771 et. seq.

Date of Adoption: August 9, 2021  
Date of Revision: **March 11, 2024**

InstructionSpecial Education

Scottsbluff Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or the Superintendent's designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines, and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines, and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free, appropriate public education shall be made available to all children, including infants and toddlers, with disabilities residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches 21 years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make progress appropriate in light of the student's unique circumstances.

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities, through the school year in which the child reaches age 21, have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

3. Child Find

All children from birth through the school year in which the child reaches ~~to~~ age 21 with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located, and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process and will

publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents, guardians, or appointed surrogates. The District's Child Find process will be consistent with federal and Nebraska regulations.

4. Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem-solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem-solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem-solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem-solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem-solving team.

5. Disability Verification and Eligibility

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

6. Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent, guardian, or appointed surrogate, input, and consensus. The District will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

7. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, through the school year in which the child reaches age twenty-one, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of

the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

To the maximum extent appropriate, early intervention services provided by the District or approved cooperative for infants and toddlers shall be provided in natural environments including home and community settings in which children without disabilities participate; early intervention services will only occur in a setting other than a natural environment when the intervention cannot be achieved satisfactorily in a natural environment.

8. Procedural Safeguards

Children with disabilities, including infants and toddlers, and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian, or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the District or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

9. Disciplinary Removal of Children with Disabilities

School personnel may remove a child with a disability who violates a code of student conduct from his/her current placement to an appropriate interim alternative educational setting, another setting, or suspension, as long as those removals do not constitute a change of placement. The District defines a change of placement as it is defined under 92 NAC 51-016. If a student with a disability violates a code of student conduct, the District will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement has occurred. Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the District, the parent, and relevant members of the student’s IEP shall conduct a manifestation determination pursuant to 92 NAC 51-016. If the conduct which gave rise to the violation of the school code is determined to be a manifestation of the student’s disability, any change of placement for the student will only be made by a student’s IEP team. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child’s disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

10. Evaluation, Identification, and Reevaluation Procedures

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT

of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The District will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent, guardian, or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent, guardian, or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Infants and toddlers with disabilities shall be evaluated and identified in accordance with 92 NAC 52-006.

11. Confidentiality of Personally Identifiable Information

A system of safeguards will be implemented to protect the confidentiality of student records, including records of infants and toddlers, and information in accordance with law.

12. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

13. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents, guardians, or appointed surrogates in nonpublic elementary and secondary schools in the District, provision will be made for the

participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

14. Personnel Standards and Personnel Development

Personnel providing special education or related services to children, including infants and toddlers, with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

15. Accessibility of IEP (IFSP) and Responsibility to Implement

A child's IEP or IFSP shall be accessible to each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the IEP or IFSP's implementation. Each of the aforementioned providers shall be informed of his/her specific responsibilities related to implementing the child's IEP or IFSP, and the specific accommodations, modifications, and supports that must be provided for the child in accordance with the IEP or IFSP. All providers who are responsible for the implementation of a child's IEP are expected to implement the child's IEP or IFSP according to its terms.

16. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and districtwide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

17. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

18. Access to Instructional Materials

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

- a. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard; or,
- b. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

19. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children, including infants and toddlers, with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

20. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

21. Transportation

Transportation will be provided for children, including infants and toddlers, with disabilities who are eligible for transportation and residents of the District as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his/her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

22. Surrogates

A surrogate will be appointed, and other action taken to ensure the rights of children, including infants and toddlers, with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

23. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 34 CFR Parts 300, 303, and 304  
Neb. Rev. Stat. §§ 79-1110 to 79-1167  
92 NAC 51, 52, and 55

Date of Adoption: July 25, 2022  
Date of Revision: July 10, 2023  
Date of Review: March 11, 2024

InstructionFirearm Policy

It shall be the policy of the Scottsbluff Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm, including concealed firearms, in a school, on school grounds, in a school owned vehicle, or at a school-sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corps, peace officers, or other duly authorized law enforcement officers when on duty or training or when contracted by a school to provide school security or school event contract services. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm, including concealed firearms, as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the District from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

Legal Reference: Neb. Rev. Stat. § 28-1204.04

Date of Adoption: August 9, 2021  
Date of Revision: August 14, 2023  
Date of Review: March 11, 2024

InstructionComputerInternet Safety and Acceptable Use PolicyInternet Safety Policy

It is the policy of Scottsbluff Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall:

- 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;
- e. Obtain verifiable parental consent before allowing third parties to collect personal information online from students; and,
- f. 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:

- a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and/or,
- c. Taken as a whole, lacks serious literary, artistic, political, or scientific value **as in respect** 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 or 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 cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

6. Parental Consent

The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.

7. Adoption

This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

Computer Acceptable Use Policy

This Computer Acceptable Use Policy is supplemental to the District's Internet Safety Policy.

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 **the Superintendent's** designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or **the Superintendent's** designee in writing if they do not want their child to have access. The Superintendent or **the Superintendent's** designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

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 unless the User has entered into a lease agreement or other similar agreement with the ~~School~~ District that makes such use permissible under law.
- c. **Occasional use** that the Superintendent or **the Superintendent's** designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District **include** sending an email to a minor child or spouse **or** sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.
- d. 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.
- e. **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.
- f. **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:

- i. 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).
  - ii. Users shall not erase, remake, or make unusable another person's computer, information, files, programs, or disks.
  - iii. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - iv. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - v. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - vi. 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.
  - vii. Users shall not engage in any form of vandalism of the technology resources.
  - viii. Users shall follow the generally accepted rules of network etiquette. The Superintendent or **the Superintendent's** designees may further define such rules.
- g. 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:
- i. To access any material contrary to the Internet Safety Policy or to create or generate any such material;
  - ii. To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images;
  - iii. 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;
  - iv. To engage in or promote violations of student conduct rules;
  - v. To engage in illegal activity, such as gambling;
  - vi. In a manner contrary to copyright laws; or,
  - vii. In a manner contrary to software licenses.

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; and,
- 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 ensure 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 or 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.

Legal Reference: 47 U.S.C. 254  
 15 U.S.C. 6501  
 FCC Order adopted August 10, 2011  
 47 USC § 254(h)(1)(b)  
 47 CFR 54.500(b) and 68 FR 36932 (2003)  
 Neb. Rev. Stat. § 49-14,101.01  
 LB 512 (2017)

Date of Adoption: August 9, 2021  
 Date of Revision: March 11, 2024

Scottsbluff Public Schools  
Addition to Employee Code of Conduct  
*Appendix "I"*

~~ACCEPTABLE USE OF COMPUTERS AND NETWORKS~~

~~ADMINISTRATORS, FACULTY AND STAFF AGREEMENT~~

~~In order to make sure that all members of Scottsbluff Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Scottsbluff Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:~~

~~I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Scottsbluff Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Scottsbluff Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.~~

~~I agree not to hold the Scottsbluff Public Schools, any of its employees, or any institution providing network access to Scottsbluff Public Schools responsible for the performance of the system or the content of any material accessed through it.~~

~~Employee's Name \_\_\_\_\_~~

~~Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_~~

~~This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.~~

Scottsbluff Public Schools  
Addition to Student Code of Conduct  
*Appendix "2"*

~~ACCEPTABLE USE OF COMPUTERS AND NETWORKS~~

~~STUDENT'S AGREEMENT~~

~~In order to make sure that all members of Scottsbluff Public Schools community understand and agree to these rules of conduct, Scottsbluff Public Schools asks that you as a student user sign the following statement:~~

~~I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Scottsbluff Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Scottsbluff Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.~~

~~I agree not to hold the Scottsbluff Public Schools, any of its employees, or any institution providing network access to Scottsbluff Public Schools responsible for the performance of the system or the content of any material accessed through it.~~

~~Student's Name \_\_\_\_\_~~

~~Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_~~

~~This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.~~

Scottsbluff Public Schools  
Addition to Student Code of Conduct  
*Appendix "3"*

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

~~PARENT'S AGREEMENT~~

~~In order to make sure that all members of Scottsbluff Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:~~

~~I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Scottsbluff Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Scottsbluff Public Schools responsible for materials acquired or sent via the network.~~

~~I agree not to hold the Scottsbluff Public Schools, any of its employees, or any institution providing network access to Scottsbluff Public Schools responsible for the performance of the system or the content of any material accessed through it.~~

~~Student's Name \_\_\_\_\_~~

~~Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_~~

~~\_\_\_\_\_ This form will be retained on file by authorized  
\_\_\_\_\_ faculty designee for duration of applicable  
\_\_\_\_\_ computer/network/Internet use.~~

InstructionChronic Infectious Disease Practice and Procedure1. Infectious Diseases

- a. This policy applies to any disease not known to be spread by casual, incidental contact. Such diseases include but are not limited to AIDS and Hepatitis B.
- a. The safety and health of the students and staff of Scottsbluff Public Schools is of ultimate concern. The determination of whether an infected student or employee of the Scottsbluff Public School System should be permitted to attend classes, participate in school activities, or remain on the job will be made on a case-by-case basis.
- b. In making this determination the following factors will be taken into consideration:
  - i. The behavior, neurological development, and physical condition of the infected person;
  - ii. The expected type of interaction with others in the school setting; **and/or**,
  - iii. The impact on both the infected person and others in that setting.
- c. The determination of whether or not an infected person remains in the school or school system will be based solely on scientific and medical evidence. Legal advice may also be sought by the District.
- d. If determination of whether or not an infected person poses an imminent threat to the health and safety of the school, community, or the individual's conduct presents a clear threat to the physical safety of himself/herself or others, then with respect to an infected student, Neb. Rev. Stat § 79-264 will be followed concerning exclusion from school. With respect to an infected certified employee of the **school** District, the provision of Neb. Rev. Stat. § 79-838 will be followed with respect to leave of absence.
- e. If an infected student in grades **Pre-K** through 12 is not permitted to attend classes, the school will make every reasonable effort to provide the student with an adequate alternative education.
- f. Any person with an infectious disease will retain the rights of confidentiality and privacy. Information and discussion with regard to the case will be limited to those who must have information to deal with the situation. If necessary, the community will be informed that an infectious disease is present in the school system and that the person will be excluded only if the situation warrants such action based upon medical and legal advice. No information will be given out about the individual, his/her medical record or about the family without written permission of the individual (adult) or parent/legal guardian of the student.

2. Bloodborne Pathogens

- a. First aid may be rendered in situations involving the presence of blood or other potentially infectious materials (hereinafter "bloodborne pathogen situations") by the school nurse, and by such other employees as the Superintendent shall designate. All non-designated employees shall refer bloodborne pathogen

situations to a designated employee, and shall not be required to personally render first aid in bloodborne pathogen situations or be disciplined for failure to personally render first aid in bloodborne pathogen situations.

- b. An employee who has an employment related bloodborne pathogen exposure incident (an incident in which another person's blood or other potentially infectious material contacts the employee's eye, mouth, mucous membrane, non-intact skin, or pierced mucous membrane or skin barrier) shall promptly give notice of the incident and details of the incident to the Superintendent or the Superintendent's designee.
- c. The Superintendent shall be authorized and required to take such action and adopt such plans as may be required to place this ~~School~~ district in compliance with OSHA regulations concerning bloodborne pathogens, in the event and at such time as this ~~School~~ district may become subject to OSHA regulation.

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

## Instruction

### Dispensing Medications

The administration of medication at school is strongly discouraged except when necessary for the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking the medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by ~~school~~ district personnel shall be administered in accordance with the Medication Aide Act.

#### 1. Authorizations for Prescription Medications

Prescription medications which must be administered during school hours may be administered when the following are on file at school:

- a. Physician's Authorization. A physician's signed, dated authorization including name of the medication, dosage, administration route, time to be given at school, and reason the child is receiving the medication.
- b. Caretaker's Authorization. A caretaker's signed and dated authorization or permission to administer the medication during school. (Note: All references to "caretaker" in this policy shall mean a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the school will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration.)
- c. Original Packaging. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval, and route to be administered. Two labeled containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.

#### 2. Authorizations for Non-Prescription Medications

If a student must take non-prescription medication during school, procedures ~~2 b.~~ and ~~3 c.~~ above are to be followed before administration. Parents may bring in over-the-counter medications such as ibuprofen and acetaminophen ~~for middle-school and high-school students~~. Procedure for over-the-counter medications must be followed.

#### 3. Renewal of Authorizations

Medication authorizations must be renewed annually and updated immediately as changes occur.

#### 4. Documentation of Administration of Medication

The ~~School~~ District shall keep and maintain accurate medication administration records. A record of each dose of medication administered shall be documented reflecting the student's name, the name of the medication, and ~~the~~ date, time, dosage, route, medication

administrator, and any unusual observations, and any refusal by the recipient to take and/or receive the medication. Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Education and the Department of Health and Human Services Regulation and Licensure for inspection and copying according to the Family Education Rights and Privacy Act (FERPA) requirements. Such medication administration records shall be maintained for not less than two years.

5. Storage of Medications

Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light, humidity, or other storage instructions. Only authorized school personnel who are designated by the administration of the ~~School~~ District for administration of medications shall have access to the medications. The school nurse shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.

6. Receipt and Disposal of Medications

Medication shall be delivered to school personnel and picked up by the parent. When medication is received, the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent by the end of the school year shall be destroyed. Procedures for destroying medication shall include witness and documentation.

7. Administration of Medication by School Personnel

- a. Medication Administration. Administration of medication includes, but is not limited to:
  - i. Providing medications for another person according to the "five rights" (getting the right drug to the right recipient in the right dosage by the right route at the right time);
  - ii. Recording medication provision; and,
  - iii. Observing, monitoring, reporting, and otherwise taking appropriate actions regarding desired effects, side effects, interactions, and contraindications associated with the medication.
- b. Authorized School Personnel. Administration of medication shall only be done by the following school personnel:
  - i. Health Care Professionals (School Nurses). This means an individual who holds a current license from the Department of Health and Human Services Regulation and Licensure for whom administration of medication is included in the scope of practice. For purposes of this policy, such individuals are referred to as "school nurses."
  - ii. Medication Competent Staff. This means a staff member of the school who has been determined to be competent to administer medication by:

1. A recipient with capability and capacity to make an informed decision about medications (at a minimum, the recipient must be age 19 or older);
  2. A caretaker for the student; or,
  3. The health care professional designated by the school to conduct the assessment.
- iii. Determination of Competency by School Nurse. A staff member may be determined to be competent where the staff member:
1. Passes a competency assessment every 3 years;
  2. ~~that~~ Demonstrates the staff member can follow the minimal competencies; and,
  3. To the satisfaction of the school nurse (school nurses are the ~~School~~ District's designated health care professionals).
- The school nurse shall, however, provide such training as the school nurse determines in the exercise of professional judgment to be appropriate given the experience level of the staff member and the anticipated medication administration for which the staff member will be responsible.
- iv. Competency Certificate. Upon successful completion of the competency assessment, the school nurse shall give the principal and the medication competent staff member written documentation of successful completion of competency assessment. The documentation may be by letter, certificate, or other written memoranda and shall include the name of the school staff member who successfully completed the competency assessment, the date the competency assessment was conducted, and the name, profession, and license number of the school nurse who conducted the competency assessment.
- v. Maintain Records of Assessments. The school shall maintain written documentation of successful completion of competency assessments, identification of the individual providing direction and monitoring, and acceptance of the responsibility for direction and monitoring for a minimum of two years.
- vi. Direction and Monitoring. A medication competent staff member is to be subject to direction and monitoring, which involves responsibility for observing and taking appropriate action regarding any desired effects, side effects, interactions, and contraindications associated with the medication. Direction and monitoring are to be done by a recipient with capability and capacity to make an informed decision about medications, a caretaker, or the school nurse. The school nurse is identified as a person being responsible for direction and monitoring and for each medication competent staff member is to accept responsibility for direction and monitoring of medication competent staff members in writing.

- vii. Errors. Medication competent staff members are to promptly report any medication errors or concerns to the school nurse.
- c. Minimum Competencies. The minimum competencies to be demonstrated by medication competent staff and to be implemented in practice by all school personnel engaged in medication administration are:
  - i. Maintaining confidentiality;
  - ii. Complying with a competent recipient's right to refuse to take medication and, in the case of a non-competent, recognize the requirement to seek advice and consultation with the physician, physician's designee, or caretaker of the student providing direction and monitoring regarding the procedures and persuasive methods to be used to encourage compliance with medication provision. Recognizing that persuasive methods should not include anything that causes injury to the recipient;
  - iii. Maintaining hygiene and current accepted standards for infection control;
  - iv. Documenting accurately and completely;
  - v. Safely providing medications according to the "five rights" ("five rights" means getting the right drug to the right recipient in the right dosage by the right route at the right time);
  - vi. Having the ability to understand and follow instructions;
  - vii. Practicing safety in application of procedures for storage, handling, and administration of medications;
  - viii. Complying with limitations and conditions under which school personnel may provide medications;
  - ix. Having an awareness of abuse and neglect reporting requirements;
  - x. Recognizing general unsafe conditions indicating that the medication should not be provided including change in consistency or color of the medication, unlabeled medication, or illegible medication label, and those medications that have expired;
  - xi. Recognizing that unsafe conditions should be reported to the caretaker or licensed healthcare professional responsible for providing direction and monitoring (typically, the school nurse); and,
  - xii. Recognizing general conditions which may indicate an adverse reaction to medication such as rashes/hives, and general changes in recipient's condition which may indicate inability to receive medications, and that all such conditions shall be reported to the caretaker or licensed healthcare professional responsible for providing direction and monitoring (typically, the school nurse).
- d. Routes of Medication Administered by School Personnel.
  - i. Routine Medication via Oral, Inhalation, Topical, and Instillation Routes. School nurses and medication competent staff may provide routine medications (meaning the frequency of administration, amount, strength, and method are specifically fixed) by the following routes:

1. Oral, which includes any medication given by mouth including sublingual (placing under the tongue) and buccal (placing between the cheek and gum) routes and oral sprays;
  2. Inhalation, which includes inhalers and nebulizers. Oxygen may be given by inhalation;
  3. Topical application of sprays, creams, ointments, lotions, and transdermal patches; and ,
  4. Instillation by drops, ointments, and sprays into the eyes, ears, and nose.
- ii. Administration of Medication via Additional Routes, PRN Medication, and Observing and Reporting. School nurses and medication competent staff may provide medication by additional routes not listed in subparagraph “a” above (“additional routes”), provide PRN medication (PRN medication means an administration scheme in which a medication is not routine, is taken as needed, and requires assessment for need and effectiveness), or participate in observing and reporting for monitoring medications only under the following conditions:
1. In the case of a medication competent staff member, a determination has been made by the school nurse or by the student’s physician or duly licensed health care professional that these activities can be done safely for the specified recipient by the medication competent staff member and the determination is placed in writing.
  2. Directions for additional routes must be for recipient specific procedures and must be in writing.
  3. Directions for PRN medication must be in writing and include parameters for provision of PRN medication.
  4. Directions for observing and reporting for monitoring medication must be in writing and include the parameters for the observation and reporting.
  5. School personnel administering the medication shall comply with the written directions.
- iii. Injections. School nurses will ordinarily be responsible for medications that must be provided or administered by injection. A medication competent staff member will not ordinarily administer medications by injection without specific training on injection administration. Students may be authorized to self-administer medication as hereafter provided.
8. Refusal to Administer Medication  
School personnel may refuse to give a medication at school if after a reasonable and prudent research by a school health care professional as set forth in subparagraph "e" below, a decision has been made that the dosage prescribed exceeds that which is recommended in the Physician's Desk Reference, Mosby’s Nursing Drug Reference, the most recent edition of the Nursing Drug Handbook, or other pharmaceutical manuals

handbook, or when a drug or substance is not currently approved by the FDA. When school personnel refuse to carry out a request to administer medication, the following procedure shall be followed:

- a. Notify the nursing supervisor who will notify the Superintendent.
- b. Notify attending physician by phone with follow-up in writing:
  - i. State concern for dosage or particular medication, etc.;
  - ii. Make every attempt to work out a suitable solution (Example: Change of time of administration, change of dosage, change of medication); and,
  - iii. Follow-up in writing.
- c. Meet with parents:
  - i. State concern for dosage or medication;
  - ii. offer alternatives (Example: Change of time so as not to be given during school hours);
  - iii. Consult with Nebraska State Board of Health for current procedures regarding refusal to follow written physician's orders; and,
  - iv. Research by health care professional:
    1. Collect research articles from professional journals, organizations, etc.;
    2. Contact other physicians requesting their professional opinions and ask them to review current research;
    3. Contact state licensing boards and school nurse consultant;
    4. Consult with **the** District's legal counsel;
    5. Assemble all data for review;
    6. Present data to review team organized by the Superintendent;
    7. Decision rendered and implemented;
    8. Parents and physician contacted in writing; and,
    9. Alter and update policies and procedures as needed.

Legal Reference: Neb. Rev. Stat. §§ 71-6718 to 71-6742  
NDE Rule 59

Date of Adoption: August 9, 2021  
Date of Revision: ~~October 10, 2022~~ March 11, 2024

InstructionStudent Self-Management of Asthma, Anaphylaxis, Diabetes, and/or Seizure Disorders

Students with asthma, anaphylaxis, diabetes, or seizure disorders will be permitted to self-manage such medical conditions upon:

1. Written request of the student's parent or guardian;
2. Authorization of the student's physician or a health care professional who prescribed the medication for treatment of the student's condition;
3. Receipt of a signed no liability statement from the parent or guardian; and,
4. Development of an asthma, anaphylaxis, diabetes, or seizure disorder medical management plan for the student.

Students with such a medical management plan may possess the necessary medication to manage their medical condition upon the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan, the student shall be subject to discipline in accordance with the student conduct and drug-free school policies.

Legal Reference: Neb. Rev. Stat. §§ 79-224 and 79-225  
LB 639

Date of Adoption: August 9, 2021  
Date of Revision: October 10, 2022  
Date of Review: March 11, 2024

InstructionSeizure Safe Schools

Each school building will have a “seizure action plan” if the following criteria are met:

1. At least one student in that building has been identified as having a seizure disorder; and,
2. That student’s parent/guardian and health care provider have worked with the school to develop a seizure action plan.

Every building with a seizure action plan will have at least one employee who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms.

In accordance with state law, except in the case of an emergency, prior to the administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms by a school employee, a student's parent/guardian must:

1. Provide the school with a written authorization to administer the medication at school;
2. Provide a written statement from the student's health care practitioner containing the following information:
  - a. The student's name;
  - b. The name and purpose of the medication;
  - c. The prescribed dosage;
  - d. The route of administration;
  - e. The frequency that the medication may be administered; and,
  - f. The circumstances under which the medication may be administered.
3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy; and,
4. Collaborate with school employees to create a seizure action plan.

If permitted by the student's seizure action plan, a student shall be allowed to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with such seizure action plan.

Any authorization provided by a parent/guardian shall be effective only for the school year in which it is provided and shall be renewed each following school year.

Legal Reference: [Neb. Statute 79-3201 to 3207](#)

Date of Adoption: July 10, 2023

Date of Review: March 11, 2024

InstructionBehavioral Points of Contact

The Superintendent is delegated the authority to designate one or more behavioral awareness and health points of contact for each school building in the District. The behavioral awareness and health point of contact may be an administrator, nurse, psychologist, or another appropriate staff member. Each behavioral awareness and health point of contact will be trained in behavioral awareness and health and have knowledge of community service providers and other resources that are available for the students and families in the District. The District will maintain or have access to a registry of local mental health and counseling resources for students and parents.

The points of contact will be listed on the District's website and in the Parent-Student Handbook.

The Superintendent shall report the designated behavioral awareness and health points of contact to the Nebraska State Department of Education each year when requested by the Department.

In addition, all district employees who interact with students, as determined by the Superintendent, shall receive at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training each year. The Superintendent or the Superintendent's designee shall be responsible for coordinating this training.

Legal Reference: Neb. Rev. Stat. § 79-11,159  
LB 705, § 4 (2023)

Date of Adoption: July 10, 2023  
Date of Review: March 11, 2024

Internal Board PoliciesConflict of Interest - Employment of Family Member of Board Member or Supervisor and Employment of Board Member

1. A member of the Board of Education or an administrator or other employee with supervisory responsibilities may employ or recommend or supervise the employment of an immediate family member if:
  - a. He or she does not abuse his or her official position (for this purpose, “abuse” means employing an immediate family member who is not qualified for and able to perform the duties of the position; at an unreasonably high salary; or who is not required to perform the duties of the position);
  - b. He or she makes a full disclosure on the record to the Board of Education and a written disclosure to the Superintendent and/or Secretary of the Board; and,
  - c. The Board of Education approves the employment or supervisory position.
2. No immediate family member of a Board of Education or an administrator or other employee with supervisory responsibilities shall be employed by the School District:
  - a. Without first having made a reasonable solicitation and consideration of applications for such employment.
  - b. Who is not qualified for and able to perform the duties of the position.
  - c. For any unreasonably high salary.
  - d. Who is not required to perform the duties of the position.
3. Neither the Board of Education nor an administrator or other employee with supervisory responsibilities shall terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
4. This policy shall not apply to an immediate family member of a member of the Board of Education or an administrator or other employee with supervisory responsibilities who was previously employed in a position with the School District prior to the election or appointment of the Board member or employee. Prior to or as soon as reasonably possible after the official date a Board member takes office or an employee assumes his or her responsibilities, such Board member, administrator or other employee with supervisory responsibilities shall make a full disclosure of any immediate family member employed in a position subject to this policy.
5. A member of the Board of Education may not ~~be employed by~~ have a contract to teach or be an administrator for the Scottsbluff Public School District.
6. No member of the Board of Education shall cast a vote in favor of the election of any employee when the Board member is related by blood or marriage to such employee.

Legal Reference: Neb. Rev. Stat. §§ 49-1499.04 through 49-1499.05  
Neb. Rev. Stat. § 79-544  
Neb. Rev. Stat. § 79-818

Date of Adoption: August 9, 2021

Date of Revision:

Bylaws of the Board ~~Board Authority~~

General Statement

Bylaws are rules or procedures adopted by the Board to govern its internal operations. The use of such guidelines or bylaws helps the Board to comply with the responsibility and duties delegated to it by law and by the local electorate, in an efficient and effective manner.

Date of Adoption: August 9, 2021  
Date of Revision: March 11, 2024

Bylaws of the Board ~~–Board Authority~~Limits of Authority

The Board of Education is the unit of authority. Apart from the normal function as part of the unit, a Board member has no individual authority. Individually, ~~the a~~ Board member may not commit the District to any policy, act, or expenditure.

No individual member of the Board shall exercise any administrative responsibility with respect to the schools.

Date of Adoption: August 9, 2021  
Date of Revision: March 11, 2024

Bylaws of the Board ~~–Board Members~~

Legal Description

The corporate name of this school district shall be Scotts Bluff County School District 79-0032, and shall also be known as the Scottsbluff Public Schools.

Legal Reference: [Neb. Rev. Stat. § 79-405](#)

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

Bylaws of the Board ~~–Board Members~~Number of Members, Terms of Office

The Board of Education shall consist of six members elected at large by the qualified voters of the ~~school~~ District in a manner prescribed by law under the provisions pertaining to a Class III school district in the statutes of the State of Nebraska.

The terms of office for Board members shall be four years and will begin on the first Thursday after the first Tuesday in January.

Legal Reference:     [Neb. Rev. Stat. § 79-549](#)  
                              [Neb. Rev. Stat. § 79-550](#)  
                              [Neb. Rev. Stat. § 32-543](#)

Date of Adoption:     August 9, 2021  
Date of Revision:     March 11, 2024

Bylaws of the Board ~~–Board Members~~Officers

Members of the ~~School~~ Board will elect from among its members a President and Vice President. There will also be an elected or appointed Secretary who does not need to be a member of the School Board. These officers shall be elected at the Board's organizational meeting in January of each year.

The Board of Education may employ a Treasurer for the District at the January meeting who shall be paid a salary from ~~School~~ District funds within the limits permitted by law, in amounts to be fixed by the Board. A Treasurer so employed shall not be a member of the Board. A Board member serving as Treasurer shall not be compensated.

Legal Reference:     [Neb. Rev. Stat. § 79-520](#)  
                              [Neb. Rev. Stat. § 79-590](#)

Date of Adoption:     August 9, 2021  
Date of Revision:     March 11, 2024

Bylaws of the Board ~~–Board Members~~President

The duties of the Board president shall be to:

1. Preside at all meetings of the ~~school~~ Board in accordance with Robert's Rules of Order;
2. Countersign all orders upon the school treasury for funds to be disbursed by the District;
3. Countersign all warrants of the Secretary of the county treasurer;
4. Administer the oath to the Secretary and Treasurer when so required by law; and,
5. Other duties as the law may require.

The President has the right to vote on any issue that may come before the ~~school~~ Board. The President has the additional duty to maintain order at public meetings of the ~~school~~ Board.

The President must appear for and on behalf of the district in all suits brought by or against the District.

The President shall appoint or provide for the election of all committees of the Board, unless otherwise directed by the Board. The President shall be kept apprised of the workings of all such committees.

The President may call special meetings of the Board.

The President shall call special meetings of the Board when requested by two or more Board members.

Legal Reference:     [Neb. Rev. Stat. Sec. 79-569](#)  
                              [Neb. Rev. Stat. Sec. 79-570](#)  
                              [Neb. Rev. Stat. Sec. 79-572](#)

Date of Adoption:     August 9, 2021

Date of Revision:     March 11, 2024

Bylaws of the Board ~~Board Members~~

Vice President

The Vice President shall perform the duties of the President in case of absence of the President. In the case of the absence of both the President and Vice President, the remaining members shall select a President pro tem to preside at the meeting.

Date of Adoption: August 9, 2021  
Date of Revision: March 11, 2024

Bylaws of the Board ~~–Board Members~~

Treasurer

The Treasurer shall be custodian of all money belonging to the ~~school~~ District, and shall perform duties required by law or by the Board.

Legal Reference: [Neb. Rev. Stat. §§ 79-586 through 79-588](#)  
[Neb. Rev. Stat. § 79-590](#)

Date of Adoption: August 9, 2021  
Date of Revision: March 11, 2024

Bylaws of the Board ~~–Board Members~~Secretary

The Secretary shall perform duties required by law and such duties as the Board and Superintendent may request. In the Secretary's absence, documents requiring the signature of the Secretary may be signed on the Secretary's behalf by the Treasurer or another Board officer as the Secretary's designee.

Legal Reference: [Neb. Rev. Stat. §§ 79-576 through 79-578](#)  
[Neb. Rev. Stat. § 79-524](#)

Date of Adoption: August 9, 2021  
Date of Revision: March 11, 2024

Bylaws of the Board - ~~Board Members~~

Attorney

The Board may, at its discretion, appoint an attorney to perform desired legal services. The attorney shall serve at the Board's pleasure and be compensated at a mutually agreeable rate.

Legal Reference: [Neb. Rev. Stat. § 79-513](#)

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

Bylaws of the Board ~~Board Members~~Auditor

The Board will have an annual independent audit of the finances of the District. The Board will contract only with state-approved auditors and their analysis and report will be in keeping with state approved or accepted standards. This annual audit will be completed by November 5 of each year.

Legal Reference: [Neb. Rev. Stat. § 79-1089](#)  
[NDE Rule 1.3.05](#)

Date of Adoption: August 9, 2021  
Date of Revision: March 11, 2024

Bylaws of the Board ~~–Board Members~~Individual Members

It is understood that the members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board members, except when such statement or action is in pursuance of specific, formal instructions from the Board.

Date of Adoption: August 9, 2021  
Date of Revision: March 11, 2024

Bylaws of the Board ~~Board Members~~

Removal From Office

Any member elected or appointed to an officer position on the Board of Education may be removed from the officer position by a two-thirds vote of the membership of the Board.

Date of Adoption: August 9, 2021  
Date of Revision: March 11, 2024

Bylaws of the Board - ~~Bylaws, Policies and Regulations~~Formulation, Adoption, Amendment of Policies

Policy proposals and suggested amendments to or revisions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regularly scheduled Board of Education meeting in which such proposed policies, amendments, or revisions thereof shall be read and discussed.

Policies will be adopted or amended after consideration at two meetings of the Board of Education. The agenda and minutes shall be marked to indicate policy matters.

The formal adoption of policies shall be by majority vote of all members of the Board of Education and the actions shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official policy.

Policies shall be reviewed at least every four years or at such other periodic time periods as may be required by law.

Date of Adoption: August 9, 2021  
Date of Revision: ~~July 25, 2022~~ March 11, 2024

Bylaws of the Board ~~–Bylaws, Policies and Regulations~~Approval and Amendment of Administrative Regulations

The Board does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent, or as required by negotiated agreements with employee organizations, in which case, any such regulation shall become a part of any such agreement and shall be subject to amendment as provided in any such agreement. Adoption and amendment of such Board adopted regulations shall be by the same procedure as that specified for ~~Board Policy policies at~~ 9200.

The Board reserves the right to review and demand revisions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

Legal Reference: [Neb. Rev. Stat. § 79-526](#)

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

Bylaws of the Board ~~Meetings~~Regular Meetings

The Board shall meet in regular session on the second Monday of each calendar month in the Board Room at Scottsbluff High School beginning at 6:00 PM unless otherwise designated by the President.

In each odd-numbered year, the January meeting will be held on or after the first Thursday after the first Tuesday.

Legal Reference:    [Neb. Rev. Stat. § 79-554](#)  
                          [Neb. Rev. Stat. § 79-555](#)  
                          ~~[Neb. Rev. Stat. § 84-1401](#)~~  
                          ~~[Neb. Rev. Stat. § 84-1407](#)~~

Date of Adoption:    August 9, 2021  
Date of Revision:    March 11, 2024

Bylaws of the Board ~~–Meetings~~Special Meetings

A special meeting of the Board may be called by the President when in his/her/their opinion it is necessary, or upon recommendation of the Superintendent ~~of Schools~~ or any two Board members.

No business shall be transacted at any special meeting which does not come within the purpose or purposes set forth in the call for the meeting unless it is of an emergency nature.

~~All meetings shall be held in the Scottsbluff School District Office unless otherwise designated by the president with the approval of the Board.~~

Special Board sessions may be adjourned to a definite date and time.

Legal Reference:     [Neb. Rev. Stat. § 79-520](#)  
                              [Neb. Rev. Stat. § 79-554](#)  
                              [Neb. Rev. Stat. § 79-555](#)  
                              ~~[Neb. Rev. Stat. § 84-1401](#)~~  
                              ~~[Neb. Rev. Stat. § 84-1407](#)~~

Date of Adoption:     August 9, 2021  
Date of Revision:     March 11, 2024

Bylaws of the Board ~~–Meetings~~Advance Delivery of Meeting Materials

The Board shall require the Superintendent to prepare an agenda which, with the minutes, shall be provided to the Board members on Friday or prior to each regular monthly Board meeting.

~~Items not placed on the regular agenda may be shelved until the regular meeting on the following month to provide the Board adequate time to research the item in question. Citizens may have an item placed on the agenda by permission of the President of the Board or the Superintendent of Schools.~~

Legal Reference: [Neb. Rev. Stat. § 79-520](#)

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

Bylaws of the Board ~~–Meetings~~Parliamentary Procedure

The rules of parliamentary procedures as embodied in Robert’s Rules of Order, latest edition, may guide the ~~school~~ Board in the conduct of Board meetings. Exceptions shall be made when the issue in question is covered by Board policies or bylaws, and as to minutes, adjournment and as otherwise required by statute. The President, or meeting chair, shall decide all questions of procedure and order, subject to an appeal to the Board, with the object that Board meetings be conducted with order, decency, and regularity and to accomplish the work of the ~~school~~ Board in the best possible manner.

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

Bylaws of the Board ~~–Meetings~~Minutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the Secretary immediately following the meeting, shall be written, shall be available on the District's website and for inspection by the public and for distribution to the members of the Board within 10 working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the Superintendent and shall be public records and open to public inspection during normal business hours. The minutes shall also be available on the District's website for at least six months.

Legal Reference: [Neb. Rev. Stat. § 79-555](#)  
[Neb. Rev. Stat. § 79-570](#)  
[Neb. Rev. Stat. § 79-577](#)  
[Neb. Rev. Stat. §§ 84-1408 to 1414](#)

Date of Adoption: August 9, 2021  
Date of Revision: ~~June 13, 2022~~ March 11, 2024

Bylaws of the Board ~~Meetings~~Voting

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or not voting. The requirements of a roll call or oral vote may be satisfied by use of an electronic voting device which allows the yeas and nays of each member of the Board to be readily seen by the public.

Date of Adoption: August 9, 2021  
Date of Revision: March 11, 2024

Bylaws of the Board ~~Meetings~~

Methods of Operation/Quorum

The Board of Education shall transact business only when it is in session, has a quorum present, and minutes are kept. A majority of all members of the Board shall constitute a quorum.

Legal Reference: [Neb. Rev. Stat. § 79-554](#)

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

Bylaws of the Board –~~Meetings~~Board/School District RecordsExceptions and Locations

The Board of Education and the Superintendent may withhold from the public those records in their custody enumerated by law. Records which are open to inspection shall be available in the Office of the Superintendent.

Open Meetings Act Posting and Public Access to Board Records

The Board of Education accepts its responsibility to conduct its meetings in public and in compliance with law. The Superintendent **or the Superintendent's designee** shall post at least one current copy of the Open Meetings Act in the meeting room at a location accessible to members of the public. At the beginning of each meeting the public shall be informed about the location of the posted information by announcement of the Board President or chairperson or via notice given in the agenda. The Superintendent and the Board Secretary shall make available for examination and copying by members of the public at least one copy of all reproducible written material to be discussed at an open meeting except where the law specifically states that a matter is exempted either temporarily or permanently from such disclosure.

Therefore, the Board of Education directs the Superintendent and the Board Secretary, acting jointly and cooperatively, to make easily available copies of the Board of Education policy manual and the minutes of meetings of the Board of Education and its committees (except as exempt by law). Minutes shall be made available within 10 days of the meeting reported. Policies shall be incorporated into the manual within 30 days of adoption.

Legal Reference:     [Neb. Rev. Stat. §§ 84-1408 to 84-1414](#)  
                              [Neb. Rev. Stat. § 84-712](#)

Date of Adoption:     August 9, 2021  
Date of Revision:     **March 11, 2024**

Bylaws of the Board –MeetingsOpen Sessions

Subject to the provisions of the public meeting law of the State of Nebraska and the policies of the District, the public shall have the right to attend and the right to speak at meetings of the Board, when on the agenda, except any part thereof held in closed session, and all or any part of a meeting of the Board, except that held in closed session may be recorded by any person in attendance by means of a tape recorder or any other means of sonic reproduction or in writing.

The Board may make and enforce reasonable rules and regulations regarding the conduct of persons attending its meetings and regarding their privilege to speak. The Board is not required to allow citizens to speak at each meeting, nor may it forbid public participation at all meetings.

Any person or group may attend the regular or special meeting of the Board of Education. Undue interruption or other interference with the orderly conduct of business cannot be allowed. Defamatory or abusive remarks are always out of order. A speaker's privilege of address may be terminated if he persists in improper remarks.

At a public meeting of the Board, no person shall orally initiate charges or complaints against an individual employee of the District or challenge instructional materials used in the District. All such complaints, charges or challenges shall be presented to the Superintendent **or the Superintendent's designee**, or **the** Board in writing and signed by the complainant. All such charges, if presented to the Board directly, shall be referred to the Superintendent **or the Superintendent's designee** for investigation and report.

The Board is not obligated to act on any request unless the same has been submitted in writing to the Superintendent or to the President of the Board sufficiently in advance to allow the same to have been incorporated into the agenda for the meeting.

Legal Reference: [Neb. Rev. Stat. §§ 84-1407 through 84-1414](#)

Date of Adoption: August 9, 2021

Date of Revision: **March 11, 2024**

Bylaws of the Board –~~Meetings~~Closed Sessions

The Board of Education may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. Closed sessions may be held for, but shall not be limited to, such reasons as:

1. Strategy sessions with respect to collective bargaining, real estate purchases, or litigation;
2. Discussion regarding deployment of security personnel or devices;
3. Investigative proceedings regarding allegations or misconduct; or,
4. Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting.

~~provided, however~~ A closed meeting shall never be held for the purpose of discussing the appointment or election of a new member to the Board of Education.

The vote to hold a closed session shall be taken in open session. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken.

Any member of the Board shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reasons stated in the original motion to hold a closed session. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

The term "closed session" as used in the policies, regulations, and bylaws of the District shall include within its meaning any "executive session" or "executive meeting" authorized or prescribed by said policies, regulations, and bylaws, all of said terms being interchangeable.

Legal Reference: [Neb. Rev. Stat. §§ 84-1407 to 84-1414](#)

Date of Adoption: August 9, 2021

Date of Revision: March 11, 2024

# MEMO



**TO:** Dr. Andrew Dick, Scottsbluff Board of Education  
**FROM:** Mike Mason, Executive Director of Curriculum and Instruction  
**DATE:** February 12, 2024  
**SUBJECT:** Proposed 2024-2025 & 2025-2026 School Calendars

The SBPS Calendar Committee met to determine the academic calendar for the next two years. The committee consisted of a teacher and administrator from each school who were responsible for gathering feedback on the calendars from their building staff members. The committee tried to develop beneficial calendars for students, families, and staff.

The committee considers various calendar factors, including state and federal holidays, contractual agreements, NDE Rule 10 requirements, school breaks, and teacher professional development days.

This memo includes the proposed 2024-2025 and 2025-2026 school calendars.

# Scottsbluff Public Schools 2024-2025

## August

2-7: New Teacher Orientation  
 8-14: Staff Development  
 15: First day for Students  
 30: ½ PD/Workday-No School for Students

## September

2: Labor Day-No School for Students and Staff  
 27: PD Day-No School for Students  
 30: No School for K-5 & 6-8 Students

## October

17: End of 1st Quarter  
 18: ½ PD/Workday-No School for Students  
 23: P/T Conferences (4:00-8:00 pm)  
 24: P/T Conferences (8:00 am-8:00 pm) No School  
 25: No School for Students and Staff

## November

15: No School for K-5 Students  
 27-29: Thanksgiving Break-No School

## December

2: ½ PD/Workday-No School for Students  
 20: End of Semester/11:30 am Dismissal for Students  
 23-31: No School for Students and Staff

## January

1-3: No School for Students and Staff  
 6: ½ PD/Workday-No School for Students  
 7: First Day of Second Semester for Students  
 31: PD Day-No School for Students

## February

14: No School for Students and Staff  
 17: ESU PD Day-No School for Students  
 18: No School for K-5 & 6-8 Students

## March

7: No School for K-5 Students  
 13: End of 3rd Quarter  
 14: ½ PD/Workday-No School for Students  
 19: P/T Conferences (4:00 pm-8:00 pm)  
 20: P/T Conferences (8:00 am-8:00 pm) No School  
 21: No School for Students and Staff

## April

17-21: No School for Students and Staff

## May

5: PD Day-No School for Students  
 18: Graduation  
 22: Last Day for Students/11:30 am Dismissal  
 23: Last Day for Staff  
 27: First Day of Summer School

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

T=17 S=11

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

T=20 S=19

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

T=23 S=20

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

T=18 S=18

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

T= 15 S= 13.5

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

T=20 S=18

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

T=19 S=18

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

T=21 S=18

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

T=19 S=19

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

T=17 S= 14.5

Quarter 1 = 43 Days  
 Quarter 2 = 39.5 Days  
 Quarter 3 = 44 Days  
 Quarter 4 = 42.5 Days  
 1st Semester = 82.5 Days  
 2nd Semester = 86.5 Days

Student = 169 Days Staff = 189 Days

**Calendar dates and times are subject to change.**

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

# Scottsbluff Public Schools 2025-2026

## August

- 1-6: New Teacher Orientation
- 7-13: Staff Development
- 14: First Day for Students

## September

- 1: Labor Day-No School for Students and Staff
- 2: ½ PD/Workday-No School for Students
- 19: PD Day-No School for Students
- 22: No School for K-5 & 6-8 Students

## October

- 16: End of 1<sup>st</sup> Quarter
- 16: No School for K-5 Students
- 17: ½ PD/Workday-No School for Students
- 22: P/T Conferences (4:00 pm-8:00 pm)
- 23: P/T Conferences (8:00 am-8:00 pm) No School
- 24: No School for Students and Staff

## November

- 26-28: Thanksgiving Break-No School

## December

- 1: ½ PD/Workday-No School for Students
- 19: End of Semester/11:30 am Dismissal for Students
- 22-31 No School for Students and Staff

## January

- 1-2: No School for Students and Staff
- 5: ½ PD/Workday-No School for Students
- 6: First Day of Second Semester for Students
- 23: PD Day-No School for Students

## February

- 13: No School for Students and Staff
- 16: ESU PD Day-No School for Students
- 17: No School for K-5 & 6-8 Students

## March

- 12: End of 3<sup>rd</sup> Quarter
- 13: ½ PD/Workday-No School for Students
- 18: P/T Conferences (4:00 pm-8:00 pm)
- 19: P/T Conferences (8:00 am-8:00 pm) No School
- 20: No School for Students and Staff

## April

- 2-6: No school for Students and Staff
- 7: No School for K-5 Students

## May

- 4: PD Day-No School for Students
- 17: Graduation
- 21: Last Day for Students/11:30 am Dismissal
- 22: Last Day for Staff
- 26: First Day of Summer School

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

T=17 S=12

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

T=21 S=19

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

T=23 S=20

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

T=17 S=17

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

T=15 S= 13.5

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

T=20 S=18

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

T=19 S=18

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

T=22 S=19

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

T=19 S=19

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

T=16 S=13.5

- Quarter 1 = 43 Days
- Quarter 2 = 38.5 Days
- Quarter 3 = 45 Days
- Quarter 4 = 42.5 Days
- 1st Semester = 81.5 Days
- 2nd Semester = 87.5 Days

Student = 169 Days Staff = 189 Days

**Calendar dates and times are subject to change.**

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

# Memo

**To:** Dr. Andrew Dick and Scottsbluff Board of Education  
**From:** Marianne Carlson, Executive Director of Finance  
 David Davis, Director of Information Technology  
**Date:** February 12, 2024  
**Re:** Virtual Server Hosts and SAN

Bids were solicited for the replacement of the District's three (3) virtual file servers and our storage area network server (SAN). This bid contained multiple schedules each with slightly different technical specifications to allow the District to choose which option will work best for our district. These new servers and storage devices will be used to replace our existing systems which are now over 4 years old. These systems are critical to the operation of our district and must be replaced on a scheduled basis in order to keep them operational at all times.

This is a budgeted expense from the IT department. Bids were sent to multiple vendors with the District receiving (3) responses. Pricing was as follows:

Vendor	Schedule	Price Per Server	Schedule	Price SAN	Total
Abtech Technologies, Inc bidding Dell	A Intel	\$7,897.55 x 3 = \$23,692.65	E	\$29,694.86	
	B Intel	\$7,035.86 x 3 = \$21,107.58	F	\$29,162.56	
	C Intel	\$8,271.05 x 3 = \$24,813.15			
	D Intel	\$7,410.40 x 3 = \$22,231.20			
Staples Technology Solutions bidding Lenovo	A Intel	\$5,520.73 x 3 = \$16,562.19	E	\$10,782.27	\$30,819.81
	B Intel	\$4,505.95 x 3 = \$13,517.85	F	\$9,752.15	
	C Intel	\$5,736.68 x 3 = \$17,210.04			
	D Intel	\$4,721.90 x 3 = \$14,165.70			
	A (AMD)	\$6,698.94 x 3 = \$20,096.82			
	B (AMD)	\$5,958.56 x 3 = \$17,875.68			
	<b>C (AMD)</b>	<b>\$6,679.18 x 3 = \$20,037.54</b>			
	D (AMD)	\$5,997.28 x 3 = \$17,991.84			
High Point Networks bidding Hewlett Packard	A Intel	\$16,579.80 x 3 = \$49,739.40	E	\$33,758.45	
	B Intel	\$14,516.82 x 3 = \$43,550.46	F	\$30,234.76	
	C Intel	\$17,191.00 x 3 = \$51,573.00			
	D Intel	\$15,027.06 x 3 = \$45,081.18			

**Recommendation:** Award bid for three virtual servers and storage area network server to Staples Technology Solutions in the amount of \$30,819.81.

# Memo

**To:** Dr. Andrew Dick and Scottsbluff Board of Education  
**From:** Marianne Carlson, Executive Director of Finance  
David Davis, Director of Information Technology  
**Date:** February 12, 2024  
**Re:** Journalism Lab Computers

---

Scottsbluff High School is due to replace the computers in the Journalism Lab. At this time the computers are over five years old and need to be replaced. Due to the age of the computers, new software that is needed for the curriculum is unable to be supported. These computers serve both journalism and publication courses.

At this time, we are seeking to purchase 20 iMac computers directly from Apple. Due to Apple offering reduced pricing directly to school districts, we did not bid out this purchase.

**Recommendation:** Motion to approve the purchase of 20 new Apple iMac computers from Apple Incorporated for \$34,480.

# Memo

**To:** Board of Education  
**From:** Marianne Carlson, Executive Director of Finance  
**Date:** February 12, 2024  
**Re:** Westmoor Elementary Modernization Student Furniture Purchase

---

Scottsbluff Public Schools utilized School Specialty for the furniture portion of the Roosevelt, Longfellow, and Lincoln Heights Elementary Modernization Projects. We have elected to continue with School Specialty for the Westmoor Elementary Modernization Project and have been in discussion with School Specialty for this portion of the project. The quote received from School Specialty is under the AEPA (Association of Educational Purchasing Agencies) contract which allows us to utilize that contract in lieu of our normal bidding procedures.

At this time we are proceeding with purchasing the student desks and chairs for Westmoor Elementary. The student desks and chairs will be delivered during the summer and installed by our facilities team prior to the start of the 2024-2025 school year.

**Recommendation:** Motion to approve Marianne Carlson, as a representative of Scottsbluff Public Schools, to enter into an agreement with School Specialty to purchase the student furniture for the Westmoor Elementary Modernization project in the amount of \$149,187.25.

# Memo

**To:** Dr. Andrew Dick and Scottsbluff Board of Education  
**From:** Marianne Carlson, Executive Director of Finance  
Travis Rickey, Director of Facilities  
**Date:** February 12, 2024  
**Re:** Scottsbluff High School Auditorium Roof Bid

---

As part of the District Facility Plan for 2023-2024, Scottsbluff Public Schools has been working with JEO Consulting Group (previously Baker & Associates) to bid out portions of the projects within the plan. In December, JEO released a bid document to replace the roof over the auditorium at Scottsbluff High School, which was not included in the bond project for SHS in 2015. Bids were due back on Thursday, January 25th.

Five bids were submitted for this project. Schedule A was for the lower portion of the roof and Schedule B was for the upper portion of the auditorium roof. This project is eligible for the utilization of the Qualified Capital Purpose Undertaking Funds (QCPUF) which will be used to pay for the project. We are recommending that we award the bid to the lowest, responsible bidder which is Twin City Roofing & Sheet Metal Inc.

<b>Contractor</b>	<b>Schedule A</b>	<b>Schedule B</b>	<b>Total</b>
Spartan Commercial Roofing	\$1,060,000		\$1,060,000
Stonebrook Roofing Inc	\$485,250	\$290,150	\$775,400
Twin City Roofing & Sheet Metal Inc	\$484,620	\$260,972	\$745,592
Weathercraft Company	\$900,543	\$518,917	\$1,419,460
White Castle Roofing LLC	\$469,578	\$488,744	\$958,322

Recommendation: Motion to approve awarding the Scottsbluff High School Auditorium Roof Bid to Twin City Roofing & Sheet Metal Inc for \$745,592.

# Memo

To: Dr. Andrew Dick and Scottsbluff Board of Education  
From: Marianne Carlson, Executive Director of Finance  
Jana Mason, Bluffs Middle School Principal  
David Hoxworth, Activities Director  
Date: February 12, 2024  
Re: Coaching Services - BMS Assistant Soccer

---

The negotiated agreement requires the evaluation and placement of any new or additional assignments to coaching or sponsorship duties to be evaluated and placed accordingly on the schedule by the Board of Education.

At this time, we currently have a coordinator and three assistant coaches for Bluffs Middle School soccer. Based on the estimated figures between the boys and girls program, we are asking for an increase in the number of assistant coaches. Preliminary estimates for soccer are approximately 35 girls and 62 boys. For football and track, we currently average 100 participants with each of the sports having a coordinator and 5 assistants. Adding this additional assistant will make this position more in line with those sports. In the event the additional assistant coach is not needed based on participation, we will not fill all of the assistant coaching roles.

## Current

BMS Assistant Coach	(3)(each)@	1,140	1,140	3%	3%
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## Proposed

BMS Assistant Coach	(4)(each)@	1,140	1,140	3%	3%
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**Recommendation:** Motion to approve the Coaching Services as presented above beginning with the 2023-2024 school year.

# Memo

**To:** Dr. Andrew Dick and Scottsbluff Board of Education  
**From:** Marianne Carlson, Executive Director of Finance  
**Date:** February 12, 2024  
**Re:** Copiers

---

The District released a Request for Proposals (RFP) for the purchase of copiers. In 2017-2018, the District purchased 27 copiers to be utilized throughout the District. At this time, we have five copiers that are needing to be replaced due to the copy counts on the machines. The copiers being replaced are at or above 2 million copies. We are purchasing an additional copier that will be placed at the District Office with the one at District Office going to Westmoor Elementary. It was determined that the District Office could utilize a smaller copier and Westmoor Elementary needed an additional copier due to their student and staffing population.

The five copiers that will be replaced are located at Lincoln Heights Elementary, Longfellow Elementary, Westmoor Elementary, Bluffs Middle School, and Scottsbluff High School.

The RFP requested a specific brand and model however we allowed vendors to bid similar brands and models. Upon review, we have decided to continue with the current brand of Kyocera that is within our buildings. We are recommending that we proceed with awarding the bid to Century Business Products for the purchase of six copiers. The table with the vendors and their pricing may be found on Page 2.

**Motion:** Approve the purchase of the six copiers from Century Business Products not to exceed \$49,935.

<b>Vendor Name</b>	<b>Archie Supply</b>	<b>Capital Business Systems</b>	<b>Century Business Products</b>	<b>Eakes</b>	<b>Eakes</b>	<b>Wisecom Technologies</b>
Kyocera 4004i or Comparable Qty 1	\$12,856.80	\$3,000.00 (Canon C5840i)	\$4,298.00	\$3,373.49 (Sharp BP-70M36)	\$3,498.49 (Sharp BP-70M45)	\$8,509.00
Kyocera 8003i or Comparable Qty 5	\$192,813.50	\$30,775.00 (Canon 6980i)	\$36,365.00	\$29,711.95 (Sharp BP-70M75)	\$29,711.95 (Sharp BP-70M75)	\$77,045.00
<b>Total Cost Copiers</b>	<b>\$205,670.30</b>	<b>\$33,775.00</b>	<b>\$40,663.00</b>	<b>\$33,085.44</b>	<b>\$33,210.44</b>	<b>\$85,554.00</b>
Optional Features						
1000 Sheet Finisher Qty 1	\$1,515.80	–	\$765.00	\$1,176.02	\$1,339.55	–
¾ hole punch	\$2,922.90	\$2,760.00	\$1,812.00	\$1,773.90	\$1,773.90	–
4000 sheet finisher Qty 5	\$10,164.00	\$9,850.00 (3000 sheet)	\$6,095.00	\$7,028.25	\$7,028.25	–
Fax	\$9,385.20	\$2,700.00	\$600.00	\$1,989.12	\$1,989.12	–
<b>Total Optional Features Cost</b>	<b>\$23,987.90</b>	<b>\$15,310.00</b>	<b>\$9,272.00</b>	<b>\$11,967.29</b>	<b>\$12,130.82</b>	<b>–</b>
<b>Total Cost</b>	<b>\$229,658.20</b>	<b>\$49,085.00</b>	<b>\$49,935.00</b>	<b>\$45,052.73</b>	<b>\$45,341.26</b>	<b>\$85,554.00</b>

# Memo

**To:** Dr. Andrew Dick and Scottsbluff Board of Education  
**From:** Marianne Carlson, Executive Director of Finance  
**Date:** February 12, 2024  
**Re:** Vehicle Purchase - Student Services

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Based on the District's vehicle rotation plan, the District issued a Request for Information (RFI) on vehicles that are included within the rotation plan for the 2023-2024 school year. The RFI was sent to local dealerships as well as sent to dealerships that we have purchased vehicles from in the past. The RFI has been adjusted to remove vehicles as we have found them and/or the Board had approved their purchase. Within the updated RFI, we were still searching for minivans for Student Services and trucks for our Maintenance Department.

Valley Auto Locators has submitted a bid for a minivan for Student Services. It is a 2023 Kia Carnival LX that has approximately 15,600 miles on it. The total price on the minivan is \$38,968.

**Motion:** Approve the purchase of the 2023 Kia Carnival for \$38,968 from Valley Auto Locators.

# Memo

To: Dr. Andrew Dick and Scottsbluff Board of Education  
From: Marianne Carlson, Executive Director of Finance  
Date: February 12, 2024  
Re: Student Teacher Stipend for 2024-2025

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With the growing challenges of finding teachers, schools across the state are now offering a stipend to student teachers to help attract them to their district. Student teachers are making decisions as to where they would like to student teach based on the incentives that are offered by a school district. In order to remain competitive and attractive to potential student teachers, SBPS is recommending we continue to offer a living stipend to student teachers in hopes that should a position open up in their field after their student teaching assignment that they would seek employment with the District. From the 2022-2023 school year, we employed two of the four student teachers who received the stipend. The Student Teacher Stipend would not require the student teacher to perform any additional duties beyond the normal scope of a teaching assignment.

The Student Teacher Stipend will be available to eight student teachers per school year, should we receive more than eight student teachers in a year, priority will be given to students who are student teaching within the most recent NDE Teacher Vacancy Survey. The stipend will be for \$4,000 and will be paid to the student teacher in two \$2,000 installments, once at the start of their student teaching assignment and the second at the end. For the Fall semester this would be in September and December. For the Spring semester this would be in January and May. If a student teacher is placed with the District for an entire school year, the individual will not be guaranteed the stipend for both semesters.

**Motion:** Approve the Student Teacher Stipend effective for the 2024-2025 school year.

# Memo

**To:** Dr. Andrew Dick and Scottsbluff Board of Education  
**From:** Marianne Carlson, Executive Director of Finance  
**Date:** February 12, 2024  
**Re:** Procedure for Naming School Facility

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In accordance with Board Policy 8160, the Board may appoint a temporary committee for the purpose of naming a school facility. At this time, we need to name the building that was purchased in December 2023 and is located at 2617 College Park. This committee will consist of 12 members of which 3 will be from the Board.

The procedure for naming this and any future buildings will follow the format as listed below:

1. The committee will be chaired by the Superintendent.
2. The following staff members will be assigned to assist the committee in obtaining information or communicating with others: Executive Director of Curriculum & Instruction, Executive Director of Student Services, Executive Director of Finance, Director of Communications, and the administrator of the building being named.
3. The three members from the Board, the Superintendent, and five identified staff members will collectively develop, review, and select three residents of the Scottsbluff Public School District to serve on the committee.
4. The committee will establish timelines and schedules for completing their assignment.
5. The committee may solicit facility names from the community or members on the committee.
6. Upon review of these names, the committee will vote and the name receiving the most votes will be recommended to the full Board for their approval.

**Recommendation:** Motion to create the Temporary Committee that will follow the Procedure for Naming School Facility as presented.

# BOARD CURRICULUM AND AMERICANISM COMMITTEE

## MEETING AGENDA

### MEETING INFORMATION

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<b>Date:</b>	1/19/24	<b>Location:</b>	District Office Basement
<b>Time:</b>	11:30-12:30	<b>Facilitator:</b>	Mike Mason
<b>Attendees:</b> Scott Reisig, Paul Snyder, Andrew Dick, Amanda Hadenfeldt, Jana Mason, Mike Mason, Bree Rock, Justin Shaddick, and Bert Wright			

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<b><i>Agenda Items</i></b>	<b><i>Additional Information</i></b>
<b>1. 24-25 &amp; 25-26 Draft Calendars</b>	The committee reviewed the proposed calendars from the Calendar Committee and provided feedback.
<b>2. Illustrative Math</b>	Amanda Hadenfeldt shared information on Illustrative Math and discussed the next steps.
<b>3. ESSA Designations</b>	Mike Mason provided information regarding the 2023 ESSA designations, and the committee discussed the next steps.

## Scottsbluff Public Schools Facility Committee Meeting

February 6, 2024	
Attendance:	Scott Reisig, Rob Polk, Mark Lang, Andrew Dick, Travis Rickey, Jeremy Behnke, David Hoxworth, and Marianne Carlson

Lake Minatare	<ul style="list-style-type: none"> <li>• Discussion of Lake Minatare Elementary</li> </ul>
Budget 2024-2025 & Cash Reserves	<ul style="list-style-type: none"> <li>• Discussion of the 2024-2025 Budget</li> </ul>
23 Building	<ul style="list-style-type: none"> <li>• Status update on the 23 Building</li> </ul>
Misc Projects	<ul style="list-style-type: none"> <li>• Discussion of projects completed throughout the district and upcoming projects for the facility and maintenance team</li> </ul>
BOE Updates	<ul style="list-style-type: none"> <li>• Board Policies               <ul style="list-style-type: none"> <li>○ 3130 Purchasing Policies (1<sup>st</sup> Reading)</li> <li>○ 3133 Approval of Change Orders (1<sup>st</sup> Reading)</li> <li>○ 5205 Graduation (1<sup>st</sup> Reading)</li> <li>○ 5406.1 Student Searches and Metal Detectors (1<sup>st</sup> Reading)</li> <li>○ 8261 Employment of Board Member or Family (1<sup>st</sup> Reading)</li> <li>○ 6000 Series (1<sup>st</sup> Reading)</li> <li>○ 9000 Series (1<sup>st</sup> Reading)</li> </ul> </li> <li>• 2024-2025 &amp; 2025-2026 School Calendar</li> <li>• SHS Auditorium Roof (QCPUF Funded)</li> <li>• Server Bid</li> <li>• Westmoor Elementary Modernization – Student Furniture</li> <li>• BMS Assistant Soccer Coach</li> <li>• Copier Bid</li> <li>• Procedure for Naming School Facility</li> <li>• Student Teachers</li> <li>• CAD Lab Computers</li> <li>• Vehicle(s)</li> </ul>
Roundtable	<ul style="list-style-type: none"> <li>• Future Meetings will be on the Tuesday before the board meeting with noted exceptions               <ul style="list-style-type: none"> <li>○ Tuesday, March 5<sup>th</sup></li> <li>○ Tuesday, April 2<sup>nd</sup></li> <li>○ Tuesday, May 7<sup>th</sup></li> <li>○ June Committee meeting date TBD</li> </ul> </li> </ul>

## Scottsbluff Public Schools Finance Committee Meeting

February 5, 2024	
Attendance:	Tory Schwartz, Paul Snyder, Beth Merrigan, Andrew Dick, Frances Burkhalter, Justin Shaddick, Jana Mason, and Marianne Carlson

ESSER III	<ul style="list-style-type: none"> <li>• Use of Funds Plan Review <ul style="list-style-type: none"> <li>○ No changes since August 2024</li> </ul> </li> </ul>
Lake Minatare	<ul style="list-style-type: none"> <li>• Discussion of Lake Minatare Elementary</li> </ul>
Budget 2024-2025 & Cash Reserves	<ul style="list-style-type: none"> <li>• Discussion of the 2024-2025 Budget</li> <li>• Review of General Fund Cash Reserves</li> </ul>
23 Building	<ul style="list-style-type: none"> <li>• Status update on the 23 Building</li> </ul>
State Apportionment	<ul style="list-style-type: none"> <li>• State Apportionment for 2023 was \$546,107.38</li> </ul>
BOE Updates	<ul style="list-style-type: none"> <li>• Board Policies <ul style="list-style-type: none"> <li>○ 3130 Purchasing Policies (1<sup>st</sup> Reading)</li> <li>○ 3133 Approval of Change Orders (1<sup>st</sup> Reading)</li> <li>○ 5205 Graduation (1<sup>st</sup> Reading)</li> <li>○ 5406.1 Student Searches and Metal Detectors (1<sup>st</sup> Reading)</li> <li>○ 8261 Employment of Board Member or Family (1<sup>st</sup> Reading)</li> <li>○ 6000 Series (1<sup>st</sup> Reading)</li> <li>○ 9000 Series (1<sup>st</sup> Reading)</li> </ul> </li> <li>• 2024-2025 &amp; 2025-2026 School Calendar</li> <li>• SHS Auditorium Roof (QCPUF Funded)</li> <li>• Server Bid</li> <li>• Westmoor Elementary Modernization – Student Furniture</li> <li>• BMS Assistant Soccer Coach</li> <li>• Copier Bid</li> <li>• Procedure for Naming School Facility</li> <li>• Student Teachers</li> <li>• CAD Lab Computers</li> <li>• Investments</li> <li>• Vehicle(s)</li> </ul>
P-Card Expenditures and Cash Flows	<ul style="list-style-type: none"> <li>• Reviewed P-Card Expenditures for December 2023</li> <li>• Reviewed Cash Flows as of January 31, 2024</li> </ul>
Roundtable	<ul style="list-style-type: none"> <li>• Future Meetings will be held on the Monday before the board meeting with noted exceptions <ul style="list-style-type: none"> <li>○ Monday, March 4<sup>th</sup></li> <li>○ Tuesday, April 2<sup>nd</sup></li> <li>○ Monday, May 6<sup>th</sup></li> <li>○ June Committee meeting date TBD</li> </ul> </li> </ul>

## Scottsbluff Public Schools Student Services Meeting

January 11, 2024	
Attendance:	Andrew Dick, Bree Rock, Rob Polk, Ashlen Schaneman, Lukas Benzel, Paul Snyder, Betsy Skelcher, Mary Durbin, and Wendy Kemling
Sixpence	<ul style="list-style-type: none"> <li>• Program evaluation results were reviewed from 2023             <ul style="list-style-type: none"> <li>○ Family satisfaction is at 100%</li> <li>○ KIPS increased in almost all areas</li> </ul> </li> <li>• Currently focusing on literacy and recruitment</li> <li>• Will transfer 12 this next year to preschool (transferred 10 last year)</li> </ul>
504 Accommodation Plans	<ul style="list-style-type: none"> <li>• 504 brochure</li> <li>• ADA/IDEA/504             <ul style="list-style-type: none"> <li>○ ADA – workplace accommodations</li> <li>○ 504 – school accommodations</li> <li>○ IDEA - IEP</li> </ul> </li> <li>• Wendy is the 504 coordinator</li> <li>• Building principals are the 504 coordinator for the building</li> <li>• Betsy supports the building principals</li> <li>• Conduct periodic review at natural transitions             <ul style="list-style-type: none"> <li>○ Review with students usually between 4<sup>th</sup> -12<sup>th</sup> grade</li> </ul> </li> <li>• Paperless on SRS</li> <li>• Currently have 143 plans (32 at elementary, 49 at BMS, and 56 at SHS)</li> <li>• Conduct training for staff</li> </ul>
Other	None noted

Next meeting – February 15, 2024 at 11:30