

Scottsbluff Board of Education Regular Meeting
Monday, June 10, 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

The Regular Board of Education Meeting was called to order at 6:00 PM by Board President Scott Reisig.

1.a. Call to Order

1.b. Roll Call

1.c. Excuse Absent Member(s)

Motion to excuse absent member Mark Lang 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

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. Student Fees Public Hearing

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

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

5. Title I Parental and Family Engagement Public Hearing

5.a. Public Hearing for the purpose of hearing support, opposition, criticism, suggestions, or observations by taxpayers relating to the reviewing and readoption of Policy 6400 - "Parental/Community Involvement in Schools," Policy 6410 - "Combined District and School Title I Parent and Family Engagement Policy," and Policy 6410.1 - "Combined District and School Title I Parent and Family Engagement Policy Guidelines"

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

6. Consent Agenda

Motion to accept the Consent Agenda 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

6.a. Adopt Agenda

6.b. Approval of Certified Staff Hire

6.b.1. Evelyn Andrews, Preschool Teacher, Bear Cub Preschool

6.c. Approve Minutes as follows:

6.c.1. May 13, 2024

7. Expenditures

7.a. Expenditures, without Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C.:

\$3,124,897.14

Motion to approve the expenditures without Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. for the amount of \$3,124,897.14 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

7.b. Douglas, Kelly, Ostdiek, Snyder, Ossian, and Vogl, P.C. Expenditures: \$989.00

Motion to approve the expenditures for Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C. for the amount of \$989.00 Passed with a motion by Tory Schwartz and a second by Beth Merrigan.

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

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

The following member of the public was present to address the Board of Education:

- Reginald Preston, Scottsbluff

9. Unfinished Business

9.a. Board Policy Revision, Adoption, and Removal: Policy 1050 - "Public Access to School Records - Examination, Making Memoranda, and Copying," Policy 3130 - "Purchasing Policies," Policy 3571 - "Meal Charge Policy," Policy 4141 - "Teacher Training," Policy 5006 - "Option Enrollment," Policy 5008 - "Attendance Policy and Excessive Absenteeism," Policy 5101 - "Student Discipline," Policy 5201 - "Promotion and Retention," Policy 5205 - "Graduation," Policy 6111 - "Classroom Environment," Policy 6310 - "Textbook Loans," Policy 8240 - "Membership in School Board Associations," Policy 8346 - "Public Participation at Board Meetings" - Second Reading

Board Member Beth Merrigan commented on the reading of Board Policy 8346 - "Public Participation at Board Meetings," stating the Board had received valuable feedback from a community member objecting to the four-minute per-person public comment limit. Mrs. Merrigan stated she would like to reconsider the reading of Policy 8346, with the intent of changing "four minutes" to "five minutes."

Motion to approve the Board Policy revision, adoption, or removal of Policies 1050, 3130, 3571, 4141, 5006, 5008, 5101, 5201, 5205, 6111, 6310, and 8240 as presented and to table 8346 for future discussion. 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. New Business

- 10.a. Board Policy Review and Adoption - Policy 3140 - “Contracting for Services,” Policy 5004 - “Full-time and Part-time Enrollment,” Policy 8342 - “Designated Method of Giving Notice of Meetings” - First Reading
- 10.b. Committee on American Civics Update
Executive Director of Curriculum Mike Mason gave an update on the Committee on American Civics.
No member of the public was present to address the Board during the Committee on American Civics Update.
- 10.c. Grades 3-5 Inspire Science Textbook Adoption
Motion to adopt the Inspire Science textbook, published by McGraw Hill, as the new textbook for Grades 3-5 Science for a total of \$112,405.61 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
- 10.d. Grades 4-12 HMH English 3D Textbook Adoption
Motion to adopt the English 3D program, published by Houghton Mifflin Harcourt, for a total of \$60,910.65. 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.e. Grades 2, 3, & 5 Savvas myWorld Interactive Textbook Adoption
Motion to adopt the myWorld Interactive Social Studies textbook, published by Savvas, as the new textbook for Grades 2, 3, & 5 Social Studies for a total of \$102,329.54. 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.f. Annual Readoption of Board Policy 6400 - “Parental/Community Involvement in Schools,” Board Policy 6410 - “Combined District and School Title I Parent and Family Engagement Policy,” and Board Policy 6410.1 - “Combined District and School Title I Parent and Family Engagement Policy Guidelines”
Motion to readopt Board Policy 6400 - "Parental/Community Involvement in Schools," Board Policy 6410 - "Combined District and School Title I Parent and Family Engagement Policy," and Board Policy 6410.1 - "Combined District and School Title I Parent and Family Engagement Policy Guideline" as presented with the change of the word are to have. Passed with a motion by Tory Schwartz and a second by Robert Polk.
Beth Merrigan: Yea, Robert Polk: Yea, Scott Reisig: Yea, Tory Schwartz: Yea, Paul Snyder: Yea
- 10.g. High School ELA Intervention Textbook Adoption
Motion to adopt the iLit45 Reading Intervention Program, published by Savvas Learning Company, for a total of \$14,139.54 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
- 10.h. 2024-2025 ReConnect Parent-Student Handbook
Motion to approve the 2024-2025 ReConnect Parent-Student Handbook as presented. 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.i. 2024-2025 Elementary Parent-Student Handbook

Motion to approve the 2024-2025 Elementary Parent-Student Handbook as presented.

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

10.j. Quiz Bowl

Motion to approve the addition of the Quiz Bowl program at Scottsbluff High School.

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

10.k. 2024-2025 Scottsbluff High School Parent-Student Handbook

Motion to approve the 2024-2025 Scottsbluff High School Parent-Student Handbook as presented. 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

10.l. Elementary iPad Sale

Motion to award the bid to Ingram Micro for the sale of 632 retired Apple iPad tablets for the guaranteed price of \$72,871.95. Passed with a motion by Tory Schwartz and a second by Robert Polk.

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

10.m. Annual Readoption of Board Policy 5416 - "Student Fees"

Motion to readopt Board Policy 5416 - "Student Fees" as presented. Passed with a motion by Robert Polk and a second by Scott Reisig.

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

10.n. 2017 Bond Payoff Resolution

Motion to approve the resolution 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

10.o. Scottsbluff Schools Classified Association Negotiations

Executive Director of Finance Marianne Carlson thanked Hopie Frueh, SSCA President, for the work she completed during this negotiation cycle.

Motion to approve the proposed terms of the Scottsbluff Schools Classified Association Agreement as presented for the 2024-2025 and 2025-2026 school years. 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.p. WNCC Storage Rental

Motion to approve allowing WNCC to rent 3,000 square feet for storage at 2617 College Park, not to exceed two years for a monthly rate of \$500. Tabled 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.q. Special Assignment Positions & Extra Standard Services Changes for 2024-2025

Motion to approve the Special Assignment and Extra Standard Services positions as presented beginning with the 2024-2025 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.r. Property Disposal

Motion to approve the auction of items attached to the Board memo. 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

10.s. Generator Sale

Motion to approve the sale of the three diesel generators, uninterruptible power supplies (UPS), surplus switchgear cabinets, and electrical feeds for \$192,500 to Iron Flag Demolition LLC. 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.t. Generator Purchase

Motion to approve the purchase of the 600kW generator for \$171,527 from Caterpillar. 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

11. Reports and Proposals

11.a. Board Members

Board Member Rob Polk expressed appreciation for the time the Facilities and IT teams, specifically Travis Rickey, David Davis, and Jeff Schaneman, put into the generator sale and purchase agenda items, as well as the ongoing work to transition into the new facility.

Board Member Paul Snyder noted the Board regularly relies on the expertise of the SBPS staff to provide information and recommendations. Mr. Snyder extended appreciation to the staff, stating such expertise makes his work with the Board much easier.

Board Member Beth Merrigan expressed appreciation for the staff in preparation for the Board meetings, noting the wealth of information provided to her by the staff is always delivered professionally and promptly.

11.b. Board Committee Reports

11.b.1. Curriculum & Instruction/Americanism Committee - Next Meeting: August 16, 2024 @ 11:30 AM

No report.

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

No report.

11.b.3. Finance Committee - Next Meeting: July 1, 2024 @ 11:30 AM

No report.

11.b.4. Student Services Committee - Next Meeting: August 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

Dr. Andrew Dick extended thanks and recognition to the Board members for their engagement and involvement since our last regular meeting and busy end of the school year, considering the events which recently took place, including graduation, ReConnect graduation, the Retirement and Recognition event, policy committee meetings, and the CHOICES Senior Celebration, on top of regular meetings as well. He noted there is a lot of time and effort from the Board that goes unrecognized. Dr. Dick thanked the Board for their dedication to our district, our students, and our families.

Dr. Dick shared that Scottsbluff High School was named the Nebraska 2024 Outstanding Rule 47 Career Academy. The award was received at last week's Nebraska Career and Education Conference at Kearney. He stated the criteria for this award was based on significant student achievement during the 2023 school year. He noted highlights include over 60 students placed in the top three in their respective Career and Technical Student Organizations, such as HOSA, DECA, and FCCLA. Over 70 students were placed in internships. The Class of 2023 earned a total of 2,685 college credits, saving families an estimated \$445,996 in college expenses. Eight seniors acquired certifications of completion. Four students earned their cosmetology license and more than 40 students completed their Certified Nursing Assistant license. Dr. Dick stated the most recent graduating class may have exceeded some of these accomplishments. Dr. Dick recognized the Scottsbluff High School staff, including Justin Shaddick and his leadership team, as well as the teachers involved, noting the award was a very nice recognition of the programming at SHS.

Dr. Dick recognized both current and past Board members, noting the payoff of the BMS bonds five years early. Dr. Dick noted this will save approximately \$73.30 for every \$100,000 in valuation and is a direct reflection of the conservative fiscal oversight that both the current Board and past Boards have exercised to make this payoff possible.

Lastly, Dr. Dick thanked Mike Mason, David Davis, Travis Rickey, and Jeff Schaneman for their work on recent projects that were brought before the board in May and this evening. He stated something Mr. Mason does exceptionally well in his role as Executive Director of Curriculum and Instruction is gathering teacher input when making curriculum adoptions and recommendations. Committee meetings are held and teachers are able to conduct research and bring forward recommendations. He noted the teachers' voices were very much present in those conversations, and thanked all involved in the work done to bring recommendations to the Board. Dr. Dick also recognized and thanked those who did a tremendous amount of work and research for the purchase and sale of the generators, noting David Davis took the lead on this project, with Travis Rickey and Jeff Schaneman assisting.

12. Future Meetings and Dates to Remember

12.a. July 8, 2024 - Board of Education Meeting @ 6:00 PM

13. Move Into Closed Session

The Board of Education moved into Closed Session at 7:51 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 a potential real estate purchase. The closed session is necessary for the protection of the public interest. 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

14. Exit Closed Session

The Board of Education exited Closed Session at 8:10 PM.

15. Move into Closed Session

The Board of Education moved into Closed Session at 8:10 PM.

Move pursuant to Neb. Rev. Stat. § 84-1410, the Nebraska Open Meetings Act, that the Board of Education for Scottsbluff Public Schools go into Closed Session to include Superintendent Dr. Andrew Dick for the purpose of discussion of the evaluation of the job performance of the Superintendent, to prevent needless injury to the reputation of the Superintendent, and at the conclusion of the Closed Session, that the Superintendent's evaluation instrument be immediately placed in his personnel file. 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

16. Exit Closed Session

The Board of Education exited Closed Session at 9:05 PM.

17. Adjournment

The Board of Education adjourned at 9:05 PM.

Motion to adjourn 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



Scottsbluff Bear Cub Preschool
2512 2nd Ave
Scottsbluff, NE 69361
308-635-6293

Dr. Bree Rock, Early Childhood Director

Dr. Andrew Dick
Superintendent

Scottsbluff Public Schools
1722 1st Avenue
Scottsbluff, NE 69361
308-635-6200

TO: Dr. Andrew Dick, Superintendent
Scottsbluff Public Schools Board of Education

DATE: May 30, 2024

RE: Recommendation for Hire

Dear Dr. Andrew Dick and SBPS Board of Education:

I am pleased to recommend Evelyn Andrews for a teaching position at Bear Cub Preschool for the 2024-2025 school year. Evelyn has a Bachelor of Arts in Elementary Education and a Master's Degree in Curriculum and Instruction. Evelyn has been teaching 4th grade for the last two years in Missouri. We look forward to having Evelyn as a teacher at Bear Cub Preschool.

Sincerely,

Bree Rock, Ed.D.
Early Childhood Director
Scottsbluff Public Schools

Scottsbluff Board of Education Regular Meeting
Monday, May 13, 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 Regular Board of Education meeting was called to order at 6:00 PM by President Scott Reisig.

1.a. Call to Order

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. Consent Agenda

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

Mark Lang: Yea, 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. Amy Kicken, Registered Nurse, Scottsbluff Public Schools

4.c. Approval of Certified Staff Resignation

4.c.1. Dathan Brestel, Special Education, SBPS

4.c.2. Wendee Powell, Assistant Principal, Longfellow Elementary

4.d. Approve Minutes as follows:

4.d.1. April 8, 2024

5. Expenditures

5.a. Expenditures without Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C, Tree Monkeys LLC, and Tory Schwartz: \$1,200,177.43

Motion to approve the expenditures without Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C., Tree Monkeys LLC, and Tory Schwartz for the amount of \$1,200,177.43 Passed with a motion by Robert Polk and a second by Mark Lang.

Mark Lang: Yea, 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: \$1,687.75

Motion to approve the expenditures for Douglas, Kelly, Ostdiek, Snyder, Ossian and Vogl, P.C for the amount of \$1,687.75 Passed with a motion by Mark Lang and a second by Tory Schwartz.

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

5.c. Tree Monkeys LLC Expenditures: \$2,000.00

Motion to approve the expenditures for Tree Monkeys LLC for the amount of \$2,000.00 Passed with a motion by Mark Lang and a second by Paul Snyder.

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

6. Awards and Recognitions

6.a. Educators Rising

Scottsbluff High School Educators Rising Sponsor Anne Schmall spoke.

6.b. FCCLA

Scottsbluff High School FCCLA Sponsor Anne Schmall spoke.

6.c. Speech

Scottsbluff High School Speech Coach Darren Emerick and Assistant Speech Coach Ashley Jackson spoke.

6.d. Journalism

6.e. ProStart

Scottsbluff High School ProStart Sponsor Hannah Liptac spoke.

6.f. SkillsUSA

Scottsbluff High School SkillsUSA Sponsor Rod Bussinger spoke.

6.g. Nebraska Seal of Biliteracy

Scottsbluff High School World Language Instructors Dr. Amanda Wilson and Sarah Soto spoke.

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:

- Judy Amoo, Scottsbluff

8. Student Report

Scottsbluff High School sophomore George Schmall addressed the Board: "We have had another year filled with great accomplishments at Scottsbluff High School. We had numerous state appearances in athletics and Career Student Organizations, an individual State Champion, another incredible musical and a large number of students qualifying for All-State Choir, Band, and Orchestra and this year isn't even finished yet. Girls' Tennis, Boys' Golf, and track state qualifiers are gearing up to finish their seasons strong and we wish them all the best of luck. This past week was one of celebrations as Seniors completed their last day on May 10th and we showered our teachers with appreciation all week long. Thank you to Webb's for providing donuts to our senior students on their final day at SHS. This week students and teachers prepare for upcoming finals and to make one final push across the finish line. The Activity Awards Banquet is tonight and seniors will again be recognized on Thursday evening during Senior Awards Night with graduation to follow on Sunday. Lastly, we'd like to thank the board of education for your continued support of students at SHS. We look forward to a restful summer and wish all of you the same."

9. Update

9.a. Bear Cub Preschool

Bear Cub Preschool Principal Dr. Bree Rock, Speech/Language Pathologist Sarah Billingsley, Bear Cub Teacher Jessica Dutton, and Jack Baker for JEO Consulting Group spoke.

10. Unfinished Business

10.a. Board Policy Revisions and Adoption: Policy 3560 - "Records Management and Disposition", Policy 4170 - "Leave of Absence", Policy 6270 - "Regulations for School Trips," and Policy 6271 - "Supervision of Students on Overnight Trips" - Second Reading Motion to approve the Revisions and Adoptions of Policies 3560, 4170, 6270, and 6271 with the revised language of "Written parent permission for each student who is not represented by the gender of the sponsor." in Policy 6271. Passed with a motion by Paul Snyder and a second by Tory Schwartz.

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

11. New Business

11.a. Board Policy Revision, Adoption, and Removal: Policy 1050 - "Public Access to School Records - Examination, Making Memoranda, and Copying," Policy 3130 - "Purchasing Policies," Policy 3571 - "Meal Charge Policy," Policy 4141 - "Teacher Training," Policy 5006 - "Option Enrollment," Policy 5008 - "Attendance Policy and Excessive Absenteeism," Policy 5101 - "Student Discipline," Policy 5201 - "Promotion and Retention," Policy 5205 - "Graduation," Policy 6111 - "Classroom Environment," Policy 6310 - "Textbook Loans," Policy 8240 - "Membership in School Board Associations," Policy 8346 - "Public Participation at Board Meetings" - First Reading

11.b. 2024-2025 PAWS Calendar

Motion to approve the 2024-2025 PAWS Calendar as presented. 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

11.c. 2024-2025 PAWS Transitional Program Calendar

Motion to approve the 2024-2025 PAWS Transitional Program calendar as presented. 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

11.d. Grades 3-5 Magnetic Reading Textbook Adoption

Motion to purchase the Magnetic Reading Program, including textbooks and other resources, for a total of \$102,612.70 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

11.e. Technical Mathematics Textbook Adoption

Motion to purchase the Mathematics for Machine Technology, 8th Edition textbooks from Cengage for a total of \$9,276.90. 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

11.f. Human Growth and Development Textbook Adoption

Motion to purchase the Lifespan Development, 3rd Edition textbooks from Goodheart-Wilcox for a total of \$4,190.00. 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

11.g. Crossing Guard Agreement

Motion to approve the Crossing Guard Agreement 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

11.h. Longfellow Elementary Repointing of the Exterior

Motion to approve awarding the bid to Midland Restoration Company, Inc. for \$75,845. Passed with a motion by Tory Schwartz and a second by Paul Snyder.

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

12. Reports and Proposals

12.a. Board Members

Board Member Tory Schwartz expressed gratitude to the entire SBPS staff. Schwartz commented he hoped the staff could decompress and recharge over the summer.

Board Member Paul Snyder spoke in response to the public comment given at this meeting. Snyder commented he was displeased at the general castigation of the Board, particularly when not all the members of the current Board were present for the occurrences mentioned that took place. He noted it is grossly unfair to paint with a broad brush some of the best SBPS administrators because of what might have been a singular error in judgment. He noted the entire story was not presented here in this open meeting, which is additionally unfair.

Board President Scott Reisig thanked the staff for all they do, and commented it has been a great year. He stated it is a pleasure to serve on the Board, a large part of which is due to the effort of the administrators, teachers, paras, and all the staff in the District, noting it takes a small village.

Board Member Mark Lang also thanked the staff for another fantastic year.

Board Member Rob Polk also thanked the entire SBPS staff.

12.b. Board Committee Reports

12.b.1. Curriculum & Instruction/Americanism Committee - Next Meeting: May 17, 2024 @ 11:30 AM

No report.

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

No report.

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

No report.

12.b.4. Student Services Committee - Next Meeting: May 16, 2024 @ 11:30 AM

No report.

12.c. From the Administrative Staff:

12.c.1. Executive Director of Finance

No report.

12.c.2. Executive Director of Student Services

No report.

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

No report.

12.c.4. Superintendent

Dr. Andrew Dick extended his condolences to the Portillo family who unexpectedly lost their sixth grade daughter in a tragic car accident recently. He noted this marks the third loss for Scottsbluff Public Schools in the second semester of this school year. Dr. Dick stated having three losses, two staff members and a student, in one semester is incredibly difficult for the District and extended his appreciation for the Crisis Team who were activated multiple times to provide support for students and staff.

Dr. Dick recognized Betsy Skelcher and Marianne Carlson who are the elected presidents of their respective organizations, NASES and NASBO, and with those positions comes a tremendous amount of extra effort and statewide leadership, which is deeply appreciated. Dr. Dick stated this culminated with the opportunity to lead the respective end-of year state conferences. The NABSO conference was held in Lincoln on April 11 and 12, and the NASES conference was held in Gering on April 18 and 19. Dr. Dick thanked both Betsy and Marianne for their statewide leadership and for representing Scottsbluff Public Schools so well. He noted the relationships that come with their involvement in these organizations, as well as the knowledge gained, is truly invaluable.

Dr. Dick shared exciting news out of Lincoln, including the State Board of Education recently awarding Scottsbluff Public Schools \$520,000 in grant funds. The District submitted a grant request to expand the preschool by two classrooms, which was awarded. The District is now advertising for a preschool teacher and is working to get the second classroom ready for students. The Early Childhood Expansion Grant provides one-time start-up costs, which provides an incentive for schools to expand their preschool classrooms. The District was also awarded \$210,000 for a Safety and Security grant. The Nebraska Legislature appropriated funds to the Department of Education, which then awarded grant funds to school districts. The grant will help provide a secure vestibule at Westmoor Elementary, which will dovetail nicely into the proposed modernization project.

Dr. Dick extended appreciation to Beth Rohrer and Reagan True for a highly successful Staff Appreciation Festival on May 11. There were 407 staff tickets redeemed, so it was a huge success. Dr. Dick noted fun was had by all who attended, and it was a great way to celebrate the end of a very special Teacher Appreciation Week. He also thanked the many other staff members who played a role behind the scenes.

Lastly, Dr. Dick thanked Mr. Snyder for his comments this evening, noting that sometimes, in an administrative position, it is not always possible to share the District's side of the story on certain topics.

13. Future Meetings and Dates to Remember

13.a. May 15, 2024 - ReConnect Graduation Ceremony @ 5:30 PM - BMS Cafetorium

13.b. May 16, 2024 - Senior Academic Award Evening @ 5:30 PM - SHS Auditorium

13.c. May 17, 2024 - CHOICES Senior Celebration @ 5:30 PM - SHS Cafeteria

13.d. May 19, 2024 - Graduation Ceremony @ 1:00 PM - Bearcat Stadium

13.e. May 21, 2024 - Early Release - Last Day of School

13.f. May 22, 2024 - Teacher Work Day

13.g. June 10, 2024 - Board of Education Meeting

14. Move into Closed Session

The Board of Education moved into Closed Session at 7:11 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 Paul Snyder.

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

15. Exit Closed Session

The Board exited the first Closed Session at 7:38 PM.

16. Move into Closed Session

The Board moved into the second Closed Session at 7:38 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 a potential real estate purchase. The closed session is necessary for the protection of the public interest. Passed with a motion by Paul Snyder and a second by Tory Schwartz.

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

17. Exit Closed Session

The Board exited the second Closed Session at 8:20 PM.

18. Adjournment

The Board of Education meeting adjourned at 8:20 PM.

Motion to adjourn Passed with a motion by Scott Reisig and a second by Tory Schwartz.

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

FOR BOARD REPORT : May 2024

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FUND	PAYROLL	AP DISBURSEMENTS	OTHER EXPENSES*	TOTAL
General	\$ 3,365,717.81	\$ 2,371,572.09	\$ (12,746.01)	\$ 5,724,543.89
Special Building		\$ 26,076.84	\$ -	\$ 26,076.84
Cafeteria		\$ 222,111.84	\$ (142.52)	\$ 221,969.32
Hazardous Materials		\$ 422.50	\$ -	\$ 422.50
Activities		\$ 158,173.24	\$ 3,414.20	\$ 161,587.44
Capital Replacement Fund		\$ 36,940.86	\$ (1,000.00)	\$ 35,940.86
Student Fee Fund		\$ 4,242.77	\$ -	\$ 4,242.77
Employee Benefit Fund		\$ 17,466.07	\$ (5,399.14)	\$ 12,066.93
Cooperative		\$ 15,603.93	\$ (1,213.40)	\$ 14,390.53
Bond Fund		\$ 277,236.00	\$ -	\$ 277,236.00
TOTALS				
GRAND TOTALS FOR May 2024	\$ 3,365,717.81	\$ 3,129,846.14	\$ (17,086.87)	\$ 6,478,477.08

*Includes Transfers

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Fund	Vendor	Description
01	A & O Grant Consulting	SERVICES
	AC Electric Motor Service	SERVICES
	ACCS Inc	SERVICES
	Action Communications	MISCELLANEOUS EXPENSES
	Alarm Security Technicians	SERVICES
	Allo Communications	UTILITIES
	Amber Weinmaster	REIMBURSEMENT
	AmericInn Lincoln South	TRAVEL EXPENSE
	Arbor Rock, LLC	SUPPLIES
	Arthur's Pizza	SUPPLIES
	Axtell Community School	SERVICES
	B. E. Publishing	SUPPLIES
	Backupify, Inc.	COMPUTER SOFTWARE
	Batterman, Jamie L	REIMBURSEMENT
	Benzel Pest Control	SERVICES
	Benzel, Lukas R	REIMBURSEMENT
	Berge, Elizabeth	REIMBURSEMENT
	Bird, Sharon	DUES & FEES
	Black Hills Energy	UTILITIES
	Bluffs Facility Solutions	SUPPLIES
	Brown, Molly	SERVICES
	Carr-Trumbull Lumber Co	SUPPLIES
	Castle, David	REIMBURSEMENT
	Century Business Products, Inc.	SERVICES
	CenturyLink	SERVICES
	Chimney Rock Public Power Dist	UTILITIES
	Chuck Elley Presentations	SERVICES
	City of Gering	GARBAGE
	City of Scottsbluff	UTILITIES
	Column Software, PBC	MISCELLANEOUS EXPENSES
	Comfort Inn _6501	TRAVEL EXPENSE
	Country Inn & Suites	TRAVEL EXPENSE
	Crick Software, Inc.	COMPUTER SOFTWARE
	Crossroads Music LLC	REPAIRS
	Culligan of Scottsbluff	SUPPLIES
	Davies, Michael	SERVICES
	Davis, Paige	REIMBURSEMENT
	De Los Santos, Ashley	REIMBURSEMENT
	Deaver, Derek B.	REIMBURSEMENT
	Dennis Supply Company	SUPPLIES
	Don Schmidt Carpet	SUPPLIES
	Douglas, Kelly and Ostdiek, P.C.	LEGAL SERVICES
	Durbin, Mary	REIMBURSEMENT
	E3 MSR West	SERVICES
	Eakes Office Solutions	SUPPLIES
	Educational Impact	PROFESSIONAL DEV
	Educational Service Unit #13 _9800	MISCELLANEOUS EXPENSES
	Engineered Controls	SERVICES
	EXpress Toll	MISCELLANEOUS EXPENSES
	Fairfield Inn & Suites - Omaha	TRAVEL EXPENSE

Ferguson Signs	REPAIRS
FirstGroup America	SERVICES
Follett Content Solutions, LLC	LIBRARY BOOKS
Fundamentals First, Inc.	SERVICES
Galindo, Aide	REIMBURSEMENT
Garcia, Carla	REIMBURSEMENT
GE Money Bank/Amazon	MISCELLANEOUS EXPENSES
Gipe, Justin R	REIMBURSEMENT
Goodheart-Wilcox Publisher	TEXTBOOKS
GovConnection, Inc.	COMPUTER SOFTWARE
Grammarly, Inc	COMPUTER SOFTWARE
Hadenfeldt, Amanda	REIMBURSEMENT
Hampton Inn & Suites	TRAVEL EXPENSE
Hanzes, Autumn	REIMBURSEMENT
Harris, Adam	REIMBURSEMENT
Herd, Conny Ann	SERVICES
Hill, Bryan	REIMBURSEMENT
Hoagland, Tori	STUDENT TEACHING STIPEND
Honey Wagon Express	SERVICES
Hugen, Hillari	REIMBURSEMENT
Hullinger, Jennie E	SERVICES
Independent Plumbing & Heating	SUPPLIES
J W Pepper Of Minneapolis	SUPPLIES
Jessie Rae Rencountre	LIBRARY BOOKS
Jostens - NEFF Company	SUPPLIES
Juelfs, Donna M	SERVICES
Kansas City Audio-Visual Inc.	SUPPLIES
Kinsey, Talera	STUDENT TEACHING STIPEND
Kling, Carolyn	LEASE
Koch, Michael A	REIMBURSEMENT
Krentz, Avery	REIMBURSEMENT
Kristie Messman	SERVICES
Kruger, Natasha	REIMBURSEMENT
Lawayne Klein	LEASE
Lee Enterprises, Inc	ADVERTISING
Lee, Mi C	REIMBURSEMENT
LEGO Brand Retail, Inc.	SUPPLIES
Leodegario Sierra	REIMBURSEMENT
Lied Scottsbluff Public Library	MISCELLANEOUS EXPENSES
Luna, Sylvia	REIMBURSEMENT
MacGill	SUPPLIES
Mason, Michael O	REIMBURSEMENT
Matheson Tri-Gas, Inc.	SUPPLIES
McConkey, Stephanie	REIMBURSEMENT
McGraw-Hill Companies	TEXTBOOKS
Mechanical Sales, Inc.	SUPPLIES
Medel, Katlyn	STUDENT TEACHING STIPEND
Melissa Ramos	SERVICES
Menards	SUPPLIES
Messman, Nicole	SERVICES
Mindworks Resources Inc.	SUPPLIES

Monument Physical Therapy LLC	SERVICES
Moreno, Melissa	REIMBURSEMENT
Mountain Sales & Service, Inc.	SUPPLIES
MRG Enterprises, LLC	LEASE
Najm, Baleria	REIMBURSEMENT
Nash, David L	SERVICES
Navigate360, LLC	PROFESSIONAL DEV
NCS Pearson, Inc	COMPUTER SOFTWARE
Nebraska Council Of School Admin	DUES & FEES
Nebraska Department of Education	INSERVICE
Nebraska Public Health & Environmental L	SERVICES
Nebraska Public Power District	UTILITIES
Norfolk Lodge & Suites	TRAVEL EXPENSE
Notable, Inc.	COMPUTER SOFTWARE
Options in Pyschology, LLC	SERVICES
Ortega, Lucy	REIMBURSEMENT
Panhandle Cooperative Assn	SUPPLIES
Paul Reed Construction	SUPPLIES
Peister, Amanda	STUDENT TEACHING STIPEND
Perry, Guthery, Haas, Gessford P.C., Llo	LEGAL SERVICES
PFM Financial Services LLC	MISCELLANEOUS EXPENSES
Pomp's Tire Service Inc	SUPPLIES
Powell, Wendee Annette	REIMBURSEMENT
PresenceLearning, Inc.	COMPUTER SOFTWARE
Prime Communications, Inc	SUPPLIES
Print Express	SUPPLIES
Project Lead The Way, Inc.	SUPPLIES
Quadient Finance USA, Inc.	LEASE
Quadient Leasing USA, Inc.	LEASE
Ramirez, Wendy	REIMBURSEMENT
Ramos, Stephanie	REIMBURSEMENT
Regional Care Inc	EMPLOYEE BENEFITS
Regional West Health Services	SERVICES
Rein, Andrea	REIMBURSEMENT
Riverside Discovery Center	FAMILY INVOLVEMENT
Riverside Insights	COMPUTER SOFTWARE
Ronda Roth	REIMBURSEMENT
Rosita's	SUPPLIES
Rusch, Samuel	SERVICES
Sanchez, Alma	SERVICES
Sanchez, Carmen	SERVICES
Sauer, Chelsea J	REIMBURSEMENT
Savvas Learning Company LLC	TEXTBOOKS
Scottsbluff Public Schools _29270	FUEL
Scottsbluff Schools Cafeteria Fund	SERVICES
Scottsbluff Schools Foundation	MISCELLANEOUS EXPENSES
Sell, Alicia	REIMBURSEMENT
SHS ProStart Catering	SERVICES
Sodexo Operations, LLC	SERVICES
Staman, Jenise M	REIMBURSEMENT
Staples Contract & Commercial, Inc.	SUPPLIES

State Industiral Products	SUPPLIES
State of Nebraska	INSERVICE
State Of Nebraska Das Communications	SERVICES
Stephen P Schwartz	SERVICES
Stodola, Alicia	STUDENT TEACHING STIPEND
Sweet Rush Ice Cream Truck	SUPPLIES
TAESE/USU	INSERVICE
Team Chevrolet	REPAIRS & MAINTENANCE
TeamMates of Scotts Bluff County, Inc.	MISCELLANEOUS EXPENSES
Teeple, Caroline	REIMBURSEMENT
The Main Idea, LLC	SUPPLIES
The Math Learning Center	TEXTBOOKS
The Musician's Choice, LLC	SUPPLIES
Torrington Sod Farm	SUPPLIES
University of Nebraska-	INSERVICE
Valley Youth Connections, LLC	SERVICES
Valverde, Gabriela	REIMBURSEMENT
Veilleux, Kymbre	REIMBURSEMENT
Verizon Connect	SUPPLIES
Verizon Wireless	COMMUNICATIONS
Vistabeam	COMMUNICATIONS
Walson, Ashley	REIMBURSEMENT
Wambli-Oye, Canku	REIMBURSEMENT
Waste Connection Of Ne, Inc.	UTILITIES
Wentz, Jonathan S	SERVICES
Westco Western Cooperative Co.	FUEL
Wilson, Isaiah	REIMBURSEMENT
Winsupply Scottsbluff NE Co	SUPPLIES
WPCI	SERVICES
Y M C A	SERVICES
Ybarra, Blanca	SERVICES
Zitterkopf, Amy	REIMBURSEMENT
Zwetzig Skate and Bounce House	MISCELLANEOUS EXPENSES

02	INA Alert, Inc	SERVICES
	JEO Consulting Group, Inc	SERVICES

03	Crane, Shannon	REIMBURSEMENT
	Dredla, Shelli	REIMBURSEMENT
	Heimerman, Michael	REIMBURSEMENT
	Paez, Lisa	REIMBURSEMENT
	Petty Cash-Cafeteria	PETTY CASH
	Scheppers, Lisa	REIMBURSEMENT
	Sodexo Operations, LLC	SERVICES
	Watson, Atley	REIMBURSEMENT

04	JEO Consulting Group, Inc	SERVICES
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05

A & A Porta Potties LLC	MISCELLANEOUS EXPENSES
Adams Central Public Schools	DUES & FEES
Ahlers Baking, Inc.	SUPPLIES
Alliance Public Schools	DUES & FEES
Arthur's Pizza	SUPPLIES
Awards Unlimited Inc	SUPPLIES
B & C Steel Corporation	SUPPLIES
Bayard High School	DUES & FEES
Best Western Inn North Platte	TRAVEL EXPENSE
Blossom Shop	SUPPLIES
Bridgeport High School	DUES & FEES
Business Farmer	SUPPLIES
Chadron Public Schools	DUES & FEES
Comfort Inn Hastings	TRAVEL EXPENSE
Country Inn & Suites	TRAVEL EXPENSE
Crete Public Schools	DUES & FEES
Forstrom, Rick	SERVICES
Friends Of Midwest Theatre	SERVICES
GE Money Bank/Amazon	MISCELLANEOUS EXPENSES
Gering Public Schools	DUES & FEES
Gothenburg High School	DUES & FEES
Hampton Inn _13406	TRAVEL EXPENSE
Hinze, Angela D	REIMBURSEMENT
Ideal Linen Supply	SUPPLIES
Jostens - NEFF Company	SUPPLIES
Kimball Public Schools	DUES & FEES
Manhattan Concert Productions	MISCELLANEOUS EXPENSES
McCook Hotel Group LLC / Cobblestone	TRAVEL EXPENSE
Mikes Trophies & Awards	SUPPLIES
Music In The Parks	MISCELLANEOUS EXPENSES
National FFA Organization	DUES & FEES
National September 11 Memorial & Museum	DUES & FEES
Nebraska Deca-Grafton & Assoc	DUES & FEES
Nebraska FFA Association _49655	DUES & FEES
Nebraska School Activity Association	DUES & FEES
Nebraska Wesleyan University	DUES & FEES
New Victorian Inn - Kearney	TRAVEL EXPENSE
Norris School District	DUES & FEES
North Platte Public Schools	DUES & FEES
Ogallala High School	DUES & FEES
Packard, Adrianna	SERVICES
Panhandle Humane Society	MISCELLANEOUS EXPENSES
Pepsi-Cola Of Alliance	SUPPLIES
PFM Financial Services LLC	MISCELLANEOUS EXPENSES
Prime Cut LLC	SERVICES
Renaissance Learning, Inc.	COMPUTER SOFTWARE
Riverside Discovery Center	SERVICES
rSchoolToday/VNN	MISCELLANEOUS EXPENSES
Salazar, Amanda	SERVICES
School Health Corporation _28274	SUPPLIES

	Scottsbluff Country Club 28545	MISCELLANEOUS EXPENSES
	Scottsbluff Public Schools Depr	DEPRECIATION TRANSFER
	Scottsbluff Screenprinting	MISCELLANEOUS EXPENSES
	SHS ProStart Catering	SERVICES
	Sidney High School	DUES & FEES
	SkillsUSA Nebraska	DUES & FEES
	Snowie Shaved Ice	SERVICES
	Sodexo Operations, LLC	SERVICES
	South Dakota School of Mines&Technology	DUES & FEES
	Special Olympics Nebraska, Inc.	MISCELLANEOUS EXPENSES
	Spirit Cruises, LLC	SERVICES
	Voluntary Action Center	MISCELLANEOUS EXPENSES
	Wild Roots Greenhouse and Market, LLC	SUPPLIES
	Yanda's Music & Pro Audio	SUPPLIES
	Zwetzig Skate and Bounce House	SERVICES
06	AC Electric Motor Service	SUPPLIES
	Contractor's Materials	SUPPLIES
	GE Money Bank/Amazon	MISCELLANEOUS EXPENSES
	JEO Consulting Group, Inc	SERVICES
	PFM Financial Services LLC	MISCELLANEOUS EXPENSES
	Robert Nation, Inc.	SERVICES
	Sweetwater Sound Inc.	SUPPLIES
	Sys-Kool, LLC	SUPPLIES
	TForce Freight, Inc. 10804	MISCELLANEOUS EXPENSES
	Trane U.S. Inc	SUPPLIES
	Twin City Hardware Company Inc.	SUPPLIES
	Whiting Signs LLC	SERVICES
07	PFM Financial Services LLC	MISCELLANEOUS EXPENSES
08	Air Evac EMS, Inc	EMPLOYEE BENEFITS
	Regional Care Inc	EMPLOYEE BENEFITS
09	PFM Financial Services LLC	FUEL
10	Platte Valley Bank	BOND PAYMENT

Amount

\$ 6,600.00
\$ 751.15
\$ 1,205.00
\$ 29,620.80
\$ 205.00
\$ 11,596.99
\$ 372.00
\$ 640.00
\$ 3,759.14
\$ 118.00
\$ 14,000.00
\$ 2,275.35
\$ 1,700.00
\$ 1,142.75
\$ 224.70
\$ 40.00
\$ 197.60
\$ 80.00
\$ 27,763.26
\$ 509.36
\$ 120.00
\$ 42.87
\$ 2,352.00
\$ 3,559.29
\$ 375.22
\$ 1,396.04
\$ 3,100.00
\$ 223.83
\$ 3,403.01
\$ 57.30
\$ 2,322.00
\$ 9,966.00
\$ 1,300.00
\$ 61.27
\$ 347.50
\$ 1,100.00
\$ 131.81
\$ 42.88
\$ 354.43
\$ 11,210.50
\$ 180.00
\$ 989.00
\$ 60.70
\$ 560.00
\$ 8,110.56
\$ 12,000.00
\$ 41,453.40
\$ 3,818.00
\$ 31.70
\$ 1,180.00

\$ 2,989.00
\$ 110,478.54
\$ 2,186.76
\$ 2,200.00
\$ 9.77
\$ 5.90
\$ 6,705.13
\$ 53.55
\$ 4,122.73
\$ 76,381.50
\$ 4,205.00
\$ 1,176.00
\$ 107.00
\$ 12.25
\$ 130.72
\$ 390.00
\$ 70.00
\$ 2,000.00
\$ 200.00
\$ 16.08
\$ 675.20
\$ 34.45
\$ 20.00
\$ 383.00
\$ 221.90
\$ 45.00
\$ 37,546.50
\$ 2,000.00
\$ 650.00
\$ 308.60
\$ 1,110.00
\$ 45.00
\$ 967.48
\$ 1,300.00
\$ 1,229.00
\$ 16.68
\$ 7,622.80
\$ 1,142.75
\$ 20.00
\$ 134.53
\$ 1,039.70
\$ 222.06
\$ 409.65
\$ 9.49
\$ 17,280.00
\$ 14,206.87
\$ 2,000.00
\$ 480.00
\$ 290.04
\$ 525.00
\$ 9,275.00

\$ 3,363.75
\$ 23.58
\$ 1,643.32
\$ 1,500.00
\$ 225.38
\$ 445.00
\$ 2,478.00
\$ 1,100.00
\$ 4,337.00
\$ 250.00
\$ 31.00
\$ 48,392.98
\$ 774.00
\$ 9,625.00
\$ 3,450.00
\$ 266.93
\$ 164.97
\$ 235.00
\$ 2,000.00
\$ 557.25
\$ 43,212.57
\$ 558.00
\$ 240.00
\$ 22,701.14
\$ 3,744.65
\$ 337.35
\$ 1,235.50
\$ 1,000.00
\$ 535.42
\$ 12.93
\$ 0.33
\$ 530.00
\$ 461.00
\$ 1,294.98
\$ 2,890.00
\$ 819.72
\$ 38.72
\$ 820.00
\$ 30.00
\$ 50.00
\$ 515.00
\$ 91.39
\$ 86,491.00
\$ 10,157.85
\$ 2,850.00
\$ 1,972.69
\$ 16.75
\$ 1,250.00
\$ 397.25
\$ 296.35
\$ 70.22

\$	6,479.73	
\$	250.00	
\$	267.63	
\$	210.00	
\$	2,000.00	
\$	1,030.62	
\$	2,040.00	
\$	2,108.90	
\$	6,000.00	
\$	1,259.21	
\$	90.00	
\$	26,319.60	
\$	1,652.57	
\$	432.50	
\$	1,540.00	
\$	16,465.00	
\$	48.91	
\$	1,025.00	
\$	265.30	
\$	1,513.33	
\$	300.00	
\$	1,025.00	
\$	6.72	
\$	468.14	
\$	60.00	
\$	1,125.76	
\$	46.16	
\$	400.00	
\$	3,861.00	
\$	149.00	
\$	45.00	
\$	2.00	
\$	300.00	
Fund Total	\$	871,572.09

\$	11,091.59	
\$	14,985.25	
Fund Total	\$	26,076.84

\$	20.40	
\$	29.65	
\$	144.00	
\$	21.95	
\$	140.00	
\$	74.65	
\$	221,660.74	
\$	20.45	
Fund Total	\$	222,111.84

\$	422.50	
Fund Total	\$	422.50

\$ 300.00
\$ 50.00
\$ 54.99
\$ 75.00
\$ 120.00
\$ 216.17
\$ 834.48
\$ 60.00
\$ 963.00
\$ 100.00
\$ 600.00
\$ 714.43
\$ 50.00
\$ 1,090.00
\$ 1,032.00
\$ 100.00
\$ 950.00
\$ 1,126.00
\$ 1,479.35
\$ 190.00
\$ 56.00
\$ 144.40
\$ 426.93
\$ 304.86
\$ 92.54
\$ 75.00
\$ 25,672.00
\$ 626.00
\$ 518.00
\$ 2,449.00
\$ 496.50
\$ 535.00
\$ 26.00
\$ 1,080.00
\$ 297.17
\$ 13,219.00
\$ 1,819.72
\$ 70.00
\$ 100.00
\$ 75.00
\$ 450.00
\$ 1,000.00
\$ 759.50
\$ 64,262.39
\$ 5,100.00
\$ 3,837.00
\$ 258.25
\$ 595.00
\$ 35.00
\$ 1,026.48

\$ 2,073.95
\$ 1,500,000.00
\$ 2,175.00
\$ 120.00
\$ 75.00
\$ 2,270.00
\$ 414.00
\$ 2,227.62
\$ 950.00
\$ 425.00
\$ 2,906.40
\$ 1,000.00
\$ 1,972.11
\$ 2,000.00
\$ 92.00
Fund Total \$ 1,654,213.24

\$ 313.96
\$ 175.00
\$ 171.63
\$ 3,192.50
\$ 128.18
\$ 3,150.00
\$ 4,999.99
\$ 4,935.00
\$ 825.00
\$ 334.77
\$ 3,770.33
\$ 14,944.50
Fund Total \$ 36,940.86

\$ 4,242.77
Fund Total \$ 4,242.77

\$ 23.00
\$ 17,443.07
Fund Total \$ 17,466.07

\$ 15,603.93
Fund Total \$ 15,603.93

\$ 277,236.00
Fund Total \$ 277,236.00

May 2024 Total \$ 3,125,886.14

Scottsbluff Public Schools

General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2023-2024 From Date: 5/1/2024 To Date: 5/31/2024

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	\$10,000.00	\$0.00	(\$10,000.00)	0.00%
105 - SUPERINTENDENT SALARY	\$209,000.00	\$17,416.67	\$156,750.03	\$52,249.97	\$0.00	100.00%
110 - NON INSTRUCTION WAGES	\$6,331,959.73	\$299,983.34	\$2,774,061.80	\$274,423.09	\$3,283,474.84	48.14%
111 - SALARIES TEACHERS/PROFESSIONAL STAFF	\$23,646,786.12	\$1,896,375.52	\$17,276,488.75	\$5,719,009.45	\$651,287.92	97.25%
112 - INSTRUCTIONAL AIDE WAGES	\$3,061,010.22	\$284,673.56	\$2,428,666.26	\$22,342.24	\$610,001.72	80.07%
113 - SUBS	\$15,600.00	\$0.00	\$1,600.00	\$0.00	\$14,000.00	10.26%
114 - SALARIES TECHNICAL STAFF	\$298,110.80	\$24,207.71	\$222,978.05	\$52,290.47	\$22,842.28	92.34%
116 - REGULAR NON CERTIFIED STAFF	\$459,878.77	\$38,269.87	\$331,629.72	\$114,809.56	\$13,439.49	97.08%
120 - NON INSTRUCTION TEMP WAGES	\$146,044.00	\$2,791.91	\$82,791.61	\$0.00	\$63,252.39	56.69%
121 - SALARIES OF TEMP EMP PD TO TEACH/PROF	\$443,409.25	\$76,138.29	\$502,402.47	\$18,973.33	(\$77,966.55)	117.58%
122 - SALARIES OF TEMP EMP PD TO PARAS	\$0.00	\$82.16	\$683.28	\$0.00	(\$683.28)	0.00%
125 - TEMPORARY HELP - ACT	\$30,975.00	\$2,780.00	\$10,075.00	\$0.00	\$20,900.00	32.53%
130 - OVERTIME NON INSTRUCTION	\$51,611.00	\$11,158.95	\$83,376.98	\$0.00	(\$31,765.98)	161.55%
134 - OVERTIME TECHNICAL STAFF	\$0.00	\$22.60	\$59.97	\$0.00	(\$59.97)	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	\$134,081.14	\$1,196,322.06	\$267,690.63	(\$642,176.04)	178.14%
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	\$9,643.48	\$75,481.99	\$5,584.96	(\$33,066.95)	168.89%
210 - GROUP INSURANCE	\$26,097.87	\$2,245.98	\$20,705.92	\$1,937.60	\$3,454.35	86.76%
211 - GROUP INSURANCE FOR TEACHERS/PROF STAFF	\$176,322.43	\$13,748.26	\$122,724.21	\$40,737.00	\$12,861.22	92.71%
212 - GROUP INSURANCE INSTRUCTIONAL AIDES/ASSTS	\$21,965.72	\$2,114.15	\$17,691.64	\$91.05	\$4,183.03	80.96%
214 - GROUP INSURANCE TEHNCIAL STAFF	\$2,235.84	\$181.73	\$1,663.98	\$392.19	\$179.67	91.96%
215 - GROUP INSURANCE SUPERINTENDENTS	\$1,567.50	\$130.63	\$1,175.67	\$391.88	(\$0.05)	100.00%
216 - GROUP INSURANCE NON CERT PROF STAFF	\$3,449.09	\$249.60	\$2,548.96	\$748.80	\$151.33	95.61%
220 - FICA SS	\$485,540.01	\$22,499.03	\$214,967.11	\$19,369.18	\$251,203.72	48.26%
221 - FICA SS TEACHERS	\$1,917,487.22	\$151,293.73	\$1,361,172.24	\$427,396.71	\$128,918.27	93.28%
222 - FICA SS INSTRUCTIONAL AIDES/ASSTS	\$229,347.78	\$21,394.49	\$185,439.13	\$1,095.67	\$42,812.98	81.33%
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	\$1,803.24	\$16,957.76	\$3,908.76	\$1,938.97	91.50%
225 - FICA SS SUPERINTENDENTS	\$15,988.50	\$1,307.20	\$8,871.45	\$3,921.59	\$3,195.46	80.01%

Scottsbluff Public Schools

General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2023-2024 From Date: 5/1/2024 To Date: 5/31/2024

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	\$2,651.89	\$24,090.05	\$7,191.04	\$3,899.64	88.92%
230 - RETIREMENT CONTRIBUTIONS	\$620,513.69	\$30,188.67	\$281,336.04	\$26,150.99	\$313,026.66	49.55%
231 - RETIREMENT TEACHERS/PROF STAFF	\$2,175,808.07	\$181,030.74	\$1,636,961.48	\$533,976.71	\$4,869.88	99.78%
232 - RETIREMENT INSTRUCTIONAL AIDES/ASSTS	\$289,692.89	\$28,088.04	\$237,527.14	\$1,427.20	\$50,738.55	82.49%
234 - RETIREMENT TECHNICAL STAFF	\$29,446.78	\$2,393.42	\$21,913.27	\$5,165.16	\$2,368.35	91.96%
235 - RETIREMENT SUPERINTENDENTS	\$20,644.60	\$1,720.38	\$15,483.42	\$5,161.14	\$0.04	100.00%
236 - RETIREMENT PROF NON CERT STAFF	\$45,425.91	\$3,780.22	\$34,021.99	\$10,354.86	\$1,049.06	97.69%
240 - ON BEHALF OF	\$278,775.00	\$0.00	\$221,762.29	\$0.00	\$57,012.71	79.55%
251 - TUITION REIMBURSEMENT TEACHERS/PROF STAFF	\$0.00	\$0.00	\$1,176.00	\$0.00	(\$1,176.00)	0.00%
260 - UNEMPLOYMENT NON INSTRUCTION	\$41,270.82	\$1,214.18	\$10,464.68	\$2,129.13	\$28,677.01	30.52%
280 - HEALTH BENEFITS-NON INSTRUCTIONAL	\$0.00	\$13,399.68	\$117,651.90	\$10,230.72	(\$127,882.62)	0.00%
281 - HEALTH BENEFITS-TEACHERS/PROFESSIONAL STAFF	\$1,187,557.08	\$66,033.45	\$585,506.30	\$196,295.42	\$405,755.36	65.83%
282 - HEALTH BENEFITS-INSTRUCTIONAL AIDES/ASSISTANTS	\$400,000.00	\$13,150.37	\$110,606.71	\$0.00	\$289,393.29	27.65%
284 - HEALTH BENEFITS-IT SUPPORT STAFF	\$0.00	\$499.06	\$4,491.54	\$1,497.18	(\$5,988.72)	0.00%
286 - HEALTH BENEFITS-PROFESSIONAL NON CERTIFIED STAFF	\$4,990.56	\$2,902.97	\$30,119.91	\$8,733.54	(\$33,862.89)	778.54%
291 - OTHER BENEFITS TEACHERS/PROF STAFF	\$10,500.00	\$11,504.00	\$81,485.83	\$0.00	(\$70,985.83)	776.06%
310 - PROFESSIONAL & TECHNICAL SERVICES	\$11,600.00	\$0.00	\$0.00	\$0.00	\$11,600.00	0.00%
312 - REPAIRS	\$51,030.00	\$3,318.97	\$7,036.52	\$2,782.57	\$41,210.91	19.24%
314 - INSERVICE	\$213,361.00	\$6,868.00	\$57,807.84	\$1,744.58	\$153,808.58	27.91%
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	\$680.00	\$6,320.00	\$0.00	(\$320.00)	105.33%
317 - LEGAL SERVICES	\$68,250.00	\$1,546.25	\$33,262.83	\$0.00	\$34,987.17	48.74%
318 - CONTRACTED OR SECURED SERVICES	\$312,296.00	\$3,851.40	\$12,305.85	\$0.00	\$299,990.15	3.94%
319 - OTHER PROFESSIONAL & TECHNICAL SERVICES	\$826,423.00	\$65,060.30	\$640,228.25	\$29,969.95	\$156,224.80	81.10%
321 - FUEL	\$361,200.00	\$28,889.02	\$176,046.28	\$0.00	\$185,153.72	48.74%
322 - ELECTRICITY	\$562,675.00	\$49,789.02	\$426,115.29	\$2,384.29	\$134,175.42	76.15%
323 - WATER & SEWER	\$91,350.00	\$970.23	\$46,263.05	\$5,708.98	\$39,377.97	56.89%
325 - GARBAGE	\$98,700.00	\$3,336.32	\$77,109.92	\$13,890.32	\$7,699.76	92.20%
327 - RENTALS OR LEASES	\$210,225.00	\$7,217.71	\$68,711.80	\$13,543.47	\$127,969.73	39.13%
328 - PROPERTY INSURANCE	\$697,200.00	\$0.00	\$945,100.01	\$0.00	(\$247,900.01)	135.56%
330 - EMPLOYEE TRAINING AND DEVELOPMENT	\$96,000.00	\$4,606.00	\$6,391.00	\$0.00	\$89,609.00	6.66%
331 - CONTRACTED PUPIL TRANSPORTATION	\$1,143,050.00	\$108,654.51	\$871,223.72	\$0.00	\$271,826.28	76.22%
332 - MILEAGE TO PARENTS	\$3,875.00	\$1,214.48	\$6,319.92	\$216.00	(\$2,660.92)	168.67%
336 - GAS & OIL	\$179,750.00	\$14,809.52	\$144,090.85	\$4,422.99	\$31,236.16	82.62%

Scottsbluff Public Schools

General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2023-2024 From Date: 5/1/2024 To Date: 5/31/2024

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
337 - TIRES & PARTS	\$12,725.00	\$1,049.29	\$11,259.84	\$238.99	\$1,226.17	90.36%
338 - REPAIRS & MAINTENANCE TO VEHICLES	\$35,875.00	\$3,955.43	\$39,638.49	\$3,625.52	(\$7,389.01)	120.60%
340 - LIABILITY INSURANCE	\$2,625.00	\$0.00	\$0.00	\$0.00	\$2,625.00	0.00%
350 - ADVERTISING & PRINTING	\$28,295.00	\$1,708.56	\$16,180.55	\$0.00	\$12,114.45	57.19%
363 - TUITION PAID-OTHER	\$65,000.00	\$8,646.70	\$69,173.60	\$0.00	(\$4,173.60)	106.42%
370 - TUITION PAID-SPED	\$611,500.00	\$30,775.70	\$235,015.84	\$0.00	\$376,484.16	38.43%
380 - COMMUNICATIONS	\$131,375.00	\$13,855.52	\$103,828.90	\$23,791.40	\$3,754.70	97.14%
381 - POSTAGE	\$27,165.51	\$13.15	\$6,291.00	\$4,998.40	\$15,876.11	41.56%
382 - DISTANCE ED & TELECOMMUNICATIONS	\$35,420.00	\$1,968.85	\$15,826.39	\$0.00	\$19,593.61	44.68%
390 - OTHER PURCHASED SERVICES	\$45,550.00	\$0.00	\$5,620.00	\$0.00	\$39,930.00	12.34%
391 - COPY SERVICE-BUILDINGS	\$1,320.00	\$0.00	\$0.00	\$0.00	\$1,320.00	0.00%
395 - SUBAWARDS/SUBCONTRACTS	\$60,000.00	\$16,465.00	\$92,445.83	\$0.00	(\$32,445.83)	154.08%
397 - SUBAWARDS/SUBCONTRACTS	\$0.00	\$0.00	\$24,000.00	\$0.00	(\$24,000.00)	0.00%
398 - SUBAWARDS/SUBCONTRACTS	\$15,000.00	\$1,205.00	\$6,130.00	\$0.00	\$8,870.00	40.87%
399 - SUBAWARDS/SUBCONTRACTS	\$16,000.00	\$6,600.00	\$33,000.00	\$0.00	(\$17,000.00)	206.25%
400 - SUPPLIES & MATERIALS	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
410 - SUPPLIES	\$1,664,781.47	\$69,406.07	\$686,626.70	\$43,006.34	\$935,148.43	43.83%
411 - TAXES	\$6,250.00	\$281.98	\$1,175.35	\$0.00	\$5,074.65	18.81%
413 - SUPPLIES - MEDICAID REIMB.	\$0.00	\$329.96	\$447.60	\$1,795.43	(\$2,243.03)	0.00%
415 - ANNUAL PURCHASE SUPPLIES	\$244,400.00	\$8,155.41	\$164,890.13	\$85,460.33	(\$5,950.46)	102.43%
420 - TEXTBOOKS	\$1,078,708.00	\$134,213.33	\$264,980.04	\$366,109.02	\$447,618.94	58.50%
430 - LIBRARY BOOKS	\$18,275.00	\$2,724.55	\$31,708.01	\$9,539.13	(\$22,972.14)	225.70%
440 - PERIODICALS	\$19,726.00	\$97.00	\$850.93	\$0.00	\$18,875.07	4.31%
450 - AUDIO-VISUAL MATERIALS	\$5,100.00	\$0.00	\$2,660.00	\$0.00	\$2,440.00	52.16%
460 - COMPUTER HARDWARE < 5000	\$569,425.00	\$131,370.29	\$776,441.23	\$13,634.00	(\$220,650.23)	138.75%
465 - COMPUTER SOFTWARE	\$299,984.00	(\$1,492.69)	\$275,787.14	\$137,793.32	(\$113,596.46)	137.87%
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	\$2,850.00	\$28,500.00	\$0.00	\$21,500.00	57.00%
475 - FEE WAIVER	\$15,250.00	\$0.00	\$3,640.00	\$0.00	\$11,610.00	23.87%
480 - FURNITURE & EQUIPMENT <\$5000	\$26,727.00	\$29,919.95	\$100,109.18	\$28,888.35	(\$102,270.53)	482.65%
490 - OTHER SUPPLIES & MATERIALS	\$0.00	\$0.00	\$57.24	\$0.00	(\$57.24)	0.00%
520 - BUILDING, ACQUISITION IMPROVEMENT	\$183,750.00	\$1,500,000.00	\$1,500,000.00	\$0.00	(\$1,316,250.00)	816.33%
530 - FURNITURE & EQUIPMENT	\$409,069.00	\$6,687.00	\$63,545.41	\$37,317.02	\$308,206.57	24.66%
550 - VEHICLE ACQUISITION	\$160,000.00	\$299.29	\$147,766.53	\$548.25	\$11,685.22	92.70%

Scottsbluff Public Schools

General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2023-2024 From Date:5/1/2024 To Date:5/31/2024

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
560 - COMPUTER HARDWARE	\$185,950.00	\$0.00	\$50,664.21	\$0.00	\$135,285.79	27.25%
563 - INSURANCE PAYMENTS	\$2,625.00	\$0.00	\$0.00	\$0.00	\$2,625.00	0.00%
630 - DUES & FEES	\$105,350.00	\$1,980.15	\$51,482.54	\$139.00	\$53,728.46	49.00%
670 - TRAVEL EXPENSE & MILEAGE	\$515,421.00	\$64,589.21	\$445,461.75	\$12,096.85	\$57,862.40	88.77%
671 - PROFESSIONAL DEVELOPMENT	\$10,000.00	\$150.27	\$711.54	\$0.00	\$9,288.46	7.12%
672 - PROFESSIONAL DEV TRAVEL	\$5,000.00	\$0.00	\$6,210.01	\$0.00	(\$1,210.01)	124.20%
673 - PROFESSIONAL DEV TRAVEL	\$5,000.00	\$0.00	\$5,079.46	\$0.00	(\$79.46)	101.59%
674 - PROFESSIONAL DEV TRAVEL	\$1,000.00	\$226.62	\$2,110.27	\$62.84	(\$1,173.11)	217.31%
675 - FIELD TRIPS	\$34,950.00	\$2,068.20	\$15,529.28	\$0.00	\$19,420.72	44.43%
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	\$2,478.00	\$13,528.00	\$0.00	(\$13,528.00)	0.00%
679 - PROFESSIONAL DEV	\$10,000.00	\$12,000.00	\$12,000.00	\$0.00	(\$2,000.00)	120.00%
680 - PROFESSIONAL DEV	\$10,000.00	\$0.00	\$4,044.25	\$0.00	\$5,955.75	40.44%
682 - PROFESSIONAL DEV	\$0.00	\$0.00	\$4,675.00	\$0.00	(\$4,675.00)	0.00%
690 - MISCELLANEOUS EXPENSES	\$133,820.00	\$9,140.80	\$43,209.82	\$1,656.79	\$88,953.39	33.53%
695 - FAMILY INVOLVEMENT	\$8,750.00	\$2,890.00	\$7,448.98	\$2,111.10	(\$810.08)	109.26%
999 - CREDIT FOR USE	(\$164,850.00)	(\$26,026.74)	(\$248,046.95)	\$0.00	\$83,196.95	150.47%
01 - GENERAL FUND Total:	\$55,368,582.10	\$5,724,543.89	\$39,312,243.07	\$8,683,152.45	\$7,373,186.58	86.68%

Scottsbluff Public Schools

General Ledger - Fund 1 Expenditures for Board

Fiscal Year: 2023-2024 From Date:5/1/2024 To Date:5/31/2024

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
Grand Total:	\$55,368,582.10	\$5,724,543.89	\$39,312,243.07	\$8,683,152.45	\$7,373,186.58	86.68%

End of Report

Scottsbluff Public Schools

Fund Balances

Fiscal Year: 2023-2024

Month: May
 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	\$17,375,880.21	\$41,848,444.60	(\$39,312,267.39)	\$0.00	\$19,912,057.42
02	SPECIAL BUILDING FUND	\$3,502,238.27	\$980,921.62	(\$1,607,631.76)	\$0.00	\$2,875,528.13
03	SCHOOL LUNCH FUND	\$2,066,697.62	\$1,877,092.88	(\$2,025,769.21)	\$0.00	\$1,918,021.29
04	QUAL CAPITAL PURPOSE FUND	\$670,898.93	\$352,193.31	(\$46,168.00)	\$0.00	\$976,924.24
05	ACTIVITY FUND	\$490,266.25	\$809,021.97	(\$824,371.12)	\$0.00	\$474,917.10
06	DEPRECIATION FUND	\$1,864,546.89	\$1,500,000.00	(\$1,396,050.73)	\$0.00	\$1,968,496.16
07	STUDENT FEE FUND	\$15,351.47	\$19,682.25	(\$31,609.91)	\$0.00	\$3,423.81
08	EMPLOYEE BENEFIT FUND	\$33,889.56	\$219,410.80	(\$206,979.23)	\$0.00	\$46,321.13
09	COOPERATIVE FUND	\$50,228.43	\$158,373.74	(\$152,760.56)	\$0.00	\$55,841.61
10	BOND FUND	\$5,003,785.78	\$2,504,034.74	(\$2,840,047.95)	\$0.00	\$4,667,772.57
Grand Total:		\$31,073,783.40	\$50,269,175.91	(\$48,443,655.86)	\$0.00	\$32,899,303.46

End of Report

Scottsbluff Public Schools

Revenue Report

 Summary Only

From Date: 5/1/2024

To Date: 5/31/2024

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
Fund: 01 GENERAL FUND					
01.1.1030.102.0.000.00 BAD DEBT WRITE OFF	\$0.00	\$40.40	\$924.28	(\$924.28)	0.00%
01.1.1110.100.0.000.00 LOCAL DISTRICT TAXES	\$15,118,198.00	\$4,595,682.96	\$8,890,729.65	\$6,227,468.35	41.19%
01.1.1115.100.0.000.00 CARLINE TAXES / DEBATE	\$13,000.00	\$10,913.86	\$10,913.86	\$2,086.14	16.05%
01.1.1120.100.0.000.00 PUBL POWER SALES TAX	\$500,000.00	\$0.00	\$604,307.26	(\$104,307.26)	-20.86%
01.1.1125.100.0.000.00 MOTOR VEHICLE TAX	\$1,300,000.00	\$115,128.91	\$1,085,658.71	\$214,341.29	16.49%
01.1.1270.100.0.000.00 PRESCHOOL RECEIPTS	\$120,000.00	\$8,760.00	\$104,169.99	\$15,830.01	13.19%
01.1.1270.100.0.015.00 PRESCHOOL RECEIPTS	\$0.00	\$10,111.58	\$144,464.16	(\$144,464.16)	0.00%
01.1.1270.102.0.000.00 PRESCHOOL RECEIPTS	\$0.00	\$0.00	\$773.13	(\$773.13)	0.00%
01.1.1270.102.0.015.00 BAD DEBT WRITE OFF	\$0.00	\$0.00	(\$376.85)	\$376.85	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	\$42,203.19	\$449,236.91	(\$349,236.91)	-349.24%
01.1.1610.100.0.000.00 LOCAL LICENSE FEES	\$20,000.00	\$0.00	\$23,255.00	(\$3,255.00)	-16.28%
01.1.1620.100.0.000.00 POLICE COURT FINES/SALE OF NON REIMB	\$0.00	\$19,671.18	\$148,104.87	(\$148,104.87)	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	\$1,019.19	\$5,574.14	(\$5,574.14)	0.00%
01.1.1810.100.0.060.00 AFTER SCHOOL PROGRAM	\$0.00	\$3,381.10	\$18,387.12	(\$18,387.12)	0.00%
01.1.1810.100.0.080.00 AFTER SCHOOL PROGRAM	\$0.00	\$1,750.12	\$9,746.37	(\$9,746.37)	0.00%
01.1.1810.102.0.050.00	\$0.00	\$0.00	(\$92.25)	\$92.25	0.00%

Scottsbluff Public Schools

Revenue Report

 Summary Only

From Date: 5/1/2024

To Date: 5/31/2024

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	(\$35.90)	(\$208.48)	\$208.48	0.00%
AFTER SCHOOL PROGRAM					
01.1.1810.102.0.080.00	\$0.00	\$0.00	(\$94.46)	\$94.46	0.00%
BAD DEBT WRITE OFF					
01.1.1820.100.0.015.00	\$0.00	\$65.00	\$17,962.16	(\$17,962.16)	0.00%
PRESCHOOL BEFORE & AFTER SCHOOL CARE					
01.1.1820.102.0.015.00	\$0.00	(\$4.50)	(\$137.00)	\$137.00	0.00%
BAD DEBT WRITE OFF					
01.1.1910.100.0.000.00	\$10,000.00	\$500.00	\$9,475.00	\$525.00	5.25%
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	\$16,460,341.10	\$2,020,247.90	10.93%
STATE AID					
01.1.3110.100.0.015.00	\$0.00	\$32,097.10	\$288,873.90	(\$288,873.90)	0.00%
STATE AID					
01.1.3120.100.0.000.00	\$4,400,000.00	\$827,682.00	\$4,940,646.00	(\$540,646.00)	-12.29%
SPECIAL ED					
01.1.3125.100.0.000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
SPECIAL EDUC. TRANSPORTATION					
01.1.3130.100.0.000.00	\$0.00	\$99,296.51	\$289,698.73	(\$289,698.73)	0.00%
HOMESTEAD EXEMPTION					
01.1.3132.100.0.000.00	\$0.00	\$456,349.52	\$912,699.04	(\$912,699.04)	0.00%
PERSONAL PROPERTY TAX CREDIT					
01.1.3133.100.0.000.00	\$0.00	\$0.00	\$222.75	(\$222.75)	0.00%
NAMEPLATE CAPACITY TAX					
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	\$0.00	\$546,107.38	(\$196,107.38)	-56.03%

Scottsbluff Public Schools

Revenue Report

 Summary Only

From Date: 5/1/2024

To Date: 5/31/2024

Fiscal Year: 2023-2024

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
STATE APPORTIONMENT					
01.1.3540.100.0.000.00	\$250,000.00	\$74,081.00	\$288,893.17	(\$38,893.17)	-15.56%
STATE EARLY CHILDHOOD-STADIUM					
01.1.3541.100.0.000.00	\$306,850.00	\$0.00	\$280,966.00	\$25,884.00	8.44%
EARLY CHILDHOOD SIXPENCE					
01.1.3551.100.0.000.00	\$0.00	\$0.00	\$24,343.00	(\$24,343.00)	0.00%
Career Education State Grant					
01.1.3599.100.0.000.00	\$0.00	\$0.00	\$8,000.00	(\$8,000.00)	0.00%
OTHER STATE CATEGORICAL PROGRAMS					
01.1.3990.100.0.000.00	\$1,000.00	\$0.00	\$2,978.52	(\$1,978.52)	-197.85%
OTHER STATE RECEIPTS					
01.1.3992.100.0.000.00	\$0.00	\$0.00	\$15,000.00	(\$15,000.00)	0.00%
EDUCATION QUEST					
01.1.4105.100.0.000.00	\$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	\$850,532.00	\$249,468.00	22.68%
TITLE 1, PART A					
01.1.4222.100.0.000.00	\$11,000.00	\$11,475.00	\$28,348.00	(\$17,348.00)	-157.71%
MCKINNEY HOMELESS GRANT					
01.1.4310.100.0.000.00	\$150,000.00	\$0.00	\$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					
01.1.4404.100.0.000.00	\$0.00	\$0.00	\$756,633.00	(\$756,633.00)	0.00%
IDEA BASE 0-4					
01.1.4406.100.0.000.00	\$19,000.00	\$0.00	\$20,483.00	(\$1,483.00)	-7.81%
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	\$26,635.00	(\$1,635.00)	-6.54%
IDEA PART B PORPORTIONALTE SHARE					
01.1.4450.100.0.000.00	\$200,000.00	(\$65,922.78)	\$246,749.85	(\$46,749.85)	-23.37%
M.I.P.S.					
01.1.4455.100.0.000.00	\$200,000.00	\$65,922.78	\$65,922.78	\$134,077.22	67.04%
MEDICAID CLAIM PROCESSING					
01.1.4510.100.0.000.00	\$430,000.00	\$0.00	\$462,034.58	(\$32,034.58)	-7.45%

Scottsbluff Public Schools

Revenue Report

 Summary Only

From Date: 5/1/2024

To Date: 5/31/2024

Fiscal Year: 2023-2024

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
TITLE IV STUDENT SUPPORT & ACADEMIC ENRICHMENT GRA					
01.1.4700.100.0.000.00 CARL PERKINS	\$55,000.00	\$0.00	\$55,301.00	(\$301.00)	-0.55%
01.1.4910.100.0.000.00 INDIAN EDUCATION	\$25,000.00	\$0.00	\$28,516.24	(\$3,516.24)	-14.06%
01.1.4925.100.0.000.00 TITLE III ELL	\$20,000.00	\$0.00	\$27,341.20	(\$7,341.20)	-36.71%
01.1.4967.100.0.000.00 TITLE IV PART A	\$70,000.00	\$0.00	\$80,969.00	(\$10,969.00)	-15.67%
01.1.4968.100.0.000.00 21ST CENTURY GRANT (TITLE IV, PART B)	\$0.00	\$0.00	\$150,000.00	(\$150,000.00)	0.00%
01.1.4968.100.1.060.00 21ST CENTURY GRANT (TITLE IV, PART B)	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
01.1.4968.100.1.070.00 21ST CENTURY GRANT (TITLE IV, PART B)	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
01.1.4968.100.1.080.00 21ST CENTURY GRANT (TITLE IV, PART B)	\$50,000.00	\$0.00	\$0.00	\$50,000.00	100.00%
01.1.4988.100.0.000.00 ARP - ELO	\$0.00	\$0.00	\$11,008.00	(\$11,008.00)	0.00%
01.1.4988.100.1.000.00 ARP - Expanded Learning Collaborative	\$192,500.00	\$0.00	\$0.00	\$192,500.00	100.00%
01.1.4989.100.0.000.00 ARP - ELO SUMMER	\$0.00	\$0.00	\$64,054.00	(\$64,054.00)	0.00%
01.1.4992.100.0.000.00 AFJROTC	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.00%
01.1.4993.100.0.000.00 ARP HCY I	\$0.00	\$0.00	\$1,173.00	(\$1,173.00)	0.00%
01.1.4994.100.0.000.00 ARP HCY II	\$0.00	\$7,190.00	\$17,434.00	(\$17,434.00)	0.00%
01.1.4995.100.0.000.00 CATEGORICAL GRANTS	\$1,626,104.00	\$0.00	\$382,855.86	\$1,243,248.14	76.46%
01.1.4997.100.0.000.00 ESSER II Grant	\$0.00	\$0.00	\$2,667,152.00	(\$2,667,152.00)	0.00%
01.1.4998.100.0.000.00 ESSER III Grant	\$5,015,245.00	\$0.00	\$0.00	\$5,015,245.00	100.00%
01.1.5250.000.0.000.00	\$0.00	\$0.00	\$9,623.83	(\$9,623.83)	0.00%

Scottsbluff Public Schools

Revenue Report

 Summary Only

From Date: 5/1/2024

To Date: 5/31/2024

Fiscal Year: 2023-2024

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
BOY/GIRL SWIMMING					
01.1.5301.100.0.000.00	\$0.00	(\$13,761.44)	\$4,371.10	(\$4,371.10)	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	\$38,278.46	\$137,677.94	(\$112,677.94)	-450.71%
OTHER NON-REVENUE RECEIPTS					
Fund 01 Total:	\$51,520,986.00	\$8,157,837.14	\$41,848,444.60	\$9,672,541.40	18.77%
Grand Total:	\$51,520,986.00	\$8,157,837.14	\$41,848,444.60	\$9,672,541.40	18.77%

End of Report

Community RelationsPublic Access to School Records - Examination, Making Memoranda, and Copying

1. The District, through the Superintendent, shall provide interested persons access to the records of the District as required by law. A Request for Information form will be supplied by the District. Public records requests should be directed to the District Office. Such access shall include the opportunity to examine, make memoranda, and copy district records. The District shall not make records of individual students or personnel available except as allowed by law or compelled by court order.
2. Records may be examined at the District Office during the hours such offices are open for the ordinary transaction of business and when the Superintendent is present.
3. Records may be obtained in the form in which the record is maintained including, but not limited to, printouts, electronic data, disc, tapes, and photocopies. The District will not be required to produce or generate any record in a new or different form or format modified from that of the original district record. Copies of records may be made as follows:
 - a. Copies may be made by persons using their own copying or photocopying equipment, provided that such copies shall be made on the premises of the District offices or at a location mutually agreed to by the requester and the District.
 - b. Copies may be obtained from the District if the District has copying equipment reasonably available, and upon payment of a fee for providing copies. The Superintendent or designee shall establish a fee schedule for the copying of district records, provided that such fee is not to exceed the actual cost of making the copies available. Actual costs of making copies available include: Paper, discs, and other hard copy materials, copier device costs (equipment lease, depreciation and maintenance), electricity, and the cost of personnel. If the copies requested are estimated by the District to be more than fifty dollars (\$50.00), the District may require the requester to furnish a deposit prior to fulfilling such request.
4. **For residents of Nebraska and news media desiring to submit a public records request to the District, a requester must submit a written request to the District.** Upon written request for access to records, the District will provide to the requester the record or a written response as soon as is practicable and without delay, but not more than four business days after actual receipt of the request:
 - a. Access to or, if copying equipment is reasonably available, copies of the District records requested;
 - b. A denial of the request, or portion thereof, if there is a legal basis for such denial of access to district records will be in written form from the District; or,
 - c. If the entire request cannot, with reasonable good faith efforts, be fulfilled within four business days after actual receipt of the request due to the significant difficulty or extensiveness of the request, the District shall provide a written explanation, including the earliest practicable date for fulfilling the request, and estimate of the expected cost of any copies, and an opportunity to modify or prioritize the items

within the request. If the response to the request is expected to require more than eight cumulative hours of staff time spent searching, identifying, physically redacting, or copying, the District may require the requester to furnish a deposit, as permitted under the Public Records Request Laws.

5. For nonresidents of Nebraska, a requester must submit a written request to the District. The District may then require the requester to submit a deposit, as permitted under the Public Records Request Laws.

Legal Reference: [Neb. Rev. Stat. §§ 84-712 et seq.](#)

Date of Adoption: August 9, 2021

Date of Revision: ~~December 11, 2023~~

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 \$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 \$10,000 - \$40,000, with Board approval for purchases of \$40,000 or above.

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

PROCEDURE FOR PURCHASES:

Dollar Amount	Approval Levels	Purchase Process
1- 499	Principal/Supervisor	Competitive Price
500 - 9,999	Principal/Supervisor, EDF	Competitive Price
10,000 – 39,999	Principal/Supervisor, EDF, Superintendent	Formal Bid
40,000+	Principal/Supervisor, EDF, Superintendent Board of Education	Formal Bid
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 \$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.
13. **Notwithstanding anything to the contrary, no employee may enter into any agreement or**

understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

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. § 49-1401, et seq](#)
[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: ~~March 11, 2024~~

Business Operations

Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced-price school meals should submit an application to determine their eligibility. Applications are available through the principal or designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced-price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishes and handles the bad debt.

The District will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast account of any student. Nor will the District assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons and organizations who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced-price meals.

Distribution Annually

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Legal Reference: [42 U.S.C. § 1751](#)
[U.S.D.A. Memorandum SP 23-2017](#)
[LB 1329 \(2024\)](#)

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

Personnel - Certificated EmployeesTeacher Training

The District shall provide and promote development programs for all professional staff - Superintendent, principals, teachers and the Board of Education. Features of the staff development program:

1. Staff development resources and time shall be allocated in keeping with the key values and priorities of the district.
2. The staff development program shall concentrate on the programs and practices of effective schools and teaching, goal setting, assessment procedures, evaluation of staff, and the change process.
3. Content shall be selected that has been verified by research to improve student outcomes.
4. Teachers shall be actively involved in initiating, planning, and conducting the development programs for teachers.

At least annually, the administration will present to the Board the planned staff training as required by law. The Board will then approve those training requirements if the Board determines that the length of each training is reasonable.

Date of Adoption: August 9, 2021

Date of Revision:

StudentsOption EnrollmentProcess and Time Lines to Option In

For a student to attend Scottsbluff Public Schools as an option enrollment student, the student's parent or guardian must submit an application to the Board of Education of the Scottsbluff Public School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident School District **or, if the student attends a different district as an option student, the option district** with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within 60 days after submission.

During Open Enrollment, the first round of applications received between January 1 and February 15 will be notified March 1. Applications received during the second round, between February 16 and March 31, will be notified no later than April 15. All other applications received prior to the start of school will be notified as space and staffing decisions are made. Applications received during the third round are added to the prioritized list on a first come, first served basis.

1. Provisions for Waiver of Application Deadline. The application deadline will be waived by the District for applications to option into the Scottsbluff Public School District, provided that the application contains a release approval from the resident District **or, if the student is an option student attending a different district, the option district attended by the student** and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level, or school building or in any special education programs operated by this school district which have been determined by the School District to be at capacity or past the appropriate program timeline, and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.
2. Rejection of Applications - Reasons
 - a. Capacity. An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special

education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

- b. Previous Option Enrollment. An option enrollment application shall be rejected in the event the student has ~~exhausted their option enrollments in other school districts, as determined by state law. previously filed an option enrollment application for enrollment in any school district and has had such application accepted, unless a statutory exception to the “one-time” rule is applicable to the student’s circumstance.~~
 - c. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent’s designee, or the District determines the application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the District within the time lines indicated, or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including “previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings” and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.
3. Priority of Acceptance
Priority shall be accorded in the following order:
- a. First, to those applications required to be given priority by law;
 - b. Second, to those with a sibling in attendance at Scottsbluff Public Schools, with priority within this group being given to those who had earliest filed applications; and,
 - c. Third, to those without an option student sibling in attendance at Scottsbluff Public Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent or the Superintendent’s designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

4. Determination of Capacity
The District will determine and set, on an annual basis, the maximum number of option enrollment applications the District will accept in any program, class, grade level, or

school building, operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and and may declare a program, class, or school unavailable to option students due to lack of capacity. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Executive Director of Student Services or designee.

5. Releases for Options Out

A request for release of a resident student **or option student currently attending of the** Scottsbluff Public School District who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent's designee is hereby authorized to execute such releases on behalf of the District, subject to subsequent ratification by the District.

6. Notification of Acceptance or Rejection

In the case of an application to option enroll into the Scottsbluff Public School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or guardian of the student and the resident School District, **or if the student is an option student attending a different district, that option district**, whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within 60 days after submission.

If an option enrollment application or a request for release is rejected by the Scottsbluff Public School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

7. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within 45 days after filing in the following circumstances:

- a. The student relocated to a different resident school district after February 1;
- b. The student's option school district merged with another district effective after February 1; or,
- c. The application is for attendance during the immediately following and subsequent school years.

8. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation, and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

- a. The Scottsbluff Public School District may, upon mutual agreement with the parent or guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The School District may charge the parent or guardian of each option student transported a fee sufficient to recover the additional costs of such transportation.
- b. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option School District. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
- c. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident School District.

9. Information Regarding Schools, Programs, Policies, and Procedures

As part of the option enrollment program, the administration shall make information about the Scottsbluff Public Schools and its school, programs, policies, and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: [Neb. Rev. Stat. §§ 79-232 to 79-246](#)

Date of Adoption: August 9, 2021

Date of Revision: ~~July 10, 2023~~

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The ~~principals and teachers are required to~~ District will maintain an accurate record of student attendance.

1. Attendance and Absences

- a. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as *School Excused* or *Not School Excused*. Absences should be cleared through the principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
 - i. *School Excused*. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
 1. Impossible or impracticable barriers outside the control of the parent, guardian, or child prevent a student from attending school. The parent or guardian must provide the school with documentation to demonstrate the absence was beyond the control of the parent, guardian, or child. This could include, but is not limited to documented illness (**including physical or mental illness**), court, death of a family member, or suspension.
 2. Other absences as determined by the principal or the principal's designee.
 - ii. *Not School Excused*. Absences that are *Not School Excused* may result in a report to the county attorney and may be classified as follows:
 1. Parent or guardian acknowledged absences are those in which the parent or guardian communicated with the school in the prescribed manner that the child is absent and is the parent or guardian's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
 2. Other absences are those in which the parent or guardian has not communicated a reason for the student's absence.
- b. Absence Procedure. In its student information system, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, with applicable codes identified to the parent or guardian and students as fitting into one of the above defined absence circumstances.
- c. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.
 - i. Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current

school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the School District in which the child resides an affidavit stating either:

1. That the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or,
2. That the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section Neb. Rev. Stat. § 79-1601 on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who:

- i. Has obtained a high school diploma by meeting statutory graduation requirements;
- ii. Has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or,
- iii. Has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or the Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Scottsbluff Public Schools or resides in the Scottsbluff Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- i. The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- ii. The person who has legal or actual charge or control of the child who requested the exit interview;
- iii. The Superintendent or the Superintendent's designee;
- iv. The child's principal or designee if the child at the time of the exit interview is enrolled in a school operated by the School District; and,
- v. Any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the

child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that the person has legal or actual charge or control of the child and the child would be withdrawing due to either:

- i. Financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or,
- ii. An illness of the child making attendance impossible or impracticable.

The Superintendent or the Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the School District and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the School District agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- i. The child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable; and,
- ii. The Superintendent or the Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or the Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either financial hardship, or an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the appropriate school administrator as the Superintendent's designee to be the attendance officer

(hereafter, “attendance officer”). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the District, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under “Excessive Absenteeism” and “Reporting Excessive Absenteeism.”

Excessive Absenteeism. Students who accumulate five unexcused absences in a quarter which are *Not School Excused* shall be deemed to have “excessive absences.” Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students.

When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences **of at least twenty days** which are *Not School Excused* and the absences are of concern due to the effect of the absences on the student’s academics, the student’s attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child’s parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall **include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance.** The plan shall also consider, but not be limited to:

- i. The physical, mental, or behavioral health of the child;
- ii. Educational counseling;
- ~~iii. Educational evaluation;~~
- iv. Referral to community agencies for economic services;
- v. Family or individual counseling;
- vi. Assisting the family in working with other community services; and/or,
- vii. Referral to restorative justice practices or services.

If the parent or guardian refuses to participate in such meetings, the principal shall place documentation of such refusal in the child’s attendance records.

Reporting Excessive Absenteeism to the County Attorney. The school shall report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than 20 absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness, including physical or mental illness, that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Legal Reference: [Neb. Rev. Stat. § 79-201](#)
[Neb. Rev. Stat. § 79-209](#)
[Neb. Rev. Stat. § 79-1601](#)

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

StudentsStudent DisciplineDevelopment of Uniform Discipline System

It shall be the responsibility of the administration to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent or guardian contacts and conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation, upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

Short-Term Suspension

Students may be excluded by the principal or assistant principal from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds.
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The principal or assistant principal will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the principal or assistant principal will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the principal or assistant principal ordering the short-term suspension before or at the time the student returns to school. The principal or assistant principal

shall determine who in addition to the parent or guardian is to attend the conference. The principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

5. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the principal or assistant principal.

Long-Term Suspension

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than 20 school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the principal or assistant principal. A notice will be given to the student and the parent or guardian when the principal or assistant principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

Expulsion

Expulsion means exclusion from attendance in all schools, grounds, and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred:

- a. Within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester;
 - b. Within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year; or,
 - c. Unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the School District at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the principal or assistant principal. A notice will be given to the student and the parent or guardian when the principal or assistant principal recommends an expulsion. The notice will include a description of the procedures for expulsion. The procedures will be those set forth in the Student Discipline Act.
1. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal or assistant principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal or assistant principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of interference with an educational function or school purpose or a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the

student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
3. Alternative Education. Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent or guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice. The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or guardian. The plan shall:
 - a. Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided;
 - b. Identify educational objectives that must be achieved in order to receive credits toward graduation;
 - c. Specify the financial resources and community programs available to meet both the educational and behavioral objectives identified; and,
 - d. Require the student to attend monthly reviews in order to assess the student's progress toward the specified goals and objectives.
4. Suspension of Enforcement of an Expulsion. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parent or guardian will be required to sign a discipline agreement.
5. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the principal or assistant principal shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the principal or assistant principal are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program.

The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

6. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution accredited by one of the six regional accrediting bodies in the United States.
7. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the principal or principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this policy's disciplinary measures.
8. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

Emergency Exclusion

A student may be excluded from school, with authorization from the Superintendent, in the following circumstances:

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community;
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education;
3. Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above; and/or,
4. If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or the Superintendent's designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within 10 school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

Other Forms of Student Discipline

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is

responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Student Conduct Expectations

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose, or interfere with the health, safety, wellbeing, or rights of other students, staff, or visitors.

Grounds for Short-Term Suspension

1. Truancy or failure to attend assigned classes or assigned activities, or tardiness to school, assigned classes, or assigned activities;
2. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
3. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others, or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar, or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use;
4. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority; or,
5. Willfully violating the behavioral expectations for riding school buses or vehicles.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment

The following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee, or by his/her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in Neb. Rev. Stat. § 28-401, a substance represented to be a controlled substance or alcoholic liquor as defined in Neb. Rev. Stat. § 53-103.02 or being under the influence of a controlled substance or alcoholic liquor;
7. Public indecency as defined in Neb. Rev. Stat. § 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in Neb. Rev. Stat. § 79-2,137;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in Neb. Rev. Stat. § 28-319, sexual assault in the second degree as defined in Neb. Rev. Stat. § 28-320, sexual assault of a child in the second or third degree as defined in Neb. Rev. Stat. § 28-320.01, or sexual assault of a child in the first degree as defined in Neb. Rev. Stat. § 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or,
11. A repeated violation of any rules and standards validly established pursuant to Neb. Rev. Stat. § 79-262, if such violations constitute a substantial interference with school purposes.

Additional Student Conduct Expectations and Grounds for Discipline

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his/her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion, or mandatory reassignment.

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

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. **A student who is a member of an indigenous tribe of the United States or another country**

may wear tribal regalia at any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

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

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

2. Academic Integrity

- a. Policy Statement. Students are expected to abide by the standards of academic integrity. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- b. Definitions. The following definitions provide a guide to the standards of academic integrity:
 - i. "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 1. Tests - Includes tests, quizzes, and other examinations or academic performances.
 - a. Advance Information. Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - b. Use of Unauthorized Materials. Using notes, textbooks, pre-programmed formula in calculators, or other unauthorized material, devices, or

information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

- c. Use of Other Student Answers. Copying or looking at another student’s answers or work, or sharing answers or work with another student when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - d. Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - e. Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
2. Papers - Includes papers, essays, lab projects, and other similar academic work.
- a. Use of Another’s Paper. Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - b. Re-use of One’s Own Papers. Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - c. Assistance from Others. Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially rewritten by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.

- d. Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - e. Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
 - f. Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
3. "Plagiarism" means to take and present as one's own material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- a. Failure to Credit Sources. Copying work (words, sentences, paragraphs, illustrations, or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - b. Falsely Presenting Work as One's Own. Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
 - c. "Contributing to academic integrity violations" means to participate in or assist another in cheating or plagiarism. It includes, but is not limited to, allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions. The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- i. Academic integrity offenses are a violation of school rules. The principal or assistant principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing personal electronic devices to school. Personal electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of personal electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
 - i. “Electronic devices” include, but are not limited to, cell phones, iPods, tablets, Chromebooks, portable game consoles, cameras, digital scanners, laptop computers, smart watches, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
 - ii. “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video, or other medium that:
 1. Displays any sexually explicit conduct as defined by the Neb. Rev. Stat. § 28-1463.02;
 2. Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph, or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene, or pornographic photography, films, or depictions; and/or,
 3. Displays a sexually explicit message for sexual gratification, flirtation, or provocation, or to request or arrange a sexual encounter.
- c. Violations.
 - i. Prohibited Use of Electronic Devices. Students shall not use electronic devices for:
 1. Activities which disrupt the educational environment;
 2. Illegal activities in violation of state or federal laws or regulations;
 3. Unethical activities, such as cheating on assignments or tests;
 4. Immoral or pornographic activities;
 5. Activities in violation of Board or school policies and procedures relating to student conduct and harassment;
 6. Recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public;
 7. “Sexting;” or,

8. Activities which invade the privacy of others.

Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

- ii. Disposition of Confiscated Electronic Devices. Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent or guardian at an appropriate time.
- iii. Penalties for Prohibited Use of Electronic Devices. Students who receive a “sexting” message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in “sexting” or have any “sexting” message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.
- iv. Reporting to Law Enforcement. Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
- v. Responsibility for Electronic Devices. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, student and parent or guardian authorizes the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

4. Inappropriate Public Displays of Affection (IPDA)

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling, or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA: Consequences consistent with each school’s Parent-Student Handbook.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

5. Specific Rule Items

Specific rules will be developed at the school and the District level and reviewed each year. These expectations will be included in each school’s Parent-Student Handbook.

6. Law Violations

Any act of a student which is a basis for expulsion and which the principal or assistant principal knows or suspects is a violation of the Nebraska Criminal Code shall be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent or guardian of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the School Board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his/her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian.

Legal Reference: [Neb. Rev. Stat. §§ 28-319 to 28-320](#)
 [Neb. Rev. Stat. § 28-401](#)
 [Neb. Rev. Stat. § 28-806](#)
 [Neb. Rev. Stat. § 28-1463.02](#)
 [Neb. Rev. Stat. § 53,103.23](#)
 [Neb. Rev. Stat. §§ 79-254 to 79-296](#)

[Neb. Rev. Stat. § 79-262](#)

[Neb. Rev. Stat. § 79-2,137](#)

[18 U.S.C. 921](#)

LB 43 (2024)

Date of Adoption: August 9, 2021

Date of Review: ~~July 10, 2023~~

StudentsPromotion and Retention

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

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

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

Date of Adoption: August 9, 2021

Date of Review: ~~March 13, 2023~~

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:

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

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

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

Each student shall also complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the principal, if the principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

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~~

InstructionClassroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions, such as inappropriate or unprofessional posters or other displays. The District will only permit the Gall-Peters projection map (or a similar cylindrical equal-area projection map) or the AuthaGraph projection map for display or use in the classroom. Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

Legal Reference: LB 1329 (2024)

Date of Adoption:

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

Internal Board Policies - Board MembersMembership in School Board Associations

The Board of Education shall hold memberships in such school board associations as it may from time to time determine appropriate.

The Board will list on the school district's website the organizations and memberships that the Board belongs to and the annual membership dues (if any) for such organizations and memberships, as well as the fees paid by the Board to any individual lobbyist or lobbying firm (if any).

Legal Reference: Neb. Rev. Stat. § 79-512
LB 304 (2024)

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

Internal Board Policies - Methods of OperationPublic Participation at Board MeetingsAttend

Members of the public shall be permitted to attend and to speak at Board Meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The **President or** chair has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The **President or** chair may order persons who are disorderly to be removed from the meeting and the building.

The Board of Education reserves the right to make and enforce reasonable rules and regulations regarding the conduct of persons attending its meetings and regarding their privilege to speak.

Hear

The Board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

Speak

Members of the public will be permitted to speak at Board meetings ~~at which Public Comment is on the Agenda.~~ Members of the public may also speak when invited to make a presentation or when recognized by the **President or** chair. ~~The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.~~

For all meetings of the Board, individual speakers shall have up to four minutes to address the Board, and the Board shall hear up to 120 cumulative minutes of public comment. The Board

may vote to modify these time limits when the Board deems appropriate. The President or chair for the meeting shall, in their sole discretion, have the authority to extend the ~~one hour~~ two hour total limit on public comment. Each speaker's time shall be exclusive to the speaker and no person may transfer or yield their time to any other person. The President may implement other reasonable requirements for public comment, consistent with the Open Meetings Act.

Members of the public will not be required to have their name placed on the agenda prior to the meeting in order to speak about items on the agenda.

Any member of the public desiring to address the body shall be required to identify himself or herself in writing, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual. A sign-in sheet will be with the Board Secretary and individuals must sign in to speak ~~must be in writing and occur~~ before the "Public Comment" agenda item begins. The President or chair for the meeting will announce prior to the "Public Comment" agenda item that anyone who would like to speak must sign in. Current students of Scottsbluff Public Schools need not provide their address.

~~The time limit per speaker is four minutes, but the time for total public comment shall not exceed one hour.~~

~~Members of the public who have documents or written testimony that they wish to submit/distribute at the meeting (paper no larger than 8.5 x 11 inches) to the Board should state that from the podium and a member of the District staff will take such items for distribution to the Board members. Public speakers are asked to provide seven copies of any materials presented to the Board. Persons speaking may not use any other form of media, including video recordings, audio recordings, or digital still images. Speakers must also refrain from the use of posters, signs, costumes, and other props and/or photographs.~~

~~If you are planning to speak about a personnel or student matter involving an individual, please understand that our policies require that such concerns initially be directed to the administration for consideration prior to being presented at the Board Meeting. Board Members will generally not respond to any questions you make about individual staff members or student. You are cautioned that slanderous comments are not protected just because they are made at Board Meetings.~~

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory or slanderous remarks, and hostile or disruptive conduct will not be tolerated. Charges or complaints against a school employee should not be made for the first time at a public Board meeting without having followed the school's complaint procedure as described in Board Policy 1020. Further, if the subject of public comment is related to a particular student or staff member, members of the public are generally not permitted to identify the student or staff member and instead provide that information to the Board Secretary who will assist the Board in looking into the matter.

Those who do not abide by these regulations may, in the President’s discretion, immediately forfeit the remainder of their time during the Public Comment agenda item.

~~The Board shall not, as a general rule, interact with or address a speaker during the “Public Comment” portion of a meeting.~~

Legal References: NE Rev. Statute 79-570; 79-571
NE Rev. Statute 84-1411 (3) and (6); 84-1412 (1), (3), and (7)
NE Rev. Statute 84-1412 (1), (2), (3), and (8)

Date of Adoption: August 9, 2021
Date of Revision: ~~August 8, 2022~~

Internal Board Policies - Methods of OperationDesignated Method of Giving Notice of Meetings

Reasonable advance publicized notice shall be given for meetings and work sessions held by the Board. The Board's designated method of giving reasonable advanced publicized notice is by posting notice of the meeting on its website at least 3 days prior to the meeting. The Board must also publish the notice in a newspaper. **If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the newspaper's website, if available and (2) posting such notice in conspicuous public places in the District. The Board Secretary shall keep a written record of such postings. Public notice shall indicate the time, place, and date of the Board meetings.**

The notice shall include a statement that the agenda, which shall be kept continually current, shall be readily available for district administration office during normal business hours. Except for items of an emergency nature the agenda shall not be altered later than 24 hours before the meeting.

A copy of the public notice will be provided to those who have filed a request for notice with the secretary. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting shall be given as soon as notified of the emergency meeting.

It shall be the responsibility of the Board Secretary to give public notice of board meetings and work sessions. The secretary shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification of the time and place of each meeting and the subjects to be discussed.

Legal Reference: Neb. Rev. Stat. § 79-554
 Neb. Rev. Stat. § 79-555
 Neb. Rev. Stat. § 84-1411

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

Business OperationsContracting for Services

Contractual services which by their nature are not adapted to award by formal bidding, such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, are not subject to bid but are subject to approval by the Board of Education in conformity with established policy.

Every contract for services to be provided to Scottsbluff Public Schools shall require that the contractor use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirements shall be deemed to be included and a part of the terms of every contract for services with the School District, including but not limited to oral contracts.

For any company that submits a bid or proposal for any technology-related product or service, and before entering into any contract with any company for any technology-related product or service, the company must certify that:

1. The company is not a scrutinized company (as defined by law);
2. The company will not subcontract with any scrutinized company for any aspect of performance of the contemplated contract; and,
3. Any products or services to be provided do not originate with a scrutinized company.

The District will not knowingly enter into any contract with any scrutinized company.

Legal Reference: [Neb. Rev. Stat. § 4-114](#)
LB 1300 (2024)

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

StudentsFull-time and Part-time EnrollmentFull-time Enrollment

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

Exceptions are permitted only for:

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

Part-Time Enrollment of Nonpublic School Students

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

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

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

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

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

1. Nonpublic School Student Enrollment Application Procedures

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

- c. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.
2. Nonpublic School Student Admission
 - a. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student be a resident of the District or an approved option student, be of school attendance age, and not have graduated or have received a GED.
 - b. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to birth certificates, immunizations, physical examinations, and visual evaluations.
3. Nonpublic School Student Enrollment Standards
 - a. Minimum/Maximum Enrollment. Students must enroll in a minimum of two middle school **courses** or **one five-credit hour** high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
 - b. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will not ordinarily be available for nonpublic school students.
 - c. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may, on a discretionary basis, allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
 - d. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
 - e. Selection of Courses. Subject to all applicable provisions of this policy, nonpublic school students may select their courses.
4. Nonpublic School Student Policies
 - a. General Standard. Nonpublic school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
 - b. Building Assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student

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

- c. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable state or districtwide assessments, as full-time students.
- d. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
- e. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
- f. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made at the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
- g. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law.
- h. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example: GPA, class rank, and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
- i. Extracurricular Activities: Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance

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

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

Date of Adoption: August 9, 2021
Date of Revision: November 13, 2023



Americanism and Civics Update



79-724. Committee on American Civics

(1) The school board of each school district shall, at the beginning of each calendar year, appoint from its members a committee of three, to be known as the committee on American civics, which shall:

(a) Hold no fewer than two public meetings annually, at least one when public testimony is accepted.

79-724. Committee on American Civics

(c) Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography.

SBPS Social Studies

79-724. Committee on American Civics

(g) Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:

(i) Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student.

- *The civics portion of the U.S Citizenship Naturalization Test is given to BMS 8th grade students and SHS American Government students at the beginning of the course and at the end.*

Civics (History and Government) Questions

79-724. Committee on American Civics

(ii) Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation

SHS American Government

- *The American Government students participate in "County Government Day" each year.*
- *They will be adding the requirement of students attending a school board meeting, city council meeting or county board meeting.*

79-724. Committee on American Civics

(iii) Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in subdivision (6) of this section or on a topic related to such person or persons or event;

SHS American Government

- *Students are required to research a topic and participate in a debate.*

MEMO



TO: Dr. Andrew Dick and Scottsbluff Board of Education
FROM: Mike Mason, Executive Director of Curriculum and Instruction
DATE: June 10, 2024
SUBJECT: Grades 3-5 Inspire Science Textbook Adoption

Rationale:

During the 2023-2024 school year, a committee of teachers and administrators from each building reviewed several science textbooks. The committee's review process was extensive.

The selection process began with identifying critical criteria the textbooks needed to meet. These included alignment with the latest Nebraska State Science Standards, up-to-date scientific information, and various teaching tools and resources, such as digital content, interactive exercises, and real-world applications of scientific concepts.

After several rounds of reviews, discussions, and feedback sessions, the committee narrowed the choices to a few top contenders. The final selection was made based on a consensus that balanced the varying needs and preferences of the different schools involved.

Recommendation:

We recommend adopting the Inspire Science textbook published by McGraw Hill as the new textbook for Grades 3-5 Science. The adoption includes three years of the following materials:

- Science Kits
- Print and Digital Student Editions
- Print and Digital Teacher Editions
- Professional Development

Total \$112,405.61

The adoption will be purchased with ESSER Funds.

MEMO



TO: Dr. Andrew Dick and Scottsbluff Board of Education
FROM: Mike Mason, Executive Director of Curriculum and Instruction
DATE: June 10, 2024
SUBJECT: Grades 4-12 HMH English 3D Textbook Adoption

Rationale:

During the 2023-2024 school year, a committee of teachers and administrators reviewed our ELPA 21 data and current English Learner program resources to determine our needs. The committee examined the English 3D program and determined that the program would address the identified needs.

Recommendation:

We recommend adopting English 3D, published by Houghton Mifflin Harcourt, as the new English Learner program for students in Grades 4-12. The adoption includes the following materials:

- Digital and Print Student Editions
- Digital and Print Teacher Editions
- Professional Development for Implementation

The purchase of the materials will be funded in the following manner:

BMS: \$23,440.16 (CSI-ATSI Grant)

Elementary and SHS: \$37,470.49 (ESSER Funds)

MEMO



TO: Dr. Andrew Dick and Scottsbluff Board of Education
FROM: Mike Mason, Executive Director of Curriculum and Instruction
DATE: June 10, 2024
SUBJECT: Grades 2, 3, & 5 Savvas myWorld Interactive Textbook Adoption

Rationale:

During the 2023-2024 school year, a committee of teachers and administrators from each school building was established to review social studies textbooks and recommend a textbook for adoption. The committee's main objective was to provide students with a comprehensive understanding of social studies that is both accurate and engaging. The committee members evaluated the textbooks for content, accuracy, instructional strategies, scaffolding, and engaging activities.

Recommendation:

We recommend adopting myWorldInteractive Social Studies, published by Savvas, as the new textbook for Social Studies in Grades 2, 3, & 5. This will be a three-year adoption and will include the following:

- Print and Digital Student Editions
- Print and Digital Teacher Editions
- Professional Development

Total \$102,329.54

The materials will be purchased with ESSER Funds.

InstructionParental Involvement in Schools

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

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with appropriate school personnel to discuss such concerns as the Superintendent or the Superintendent's designee may deem appropriate. The Superintendent or the Superintendent's designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint 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 viewed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing

that such tests be administered to their child.

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

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
Date of Review: ~~June 12, 2023~~ June 10, 2024
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"> • Remind messages automatically translated in preferred language • Paper copies of messages from school and/or classrooms are sent home in both English and Spanish as needed. • Back to School Meet and Greet • Open House • Reading Night • Math Night • Parent-Teacher Organization Meetings • Grade Level Parent Meetings
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"> • Parent-Teacher Organization Meetings • Open House/Grade-Level Family Meetings • Video Messaging to Families regarding content of the Title Plan
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"> • Reviewed at Parent-Teacher Organization Meetings • Available at Open House or Parent-Teacher Conferences (Paper form available for feedback)

<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"> • Parent-Teacher Organization Meetings • Utilizing Family Success Center for Family Participation • Climate Survey • Budget Review and Feedback • School Improvement Plan and Feedback
<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"> • 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. • MDT Meetings • IEP Meetings • Progress Reports • Parent-Teacher Conferences • MAP Data shared with parents • NSCAS Results shared with parents • NEP Review completed annually • Parent-Student Handbook review
<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"> • Parent-Teacher Organization Meetings. • Family Success Center Support • Professional Development
<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"> • Summer School Programming • After School Programming (Both during the school year and during summer school)

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

Date of Adoption: March 11, 2024
Date of Review: June 10, 2024

InstructionCombined District and School Title I Parent and Family Engagement Policy

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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:

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~~ have 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
Date of Review: ~~June 12, 2023~~ June 10, 2024
Date of Revision: March 11, 2024

Memo

To: Dr. Andrew Dick, Scottsbluff Board of Education

From: Dr. Wendy Kemling-Horner, Executive Director of Student Services

Date: June 10, 2024

Re: High School ELA Intervention Textbook Adoption

Rationale:

We have been researching reading intervention programs for our 9-12 special education students for the last several years. We have struggled to find a comprehensive program containing all of the same components included in a strong ELA core program. We have spent the last several months and have found an intervention with the following elements.

iLit45 (Savvas Learning Company) is designed for students reading two or more years below grade level. It is an ELA intervention that replaces a core literacy program for a dedicated class period while delivering explicit reading instruction at a level commensurate with adolescent interests and experiences. It is a teacher-led digital reading intervention for Grades 6 and up. The lessons are engaging and based on rigorous and relevant grade-level texts focusing on comprehension, vocabulary, fluency, and phonics. Every student has an adaptive study plan for grammar, spelling, vocabulary, and foundational skills. Intensive writing support with immediate automatic feedback is provided through the digital platform. The program features a systematic daily routine that includes time for whole-group instruction, small-group instruction, and one-on-one intervention and practice. Explicit instruction addresses foundational skills and all major reading components while also motivating students during independent reading time as they select texts at their independent reading level from a highly engaging digital library of 3,000+ texts.

iLit45 includes a diagnostic assessment that will place students into the appropriate level of instruction and track student progress throughout the year. A progress monitoring tool is missing in our current programs.

Recommendation:

We recommend adopting the *iLit45* Savvas reading intervention program for grades 9-12 for designated special education classrooms and students beginning in the 2024-2025 school year.

- 30 student online license for materials and 3000+ texts
- 30 student workbook/consumables
- Teacher materials (2 teachers)
- Teacher library classroom sets of books (2 teachers)
- 2 on-site professional development sessions (one prior to implementation and one follow-up/nine to twelve weeks after implementation)
- 1 virtual end-of-year training

Total \$14,139.54

The materials and professional development will be purchased with special education funds which are reimbursed by the state at 80%.

PARENT-STUDENT HANDBOOK



2024-2025

www.sbps.net

Intent of Handbook

This handbook is supplemental to the Scottsbluff High School Parent-Student Handbook, and all provisions of the Scottsbluff High School Parent-Student Handbook are fully incorporated herein by this reference, unless expressly contradicted by provisions of this Supplemental Handbook.

ReConnect's Mission Statement

ReConnect is a year-round program that provides an alternative route to graduation for students who have dropped out of school or who are at risk of dropping out of school. The focus is to recruit students through a variety of methods and provide a wide range of credit recovery strategies.

Eligibility Criteria

ReConnect students who are interested in enrolling will fall under one of five categories of eligibility and must follow all steps outlined in their individual category below for consideration in the ReConnect program. Students must meet the age requirement of 16-21 years of age to be considered.

1. Internal – students who have essentially dropped out of SHS and are recommended by SHS Administration and the student's high school counselor.*
2. Option Students – with approval of home district administration, Scottsbluff High School administration, district administration, and ReConnect staff. (150 credit minimum).
3. Students between the ages of 18-21 who have passed their four-year cohort.
4. Transition Students – transient or temporarily placed students preparing to enter SHS.
5. Expulsion/Long-Term Suspension – late afternoon support program.

*All currently enrolled students (in SBPS, as well as other school districts) who want to start ReConnect will need to begin the process with an initial meeting with their counselor to:

1. Evaluate credit;
2. Determine the courses needed to graduate; and,
3. Make a recommendation to ReConnect.

Internal Students (Current/Former SHS Students of High School Age)

Scottsbluff High School students who are interested in ReConnect must follow and complete all 9 steps below before they are considered.

1. Must be at least a junior;
2. Receive approval from the principal and guidance counselor at SHS;
3. Schedule and complete a meeting with the parent, student, counselor and SHS administration;
4. Schedule and complete an admissions interview with ReConnect program staff and review the Individual Graduation Plan;
5. Review and sign the ReConnect Learning Contract; and,
6. Must attend year-round.

Option Students from Other Districts (Of High School Age)

Students from other school districts who are interested in attending the ReConnect program must attend SHS for a minimum of a semester – unless prior approval by SHS administration and must follow all seven steps below before their application to ReConnect is considered:

1. Provide a letter from your home high school principal or counselor requesting to be considered for admission into ReConnect;
2. Complete an "Application for Student Transfer" (Option) and have it signed by your home district Superintendent;
3. Students must provide all high school transcripts and school records such as immunization records, IEP's and birth certificates;
4. Schedule and complete a meeting with the parent, student, counselor and SHS administration.
5. Schedule and complete an admissions interview with ReConnect program staff;
6. Review and sign the ReConnect Learning Contract;
7. Provide transcripts that confirm your completion of at least 150 credits; and,
8. Complete an enrollment meeting with ReConnect program staff.

Please note that following through with the process above does not guarantee enrollment into the ReConnect program. Students should consult with their high school guidance counselors, administrators, and parents to determine if ReConnect is the best placement.

Students 18-21 (Whose Cohort Class Has Already Graduated)

Students who are 18-21 years of age can come from any home location and are not bound by their home school district. These students must complete the five steps outlined below to qualify for the ReConnect program. Students must:

1. Provide all high school transcripts and school records such as immunization records, IEP's and birth certificates;
2. Schedule an admissions interview with ReConnect program staff to review transcripts and the student's graduation plan;
3. Complete option enrollment if they reside out of the District;
4. Complete all admissions paperwork; and,
5. Schedule an enrollment meeting and sign a ReConnect Learning Contract.

Transition Students

Transition students may be referred to ReConnect on a short-term basis when they are entering or returning to school late in a semester. Examples that constitute a temporary ReConnect placement may be but are not limited to the following:

1. Long term illness;
2. Legal issues;
3. Students in transition; and/or,
4. Relocation.

A decision to place a student temporarily at ReConnect will be made through a collaborative effort with ReConnect staff, SHS counselor, and SHS principal(s). All such students who are placed at the ReConnect program will be required to attend a minimum of four hours a day Monday through Friday and will be considered a full-time student through their transition period at ReConnect which will be scheduled by the ReConnect staff.

Temporary Student Support

Students Who are Expelled. Students who have been expelled from SHS may be required to attend ReConnect a minimum of two hours a day Monday through Friday for their entire expulsion period. This will allow the student to continue his/her education through the Edgenuity system or via another mode of alternative learning. Students will be offered assistance in their Edgenuity studies through one-on-one assistance offered by ReConnect. This gives the student an opportunity to catch up and recover lost credit through the time of expulsion. The students' time requirement will be scheduled by ReConnect staff.

Students Who are Long-Term Suspended. Students who have been "long-term suspended" from SHS may be required to attend ReConnect a minimum of two hours a day Monday through Friday for their entire suspension period as determined by SHS administration. This will allow suspended students the opportunity to catch up on work and assignments they will miss during their suspension, ReConnect will coordinate with SHS staff to gather homework for students at ReConnect. Students will receive one-on-one assistance with work.

Program Components

1. **Year-round program**
2. Interventions to help students who have fallen behind
3. An individualized approach to support students facing multiple barriers to educational success
4. An educational environment that is safe and nurturing to both students and their families
5. Communication of appropriate results to the public
6. Student accountability and a commitment to graduate from high school
7. Successful student transition to post-graduation employment or continuing education.

Program Costs

All services are offered free of charge to the Scottsbluff Public School students we serve. The only costs that a student will be responsible for are the costs associated with any college credit taken by the student which is not a graduation requirement.

Connections to Graduation

- Drop-out prevention and drop-out retrieval outreach
- Academic and career advising
- Student and family counseling
- Connections to community support services and agencies
- Substance abuse prevention support
- One-on-one assistance with Edgenuity and on-line learning
- Home-based instruction
- Work-based learning when possible
- Tutoring
- Curriculum compacting
- Credit acquisition for prior knowledge and skills
- Individualized learning/graduation plans
- Flexible hours and extended hours
- Campus located off-site from Scottsbluff High School
- Online courses and face-to-face instruction
- Credit recovery through Edgenuity
- College course offerings
- Post-secondary education exploration and assistance

Program Expectations

1. **Maintain district attendance expectations**
2. Completion of program admission requirements
3. Establishment of goals timeline to complete graduation initiatives
4. Willingness to complete all courses (Edgenuity, college, face-to-face, etc.) in accordance to pre-established timelines
5. Self-advocacy skills to seek support when needed
6. Commitment to attend all scheduled tutoring sessions and credit opportunities
7. Motivation to attend all scheduled class days and meetings
8. Respectful attitude to all ReConnect staff and compliance with all Scottsbluff Public School's rules and regulations
9. Take advantage of special services as appropriate

Drugs, Alcohol and Tobacco

ReConnect students who are found to be in possession of drugs and alcohol will be reported to the Scottsbluff Police Department. Continued enrollment in the ReConnect program will be reviewed on a case-by-case basis. Tobacco use is strictly prohibited on or adjacent to the ReConnect property. Students found in possession of drugs, alcohol, or tobacco will be strongly encouraged to utilize the available substance abuse prevention support in place at Scottsbluff Public Schools.

Conduct and Discipline

Students attending ReConnect will be required to follow all rules and regulations outlined in the Scottsbluff High School handbook. The ReConnect staff and high school administration are in charge of discipline and conduct issues at ReConnect.

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. The principal, other school administrator, or ReConnect staff member can search a student's outer clothing, pockets, or property if she or he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school

rule (possession of contraband, weapon, etc.). Such search may be conducted through a hand-held metal detector.

Electronics Policy

All cell phones, iPads, iPods or any other electronic device must be turned into ReConnect staff after signing into class. The student has the option to leave their electronics in their vehicle or at home prior to attending ReConnect. A student may be sent home due to non-compliance with staff's request to turn in their electronic devices. Continued violations of this policy may constitute a meeting with parents and may also require a student's parent or guardian to recover electronics devices at a later time.

Backpack Policy

No backpacks are allowed in ReConnect. Students may leave them in their vehicle or at home prior to attending ReConnect.

Hoodie Policy

Students must remove hoods prior to entering ReConnect.

Graduation Requirements

ReConnect students must have 220 credits to graduate, 160 of the total 220 credit requirements must be from core curriculum areas. Students must meet the minimum core education requirements listed below:

- **40 credits of Language Arts** (composition, verbal communication, literature, research skills and technical reading and writing)
- **30 credits of Math** (algebraic, geometric, data analysis and probability concepts)
- **30 credits of Science** (biological, earth/space, and physical science concepts)
- **30 credits of Social Science** (civics/government, geography, US and world history and economic concepts)
- **30 credits of Core Curriculum Courses** (language arts, social science, science, math, health, physical education, visual and performing arts, world language, career or technical education)
- **40 credits of Elective Courses** (combination of college coursework or core/elective curriculum, career development, link experience, and/or work experience credit)
- **In addition to the core credits, students must complete the career readiness program.**

Career Readiness Program

All students attending ReConnect will be expected to complete 20 credits of career readiness coursework, along with core class requirements in order to prepare them for post-graduation transitions. The career readiness coursework is designed to meet student's individual needs and educational goals, as well as, prepare them for civic responsibility beyond graduation. Listed below are the requirements students must meet in order to fulfill the 20 credits of career readiness coursework.

Introductory Career and Technical Education Course (5 credits)

The students must complete one introductory career and technical education Edgenuity course aligned to their educational and post-graduate goals. Students may select a course from:

- Agriculture, Food, and Natural Resources
- Business Management and Administration
- Health Sciences
- Hospitality and Tourism
- Human Services

- Information Technology
- Law, Public Safety, Corrections, and Security
- Science, Technology, Engineering, and Mathematics
- Architecture and Construction
- Arts, A/V Technology and Communications
- Education and Training
- Finance
- Government and Public Administration
- Manufacturing
- Marketing
- Transportation, Distribution, and Logistics.

In addition to the completion of the introductory Edgenuity course, students must complete a portfolio including the following:

- A minimum of one four-hour job shadow experience that coordinates with the introductory Edgenuity course selection;
- Satisfactorily complete a two-page essay or presentation describing their learning experience through the class and job shadow; and,
- A one-page education and training plan outlining the requirements needed to obtain a position within the industry of study.

Introductory, OR Advanced Career and Technical Education Course, OR WNCC Course (5 credits)

ReConnect students may elect to take another introductory career and technical education Edgenuity course from a different career field or an advanced career and technical education Edgenuity course within the same career field. Along with the Edgenuity course, the student must fulfill the job shadow experience(s), two-page essay or presentation, and a one-page education and training plan as outlined above. If the student elects, they may substitute a WNCC Career and Technical Education course or work experience aligned to their educational goals and career field of study.

Personal Finance (5 Credits)

All students must complete a Personal Finance course. The course may be completed in a face-to-face classroom setting or through the Personal Financial Literacy Edgenuity course.

Career and Civic Readiness (5 Credits)

This course will utilize the Habitudes curriculum to teach students work and civic readiness skills. This course will include service learning, post-graduation planning, college and work applications, FAFSA completion, among other topics.

Work Experience (5 or 10 Credits)

This course provides the student with an opportunity to gain knowledge and skills from a planned work experience in the student's chosen career field. In addition to meeting the learning outcomes, jointly developed by the student and teacher, the course provides learning experiences not available in the classroom setting. Work experiences provide entry-level, career-related experience, and workplace competencies that employers value when hiring new employees. These experiences may also be utilized as an opportunity to explore career fields.

Career Readiness Coursework

- Personal Finance (5 Credits)
- Career and Civic Readiness or Work Experience (5 Credits)
- Introductory Career and Technical Education Course (5 Credits)
- Introductory Career and Technical Education Course, Advanced Career and Technical Education Course, WNCC Career and Technical Education Course (aligned to career field of interest), Link Experience, or Work Experience. (5 Credits)

*If a student has already completed an introductory career and technical education course prior to enrolling at ReConnect, they may move to an advanced career and technical education course, WNCC course, Link Experience, or Work Experience within their career field of interest.

*Work Experience may be supplemented for ten credits of career and technical education coursework at the discretion of the ReConnect administration. Work Experience is employment or training with an employer that aligns to the student's career field of study and meets the requirements as defined in the handbook.

*Students may also complete a Business Mentorship Program and receive up to 15 credits upon successful completion.

Graduation from ReConnect

Graduates of ReConnect will receive a district diploma certified through Scottsbluff Public Schools. Students who enter the ReConnect program meeting all requirements prior to the first day of school of their cohort senior year must complete the fall semester of that school year before they are allowed to graduate from ReConnect. No student who enters the ReConnect program can graduate ahead of their cohort class from which they entered their freshman year. ReConnect students who have completed the credit requirements prior to the first school day of their cohort senior year will be required to work with ReConnect staff to plan a work experience, college certification or a combination of the two to complete their program by the end of the first semester of their cohort senior year as well as meet attendance requirements set forth by the ReConnect program.

State Testing

All ReConnect students must take all required state testing prescribed to their individual cohorts at Scottsbluff High School.

Hours of Attendance

ReConnect students are considered full-time if they regularly attend a total of 20 hours per week, half-time students are considered half-time if they attend a total of 10 hours per week. Volunteer opportunities will be counted as part of the full or half-time school day. Volunteer hours will be split at the discretion of the ReConnect staff and may be set up in any combination of work and classroom hours. Students who work on Edgenuity courses at home will be given credit for hours worked towards their 10 or 20-hour school week, upon approval students have the option to substitute Edgenuity hours and actual seat hours at ReConnect in any combination that accommodates their needs. Please note that students cannot substitute all of their ReConnect hours with Edgenuity home hours. Edgenuity tests and exams must be proctored at ReConnect. Students must physically attend ReConnect at least four hours a week to continue enrollment into the program. Exceptions will be made for students who are out of school on long-term leave for illness, family issues, pregnancy, or other emergency circumstances that warrant excessive absences from ReConnect.

ReConnect Attendance Policy

- All students are required to sign into every scheduled class with a ReConnect staff member. Students will be shown where to sign in on their first day of class.
- Time allowed for breaks during your scheduled class. Students should report back to the classroom promptly at the end of any break time.
- If students miss a class, need to arrive late, or depart early, s/he must inform a ReConnect staff member in advance.

ReConnect Non-Attendance Procedure

Attendance records will be kept by the staff at ReConnect. Students under age 18 who do not attend on a regular basis will be reported as truant and will be reported for violation of the Nebraska State Statute 79-201 Attendance Law if applicable. Students with attendance issues will be required to follow the process below before a decision is made to dismiss a student from ReConnect.

1. Initial ReConnect excessive absence letter is sent.
2. First Attendance follow-up meeting (Review cohort graduation timeline).
3. Second Attendance follow-up meeting (Review education options).
4. A home visit conducted by ReConnect or Family Success Center Staff
5. A home visit conducted by ReConnect or Family Success Center Staff
6. Meeting regarding dismissal from ReConnect.

Individual Graduation Plan (IGP)

An Individual Graduation Plan will identify the learning opportunities and modes of credit recovery that an individual student must complete in order to earn a high school diploma from Scottsbluff Public Schools. It is a written plan that becomes a signed agreement between the student, the high school, and the ReConnect program. It will set clear learning goals and include the proficiency equivalent to a successful high school curriculum. The IGP will provide each student a challenging and engaging array of learning activities, work opportunities, college course offerings, and assessments that align with the life goals of the student and increase the student's knowledge base.

Components of the IGP will include:

- Profile of current transcript and requirements to graduate
- List of student's career, educational and personal goals beyond high school
- List of learning goals that must be accomplished in order to earn a diploma
- Description of learning activities, Edgenuity courses, and college credit opportunities
- Description of assessments
- Signatures of ReConnect representative, student, and student's parent or legal guardian (if available)
- Anticipated date of graduation

ReConnect Program Model

All students will follow one or more variations of this program model to earn credit. The ReConnect program model will require one or more of the following interventions to successfully complete graduation requirements:

1. Using the Edgenuity online course system, face-to-face instruction, or other district-approved online/paper-pencil curricular opportunities for core high school credit (Ex. Algebra, Speech, Science, etc.)
2. Taking advantage of elective or core credit offerings offered by the ReConnect program. Offerings could include and are not limited to video discussion sessions, college prep programming, health and wellness course offerings, and other elective or core course opportunities.
3. Core and elective courses can also be taken through credit and community education courses offered by Western Nebraska Community College. Students who want to fast-track their educational goals and work on college credit while earning their diploma should consider this option.

Edgenuity Online Program

The Edgenuity online program will be one of the primary ways in which students can earn credit. Students will complete Edgenuity courses on-site at the ReConnect building unless preapproved by the ReConnect staff. Students will take a pre-test to determine their proficiency in any particular core subject, if a student shows a high level of proficiency they are then granted credit based on their pretest scores. If a student tests below the level of required proficiency they are then required to work on the areas of improvement based on concepts on which they may need further instruction. Students will then take a post-test based on all information they have studied to earn credit. ReConnect students will be given one-on-one instruction and tutoring.

Career Development

As part of the Career Development component students will be required to set up a career plan and also take the Interest Inventory. In addition to setting up career plans, students will be able to explore careers of choice, write resumes, make job applications and also map their careers using Nebraska Career

connections or other methods of career evaluation. A Career Development course will be taught by ReConnect staff and may be used as elective credit.

College Connection

ReConnect students will be given the opportunity to take college courses through Western Nebraska Community College or other approved programs. A combination of college and high school credit can be used to meet graduation requirements in either core or elective areas of content. Students may also qualify for reduced tuition rates and grant opportunities to cover costs. ReConnect staff will assist students with course selection options that fit their graduation plan. With approval, College Connection hours may be set up in any combination of college and high school attendance hours that total either a two-hour or four-hour school day.

Grading Policy

Elective, work experience, or core credit courses offered through the ReConnect program will typically be graded on a Pass/Fail grading scale. The Pass/Fail grade will be based on all completed assignments, projects, and attendance. Courses that are taken through the Edgenuity system will be given the grade assigned at the end of any given course. Any college courses taken by ReConnect students will be graded according to the college grading scale.

Special Education Services

Students who have special education needs such as an IEP placement will be provided services through Scottsbluff Public Schools.

ReConnect Staff & Contact Information

For questions regarding services provided for students or the ReConnect program, contact:

- Kyle King (ReConnect Coordinator) 308-633-2211 - kking@sbps.net
- Kyle Cotton (ReConnect Staff) 308-633-2211 - kcotton@sbps.net
- Zach Parks (ReConnect Staff) 308-633-2211 - zparks@sbps.net
- Michael Madkins (ReConnect Staff) 308-633-2211 - mmadkins@sbps.net
- Jeanine Bussinger (Special Educator) 308-633-2211 - jbussinger@sbsp.net
- Theresa Stands (Native American Liaison) 308-225-3970 - tstands@sbsp.net
- Emma Duarte (ReConnect Secretary) 308-633-2211 - eduarte@sbps.net

ReConnect Handbook Changes
2024-2025 School Year

1. Page 4 - Included new language under “Conduct and Discipline” reading: *“In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. The principal, other school administrator, or ReConnect staff member can search a student’s outer clothing, pockets, or property if she or he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule (possession of contraband, weapon, etc.). Such search may be conducted through a hand-held metal detector.”*
2. Page 5 - Added a new section titled “Hoodie Policy” reading: *“Students must remove hoods prior to entering ReConnect.”*
3. Page 7 - Included new language under “Hours of Attendance” reading: “Edgenuity tests and exams must be proctored at ReConnect.”
4. Page 8 - Removed a sentence under “ReConnect Program Model” reading: *“Link Experience can be used to fulfill elective requirements through work and/or volunteer experiences (this option is highly suggested).”*
5. Page 9 - Deleted the entire section titled “Link Experience Program.”
6. Page 9 - Updated ReConnect Staff & Contact Information

2024-25 Elementary Handbook Changes

Page	Change
3	<ul style="list-style-type: none">• Update Assistant Principal Name at Longfellow• Update Assistant Principal Name at Roosevelt
4	<ul style="list-style-type: none">• Change the 2023-24 calendar to the 2024-25
5	<ul style="list-style-type: none">• Updated all Elementary Dismissal Times• Remove a section about Custodial rights because it is now included in the District Handbook
6	<ul style="list-style-type: none">• Updated Meal Prices
10	<ul style="list-style-type: none">• Updated dates for Conferences according to the 2024-25 calendar
11	<ul style="list-style-type: none">• Added the following statement: <i>Disciplinary action for inappropriate behaviors will be taken on a case-by-case basis and in accordance with the Elementary Behavior Matrix.</i>

ELEMENTARY PARENT-STUDENT HANDBOOK



2024-2025

www.sbps.net



LAKE MINATARE
ELEMENTARY



LINCOLN HEIGHTS
ELEMENTARY



LONGFELLOW
ELEMENTARY



ROOSEVELT
ELEMENTARY



WESTMOOR
ELEMENTARY

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SECTION 1 – GENERAL ELEMENTARY LEVEL INFORMATION

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

POSITIVE BEHAVIOR EXPECTATIONS

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

Be Safe
Be Respectful
Be Responsible
Be Kind
Be a Learner



24-25

CALENDAR

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 for Students
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

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

NEW! START AND END TIMES

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

STUDENT = 169 DAYS*
 STAFF = 189 DAYS
 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
 *BASED ON GRADES 9-12

Calendar dates and times are subject to change.

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

SECTION 2 – MISSION, GOALS, & FEDERAL POLICIES

For further information, see the SBPS District Parent-Student Handbook on the [District Webpage](#).

SECTION 3 – SCHOOL DAY INFORMATION

For further information, see the SBPS District Parent-Student Handbook on the [District Webpage](#).

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

SECTION 4 – USE OF SCHOOL BUILDINGS & GROUNDS

For further information, see the SBPS District Parent-Student Handbook on the [District Webpage](#).

Arrival/Dismissal Times

Students should arrive at school no earlier than 10 minutes before the start of school and leave school grounds no later than 10 minutes after school dismissal. Playground supervisors are on duty during these times.

Visitation

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

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

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

Volunteers

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

Meals and Cafeteria Information

School breakfasts, lunches, and a la carte items (if offered) are available for purchase. For the convenience of our students, funds may be deposited into the student's Infinite Campus accounts. To charge a meal or an a la carte

item, the student must have adequate funds in their account. If a student does not have adequate funds in the account or money for that day, an alternate meal will be provided. Funds may be added to student accounts by cash, check, or electronically. For electronic deposits, use this website:

https://www.sbps.net/departments_and_services/services/nutrition_services

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

The 2024-25 Elementary School lunch prices are as follows:

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

Party Invitations and Celebrations

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

School Phones

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

Personal Property at School

Cell Phones/Listening Devices. Use of cell phones/devices is not permitted during the school day. The school is not responsible for lost or stolen cell phones/devices, nor will we spend time investigating these issues. Students bring these items to school at their own risk. In addition, if a student has a cell phone and a staff member witnesses the student using the phone during school hours, the cell phone will be confiscated and put in the office for the student to pick up after school. If a cell phone is used a second time, then the student's parent/guardian will be asked to come to school and pick up the cell phone from the office. All cell phones should be either silenced or powered down during the school day and stored in the student's backpack until the end of the school day.

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

SECTION 5 – ATTENDANCE

School Excused Absences

Students will be granted an excused absence from school by the principal or the principal’s designee for the following reasons, provided the required attendance procedures have been followed. We ask that the school is notified in advance whenever possible.

Code	Title	Rule
IL	Illness	<ul style="list-style-type: none"> Personal Illness - The parent/guardian notifies the school within 48 hours that the student is ill. A cumulative total of five (5) Illness (IL) days per semester will be excused without a medical provider’s note provided. Any illness-related absence beyond five (5) days per semester not documented by a medical provider will be considered a UIL (Unexcused Illness).
MD	Medical Excused	<ul style="list-style-type: none"> Medical absence excused by a health provider. This code includes doctor or dental appointments <i>with a note from the provider.</i>
MDN	Medical-Health Office Staff	<ul style="list-style-type: none"> Medical absence <i>excused by school health staff.</i>
PQ	Parent Request	<ul style="list-style-type: none"> A cumulative total of up to five (5) Parent Request (PQ) days per school year will be excused.
CT	Court	<ul style="list-style-type: none"> Legal matters which cannot be arranged at a time other than during school hours. <i>A dated court document must be provided to be excused.</i>
BER	Bereavement	<p>The student is attending a funeral.</p> <ul style="list-style-type: none"> Death or serious illness of the student’s family member. Up to five days per year may be BER. Additional days with administrator approval.

Unexcused Absences

Students will be assigned an unexcused absence from school by the principal or the principal’s designee for the following reasons. Absences that are not school-excused may result in a report to the county attorney.

Code	Title	Rule
UN	Unexcused Absences	<ul style="list-style-type: none"> Failure to call in the student’s absence within 48 hours.

UPQ	Unexcused Parent Request	<ul style="list-style-type: none"> Any PQ absences exceeding the cumulative total of five (5) PQ days per school year.
EL	Early Leave	<ul style="list-style-type: none"> Early departures may accumulate to the equivalence of absences and be subject to Nebraska Statute. When an elementary student (K-5th grade) checks out of school early and misses more than ½ of the instructional time in the afternoon session (1½ hours), they will be deemed absent for that session.
TD	Tardy	<ul style="list-style-type: none"> Tardies may accumulate to the equivalence of absences and be subject to Nebraska Statute. Each school shall adopt a set of guidelines to be used to avoid or minimize student tardiness and publish it in their student handbook. <u>Elementary</u> A student is tardy if they arrive late after the first 15 minutes of the school start time. However, if the student arrives after 90 minutes of the start time, they are marked TDA. <u>BMS and SHS</u> A student is tardy if they arrive late to a class within the first 15 minutes of a class. However, after the 15-minute grace period, a student will be marked as an unexcused absence.
TDA	Tardy Absent	<ul style="list-style-type: none"> <u>Elementary Only</u> – If the student arrives after 90 minutes of the start time, they are marked TDA
UIL	Unexcused Illness	<ul style="list-style-type: none"> Any illness-related absence beyond five (5) days per semester not documented by a medical provider will be considered an Unexcused Illness (UIL).
UAPT	Unexcused Appointment Less than 90 Minutes	<p><u>Elementary Only</u> – Any unexcused appointment less than 90 minutes including a dental or medical appointment without a provider note will be considered an Unexcused Appointment (UAPT). Unexcused appointments may accumulate to the equivalence of absences and be subject to Nebraska Statute. Any unexcused appointment longer than 90 minutes is counted as a half-day PQ or UPQ absence.</p>

Administrative Absences

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

Code	Title	Rule
AD	Administrative	Determined by the building principal.
AT	Athletic Event	Students must be attending a school-sponsored athletic event.
AV	Admin College Visits	First two college visits <u>(High School Only)</u> .
AC	Activity other than Athletic	Students must be attending a school-sponsored activity.

WE	Weather Related	This code is only used <i>with superintendent notification.</i>
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Discipline-Related Absences

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

Code	Title	Rule
OS	Out-of-School Suspension	Students who are suspended and do not attend an alternate setting to receive instruction will be coded as OS. This is counted as an absence.
OSPR	Out-of-School Suspension w/Offsite Services	Students who are suspended and attend an alternate setting to receive instruction will be coded OSPR. This is not counted as an absence.
IS	In-School Suspension	In-school suspension does not count as an absence.
XP	Expulsion	Students who are expelled and do not attend an alternate setting to receive instruction will be coded as XP. This is counted as an absence.
XPR	Expulsion w/Offsite Services	Students who are expelled and attend an alternate setting to receive instruction will be coded as XPR. This is not counted as an absence.

For further information, see the SBPS District Parent-Student Handbook on the [District Webpage](#).

Reporting Absences

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

Tardies

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

SECTION 6 – SCHOLASTIC ACHIEVEMENT

For further information, see the SBPS District Parent-Student Handbook on the [District Webpage](#).

Standards for Grading Codes

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

Types of Codes Used on Standards-Based Report Cards

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

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

October 23, 2024 - 4:00-8:00 PM October 24, 2024 - 8:00-8:00 PM	March 19, 2025 - 4:00-8:00 PM March 20, 2025 - 8:00-8:00 PM
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SECTION 7 – SUPPORT SERVICES

For further information, see the SBPS District Parent-Student Handbook on the [District Webpage](#).

Elementary Counseling

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

Restorative Practices

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

PE or Recess Restrictions

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

Elementary Student Fees

General school supplies and P.E. clothing are the responsibility of the student to provide. Those fees charged in other classes, including Band and Orchestra, may be waived for qualifying families with the understanding that the items will remain the property of the school.

SECTION 8 – DRUGS, ALCOHOL, & TOBACCO

For further information, see the SBPS District Parent-Student Handbook on the [District Webpage](#).

SECTION 9 – STUDENT CONDUCT, RULES, & REGULATIONS

For further information, see the SBPS District Parent-Student Handbook on the [District Webpage](#).

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

Dress Code/Student Appearance

Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the principal's office. Coaches, sponsors, or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups, or students who are representing the school as part of an extracurricular activity program.

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

- Pajama apparel
- Inappropriate tops or clothing
- Shorts or pants worn below the waistline (with or without a belt)
- Excessive holes and rips in pants and shorts
- Inappropriate accessories (i.e. chains, gloves, sunglasses, etc.)
- Spiked apparel
- Blankets
- Trench coats worn during school hours and/or at activities
- Hoods, caps, or hats worn to cover the head in the building during school hours
- Inappropriate slogans or lettering
- Gang-related apparel (includes hair nets and bandanas)
- Tobacco/alcohol/drug-related apparel
- Vulgar or offensive content (guns, violence, sexual content, etc.)
- Prescription sunglasses that are not transition prescription glasses

Students are required to adhere to the following guidelines:

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

SECTION 10 – PARENT & STUDENT RIGHTS

For further information, see the SBPS District Parent-Student Handbook on the [District Webpage](#).



**Scottsbluff Public Schools
Parent-Student Permission Information Record Sheet**

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

Printed Student's Name _____ Grade Level _____

SCHOOL AND DISTRICT STUDENT-PARENT HANDBOOKS RESPONSE SHEET

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

TRIP PERMISSION

By keeping this permission on file in our school office, this prevents parents from signing and returning a form each time their student goes on a trip. You will be notified at least 48 hours in advance via Remind if your student will be leaving our campus for a field trip. You **WILL NOT** have to give your permission if you give permission here. This permission form is good for this current school year only. You will only need to notify the teachers about individual field trips if you **DO NOT WANT YOUR STUDENT TO GO ON THAT PARTICULAR FIELD TRIP**. Please ask the teacher questions concerning the field trip before you say your child cannot participate in the field trip. Please consider allowing your child to be a part of each school activity so they will get more out of their school experiences.

_____ Yes, I give my permission for my student to go on all field trips at any time during the current school year that the teacher(s) may deem necessary. All precautions will be taken to prevent any accident, and I do hereby release the Scottsbluff Public School District, its agents, or employees from any liability resulting from any accident involving my student while on a field trip. In case of emergency, I hereby authorize a representative of the Scottsbluff Public School District to seek medical attention for my student.

_____ No, I do not give permission for my student to go on all field trips during the current school year.

PICTURE – NEWS RELEASE

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

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

HEALTH CONDITIONS

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

TITLE I REQUIREMENT (Elementary Only)

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

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

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT

_____ Yes, I have read and I understand the School District's Internet Safety and Acceptable Use Policy (Policy No. 6800). I agree to follow the District's rules and regulations set forth in the Policy. I understand that failure to follow the District's Internet Safety and Acceptable Use Policy will result in appropriate disciplinary action that may include loss of computer access privileges, out-of-school suspension and/or expulsion.

PARENT(S)/GUARDIAN(S)

_____ Yes, I have read and I understand the School District's Internet Safety and Acceptable Use Policy (Policy No. 6800). I accept full responsibility for my child's use of any District technology resources, including any use of District means of access to the Internet that may occur outside the District's schools. I understand that my child's failure to follow the District's Internet Safety and Acceptable Use Policy will result in appropriate disciplinary action that may include loss of computer access privileges, out-of-school suspension and/or expulsion.

Student's Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

5416 Form – Student Fees Policy

APPLICATION FOR FEE WAIVER AND SHARING INFORMATION CONSENT
SCOTTSBLUFF PUBLIC SCHOOLS

Fee Waiver Request

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

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

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

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

- No, I **DO NOT** want information from my Application for Free or Reduced Meals shared for purposes of the fee waiver program.
- Yes, I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Student Name: _____ Student Number: _____

Activity or Course: _____

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

Activity or Course: _____

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

Activity or Course: _____

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

Parent/Guardian Signature: _____ Date: _____

Principal/Designee Signature: _____ Date: _____

5416 Form – Student Fees Policy

Sharing Information Consent

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

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

- No, I **DO NOT** want information from my Application for Free or Reduced Meals shared for purposes of the fee waiver program.
- Yes, I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Student's Name: _____ School: _____

Student Identification Number: _____

Parent/Guardian Name: _____

Address: _____

Parent/Guardian Signature: _____ Date: _____

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

Memo

To: Dr. Andrew Dick and Scottsbluff Board of Education
From: Marianne Carlson, Executive Director of Finance
Justin Shaddick, Principal, Scottsbluff High School
Date: June 10, 2024
Re: Quiz Bowl

SHS Administration is requesting the addition of a Quiz Bowl program for the 2024-2025 school year. Currently there are 27 students interested in participating in Quiz Bowl. At this time, there are several other schools within the area that hold competitions, including Ogallala, Bayard, and Mitchell, and online competitions are also available through National Academic Quiz Tournaments (NAQT). In addition, the administration is interested in holding a tournament at the high school.

The anticipated costs of adding this program would be approximately \$6,000, including travel, hotels, entrance fees, and the purchase of six buzzer systems for hosting tournaments.

Motion: Motion to approve the addition of the Quiz Bowl program at Scottsbluff High School.

PARENT-STUDENT HANDBOOK



2024-2025

www.sbps.net



SCOTTSBLUFF HIGH SCHOOL



Scottsbluff High School Parent-Student Handbook Foreword

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

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

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

SECTION 1 – GENERAL INFORMATION

Mission Statement of the Scottsbluff Public Schools

Every Child, Every Day

Vision Statement of Scottsbluff High School

Where all students will learn in a safe, supportive environment where there are high expectations, partnerships with the community, and comprehensive programs.

SHS Bell Schedule

9th Grade			10th Grade			11-12th Grade		
1st Period	7:45	8:30	1st Period	7:45	8:30	1st Period	7:45	8:30
2nd Period	8:35	9:20	2nd Period	8:35	9:20	2nd Period	8:35	9:20
CATS	9:25	9:50	CATS	9:25	9:50	CATS	9:25	9:50
3rd Period	9:55	10:40	3rd Period	9:55	10:40	3rd Period	9:55	10:40
9th Grade Lunch	10:40	11:20	4th Period	10:45	11:30	4th Period	10:45	11:30
4th Period	11:20	12:05	10th Grade Lunch	11:30	12:10	5th Period	11:35	12:20
5th Period	12:10	12:55	5th Period	12:10	12:55	11th-12th Grade Lunch	12:20	1:00
6th Period	1:00	1:45	6th Period	1:00	1:45	6th Period	1:00	1:45
7th Period	1:50	2:35	7th Period	1:50	2:35	7th Period	1:50	2:35
8th Period	2:40	3:25	8th Period	2:40	3:25	8th Period	2:40	3:25

For more information, please visit the [District Parent-Student Handbook, Section 1 “General District Information”](#)



24-25

CALENDAR

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 for Students
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

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

NEW! START AND END TIMES

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

STUDENT = 169 DAYS*
 STAFF = 189 DAYS
 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
 *BASED ON GRADES 9-12

Calendar dates and times are subject to change.

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

SECTION 2 – COMMUNICATION

SCOTTSBLUFF HIGH SCHOOL CONTACT INFORMATION			
Department	Staff	Email	Phone
Administration	Justin Shaddick, Principal Matt Huck, Assistant Principal Kelli Jensen, Assistant Principal Kenna Urwiller, Assistant Principal Crystal Abrams, Building Secretary Kelsey Koke, Attendance Secretary	ishaddick@sbps.net mhuck@sbps.net kjensen@sbps.net kurwiller@sbps.net cabrams@sbps.net kkoke@sbps.net	(308) 635-6230
Counseling	Scott Harvey, 9th Grade Counselor Andreana Fertig-Marlow, 10th Grade Counselor Brenda Anderson, 11th Grade Counselor, Department Chair Cherokee Rotherham, 12th Grade Counselor Terry Fisher-Edens, Licensed Mental Health Therapist Rachel Delle, Licensed Mental Health Therapist Shalee Jobman, Student Outreach Facilitator Angie Figg, Registrar Jude Jones, Registrar Natalie Ferguson, Counseling Secretary	sharvey@sbps.net amarlow@sbps.net branderson@sbps.net crotherham@sbps.net tfisher-edens@sbps.net rdelle@sbps.net slittle@sbps.net afigg@sbps.net jjones@sbps.net nferguson@sbps.net	(308) 635-6245
Activities	Dave Hoxworth, Assistant Principal/Activities Cyndi Ramos, Activities Secretary	dhoxworth@sbps.net cramos@sbps.net	(308) 635-6235
Media Center	Tammy Harrison, Media Specialist Kasey Mueller, Media Center Assistant	tharrison@sbps.net kamueller@sbps.net	(308) 635-6246
Special Education	Stacy Moore, Special Education Coordinator Kasey Sell, Special Education Secretary	smoore@sbps.net ksell@sbps.net	(308) 635-6250

School Newsletter

Scottsbluff High School newsletters are published and distributed monthly via Remind and are available on the Scottsbluff High School Webpage. Newsletters contain information in regard to upcoming events/activities, recognitions, and important reminders for parents, guardians, and students.

Teacher Websites

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

Infinite Campus Portal

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

Remind

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

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

SBPS understands that when parents, families, and guardians have concerns, they would like a quick resolution. Below is suggested guidance for parents, families, and guardians to communicate their concerns through the appropriate channels. It is not required that parents follow the steps outlined below, but we provide this guidance to help you connect with the person who can best respond to you accurately and promptly.

1. Talk to your student's teacher.

Teachers represent the first step in resolving concerns because they are knowledgeable about your student and the school program. Communicate with teachers through email, Remind, or phone calls. A conference or meeting might be

scheduled with the teacher.

2. Talk to your student's principal.

If the problem is not resolved during the conference between you and the teacher, the next step may be a conference between you, your student, the teacher, and the principal.

3. If the problem is not resolved at the building level, contact our District Office.

If you are not sure who to contact, visit our website. <https://www.sbps.net/>

For more information, please visit the [District Parent-Student Handbook, Section 2 "Communication"](#)

SECTION 3 – EMERGENCY INFORMATION

Emergency Response Plan (Board Policy 6115)

Emergency response plans and directions for tornado, evacuation, lockdown, secure, hold, and shelter have been developed. To be in compliance with the fire code, there are to be nine fire evacuation exercises each school year. Two tornado drills are to be exercised and two lockdown drills practiced each school year.

Since many parents 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.

Tornado Procedures

Tornado alert drills are conducted periodically to provide information regarding the indoor survival procedure. Teachers will advise their classes concerning the area to which they will proceed. Everyone is directed to the first floor nearest an all-enclosed area.

The student should:

1. Walk quickly, do not run.
2. Remain alert for additional or changed instructions from a faculty member.
3. Proceed to the far end of an assembly area so that entrances will not be blocked.

In the event of a tornado ALERT, staff and students will be notified and given directions to evacuate the most dangerous portions of the building. Escape plans move the entire student body into two basic safe areas identified by the fire department. Students will be given directions by their teachers for specific evacuation procedures and a drill will be held early in the spring.

Parents/guardians should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning unless a parent/guardian is present to pick the student up. Tornado safety procedures are practiced regularly by students and staff members. Also, parents/guardians are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Fire Drills

Fire drills are held at regular intervals throughout the school year. Directions posted in each room should be followed carefully. Every person in the building must leave promptly and quietly at the sound of the fire alarm.

The students should:

1. Walk quickly, do not run.
2. Walk in single file with classmates unless directed to do otherwise.
3. Not wait in line to use a specified exit if another is free.
4. Move away from the exit after leaving the building to make room for those following.
5. Return to the building when signaled by one of the principals.

Each class has special instructions to follow during a fire drill. Listen carefully to your teacher for additional directions. Students not in a supervised class area are to exit via the nearest door and join the rest of the student body. Doors to all rooms are to be left closed. Do not crowd or talk and remain alert for additional directions. Do not attempt to take books or wraps with you. However, girls should take their purses. Once outside, remain out of the fire lanes and stay out of the path of any vehicles. You will be instructed when to reenter the building.

For more information, please visit the [District Parent-Student Handbook, Section 3 "Emergency Information"](#)

Section 4 - BUILDING INFORMATION AND SCHOOL PROPERTY

Building Hours

Unless special activities (such as tutoring, club meetings, extracurricular activities), a Zero Hour class, or student breakfast make it necessary, students should not be in the building before 7:35 AM or after 3:45 PM. Students entering the building prior to 7:35 AM for a reason other than those listed above, must have a note from a teacher or building administrator to enter the building. If not involved in

special activities, students must clear the building by 3:45 PM. Practices, rehearsals, or meetings in SHS, without a sponsor being present, are not permitted.

Extreme Weather Provision

In the event of inclement weather conditions, wind chill of zero degrees or below, students will be allowed to enter the building at 7:00 AM and exit the building by 4:00 PM but must remain in the SHS Cafeteria/Commons.

Entering and Leaving the Building

All students are expected to enter and leave the building from the doors at the main south entrance of the building. Other exits are only to be used during emergency situations.

Visitors

All visitors must report to the security office located in the SHS main entrance vestibule to sign in to receive a visitor's pass with security. All visitors are required to show a valid, government issued ID. Only parents/guardians and those having school related business will be allowed to remain during the school day. Personal guests of individual students will not be permitted during regular school hours. The school requests that any items needing to be delivered to students are dropped off at the main office rather than delivered directly to the student in his or her classroom.

Anyone may enter the school parking areas if their intent is to leave or pick up an SHS student and if this visitor will adhere to the following:

1. Drive in a normal and safe manner.
2. Remain in his/her vehicle while waiting.
3. Not wait for an excessive period of time, which would be defined as loitering.

Anyone violating the above policies will be warned about his/her behavior and told that if this persists he/she will be considered a trespasser and then referred to the proper law enforcement authorities. Any such incident is to be brought to the attention of an administrative staff member with a complete description of individuals and vehicles involved as soon as possible.

Announcements

Daily announcements and the Pledge of Allegiance will be read over the intercom daily during CATS period. Announcements must pertain to general school business, authorized organizations, and school-related activities. Information to be included in the announcements must be submitted through the shared Google Document "SHS Announcements," and must be submitted prior to the time of reading announcements. Submitted announcements must be brief and concise and written exactly as they are to be read.

Telephones

A student courtesy phone is available for students to make local calls up to three minutes in the main office. Any calls made during class time require the teacher's permission.

Telephone Messages for Students

Telephone messages for students will be accepted only from parents/guardians. Parents/guardians are asked to avoid such calls unless the message is extremely important. The room call sound system will not be used to interrupt classes except for extreme emergencies.

Change of Student Information

If there is a change to student household information (telephone number, address, guardianship, etc), please report these changes to the SHS Main Office as soon as possible to ensure correct student contact information is on record with the school.

Cafeteria

School breakfasts, lunches and a la carte items (if offered) are available for purchase. For the convenience of our students, funds may be deposited into the students' Infinite Campus accounts. More information regarding online meal payments is available online at: <https://www.sbps.net/cms/One.aspx?portalId=392832&pageId=506002>. To charge a meal or an a la carte item, the student must have adequate funds in their account. If a student does not have adequate funds in the account or money for that day, an alternate meal will be provided. Students qualifying for free meals may also maintain an account for a la carte items.

Students' cost for breakfast is \$2.40, lunch cost is \$3.65, and the chef special at lunch cost is \$4.65. All meals are served in the cafeteria. Sack lunches and other food should also be consumed in the cafeteria. Students must remain in the cafeteria during the lunch hours, unless receiving permission from a staff member. Free or reduced meal applications may be picked up in the main office or accessed online at: <https://www.sbps.net/cms/one.aspx?pageId=505792>.

Closed Campus

Freshmen and sophomores attending Scottsbluff High School will remain on campus throughout the school day. Students may only leave if signed out by the parent in the front office.

Open Campus – Privilege

Scottsbluff High School presently operates under an "Open Campus" policy for 11th and 12th grade students. This simply means that during a free period and over the lunch period, the individual has the authority to remain and study in the building or leave the campus.

Any junior or senior enrolled in a Zero Hour class, any junior or senior enrolled in one or more courses on the WNCC Campus, and any

senior that has earned 210 or more credits after their junior year may be allowed an "Open" period in their schedules. Students who choose to remain in the building during an "Open" period are expected to be in the student niche area, the Media Center, or the cafeteria. There is to be no loitering in the halls. Those who choose to leave the campus must accept the responsibility to return in time for all later classes. Missing or reporting late for classes after voluntarily leaving the campus may result in a truancy being registered or loss of other campus privileges (See Academic/Behavior Intervention Plan below). In such cases, any students leaving the campus and then returning to class late, must report to the office before going to class.

Library Media Center

The SHS Library/Media Center is a place for research, pleasure reading, word processing, and academic assistance. Students coming into the center must find a quiet place to read and work individually with resource materials. Students are welcome to the Media Center from 7:45 AM to 3:45 PM or for after school tutoring.

The Library/Media Center is the central hub for the school. The Library/Media Center is available for students, staff members and parent/guardian support. Students may use the Library/Media Center to access information using print or digital materials. Students are able to access print materials and online reference sources such as World Book Online, EBSCOHost, and Destiny, an online card catalog. The library staff also supports students by providing Chromebook and technology support and repairs. Students are encouraged to use the Library/Media Center to find a book to read or a quiet place to study and focus on academic work. Food is not allowed in the library. In addition to supporting students, the Library/Media Center is also a support to parents for technology questions/concerns, Chromebook payments, and Infinite Campus support.

Pride and Care of Scottsbluff High School

Scottsbluff High School prides itself on the aesthetics, maintenance, and cleanliness of the facility. Careful use of the building and grounds is essential to maintaining these characteristics and educational effectiveness. Students are expected to refrain from doing anything to tarnish or damage school property, and are encouraged to discourage others who would vandalize or knowingly damage the school. If students cause any damage to the building (broken windows, etc.), they should report it promptly so that it may be repaired in a timely fashion. Breaking of equipment or damage to the building will result in a parent conference and/or payment for damages. Where the minor does not make restitution, the parents or legal guardian shall be held liable. Willful damage or destruction of school property will result in school discipline and/or referral to law enforcement agencies.

Posters and Signs

All posters and signs on display at SHS need to be approved by an administrator prior to being displayed on school grounds. Posters and signs should be placed on designated locations throughout the building through administrative or custodial guidance. Once posters or signs are displayed within the school, students are expected to refrain from defacing the posters or signs. Students found defacing these materials will be subject to school sanctions.

Gifts and Parties

Classroom groups are not to collect money for gifts for teachers. During school hours there are to be no parties, except for special occasions and advanced administrative approval must be given. Flower or gift deliveries will not be accepted and should not be delivered to school.

Student Representative on the School Board

Each year a student will sit as a nonvoting member on the Scottsbluff Board of Education. This position will allow the school board to be informed about the student concerns in the high school. A main purpose of this position is to build improved communications between the students and administration. Election for this position will be held in the spring of each school year by the Student Senate. Any sophomore, junior or senior may run. After being elected, the representative must become a member of the Student Senate. The representative will attend all regular monthly board meetings and other meetings to which they are invited. The representative will attend the meetings from the time elected through the summer until the next representative is chosen. For more information, see the Student Senate Sponsor or the building principal.

Teacher Schedule

Teachers are responsible for providing basic knowledge, direction and motivation. With this properly accomplished, the student's degree of success is an individual matter. It is difficult for an instructor to spend the necessary class time to resolve an individual student academic problem. Students are encouraged to make arrangements with their teachers for a conference or special help during a teacher's planning period or before or after school. A teacher's daily schedule will be posted in the classroom. Consult these schedules and feel free to ask the teachers for time to discuss any problems you might have pertaining to classes.

Food and Drink Guidelines

- Food is not allowed in classrooms and other carpeted areas, such as hallways and the auditorium.
- Drinks
 - Only water is allowed in classroom areas.
 - Outside water bottles are allowed as long as they are clear, with a lid that seals
 - Other drinks purchased in the building (such as Mountain Dew KICKSTART or coffee) must be consumed in the cafeteria/commons.

Lockers

All 9th grade students will be assigned a locker at the beginning of the school year. Students in grades 10-12 may request a school locker to store their personal belongings and will be issued on a first come, first served basis. Lockers are issued at the first of the year.

Students are not to change lockers after assignments have been made in the fall unless the office has been notified and approval given. Do not bring or leave in your lockers such things as calculators, money, or other valuables. The school cannot be responsible for theft or damage to such possessions. Students must be aware that the security of the locker will be breached if the combination is shared with others and the dial is not turned each time you close the locker.

Lost and Found

The best assurance against loss and confusion about ownership is to mark clothing and all books with your name and KEEP YOUR LOCKER LOCKED. Loss of property should be reported to your teacher and the school office. Items found will be kept in the lost and found which is located in the office. If you find lost articles, please give them to a teacher or turn them in to the SHS Office. All accumulated articles will be cleared during Winter Break and again at the end of the school year. Unclaimed items of clothing will be donated to a local welfare agency.

For more information, please visit the [District Parent-Student Handbook, Section 4 “Use of Buildings and Grounds”](#)

SECTION 5 – ATTENDANCE

SHS Attendance Policy

Students who are unexcused will receive an automated daily phone call when the student is absent one or more periods during the day. Parents will receive educational material at the beginning of the school year to promote the academic and social/emotional importance of good attendance. Students demonstrating good attendance will be eligible for weekly drawings and the ability to attend all school related activities and functions. Failure to attend school on a consistent basis will result in the actions aligned to School Board Policy and Nebraska State Statute. Absences will be determined by a daily absence count and/or an hourly equivalent of a school day. Attendance policy procedures will start over at the beginning of each semester.

- **Level 1:** Parents of students with three or more unexcused absences will be contacted by the Family Success Center to discuss supports and monitor attendance moving forward.
- **Level 2:** Parents of students with five or more unexcused absences or ten or more absences within a semester will be contacted and the student will be required to meet with the Family Success Center. The School Counselor may be present depending on the student situation. An attendance plan will be created to include an adult check-in at school and supports such as community and school resources. Students with five or more unexcused absences will receive a letter from the school documenting the truancy.
- **Level 3:** Students with 10 or more unexcused absences or 15 or more absences within a semester will be required to meet with the Family Success Center, administration, counselor, parent/guardian, and any other external support services to review the attendance plan, review grades, and discuss the potential for alternative programming/504/or extended services. Students reaching Level 3 may be referred to the County Attorney and sustain potential loss of school activities.
- **Level 4:** Parents of students with 20 or more unexcused absences or 25 absences within a semester will be contacted via the Family Success Center and referred to the County Attorney for truancy along with all documented supports and resources that have been implemented leading to the excessive absenteeism. An alternative education plan will be created and the student will no longer be eligible to participate in school-related functions until the following semester.

SHS Tardy Policy

A tardy is a failure by a student to be in his/her classroom when the tardy bell rings. Tardy students should report directly to class. Teachers will record tardies on Infinite Campus. If students are seen loitering in the school without a pass, they will be escorted to their assigned classroom by school personnel. The consequences for tardies will be as follows.

- Tardy 1-2: Teacher warning
- Tardy 3: Five minute detention with teacher
- Tardy 4: Five minute detention with teacher and parent phone call by the student
- Tardy 5 and Greater: Lunch detention for the fifth tardy and each tardy beyond

Detentions will be served with the teacher to allow time for the student to attain any information missed due to the tardy. Date and time of the detention will be set at the teacher's discretion. The teacher will record each tardy from five and beyond on the designated tardy sheet. Each class will be viewed independently; students who have multiple detentions from multiple teachers have the responsibility to communicate with those teachers to make up a detention time. Failure to serve detention with the designated teacher may result in a consequence of willful disobedience/insubordination and an automatic lunch detention will be assigned. The tardy count for student's classes will reset at the end of the semester.

Students who are tardy for a final exam will not be allowed to enter the class and will be required to make up their final exam during the designated make-up time.

Tardy vs. Absent

A student late to class within the first 15 minutes of class will be counted tardy. A student missing more than 15 minutes of class will be counted absent

Reporting Absences

Parents/guardians must call Scottsbluff High School (635-6230) whenever their student will be absent, late to school or will need to leave early. Any absence not called in within 48 hours will be listed as an unexcused absence/truancy. Failure to excuse a student's absence may result in the student serving detention, and/or loss of school privileges. The attendance office prefers to speak to the parents/guardians of students directly, but will accept written notes (hard copy or electronic) excusing the student's absence. Families wishing to avoid any inconvenience by the school's automated notification system should call the attendance office (635-6230) by 8:00 AM to report the student's absence.

Notification Procedure for Unexcused Absences

Any time a student has an unexcused absence from one class period or more, Scottsbluff High School will notify the parents/guardians at their last known phone number using an automated notification system. This message will be sent out daily around 6:00 PM. The recorded message alerts parents to the fact that their child has had one or more period(s) of unexcused absences on a certain date. If a parent receives a recorded message, the parent needs to call the attendance office to check on and/or excuse the period(s) absent. Although the recorded message does not specify the period(s) of absence, it does alert parents/guardians to the fact that their child has had an unexcused absence(s) for a specific date(s). For parents/guardians with multiple students, the message will indicate which child has a recorded absence. All absences, excused or not excused, count against the total for "excessive absences."

Prearranged Absences

Prearranged absences are to be used when students know they will be absent for family vacations, college visitations, doctor appointments, or other matters. Parents and students should avoid all absences during the final week of each semester because they may negatively impact a student's grade.

Permit to Leave the Building

If a student is to be absent for only a part of the day, he/she should obtain a "Permit to Leave Building" or "Blue Slip" from the office. These permits will be issued by parents' request. Except in the case of emergencies, the permit request must be turned in to the office no later than 9:30 AM. All requests must be in writing or by telephone from a parent or guardian. Students must sign the checkout sheet in the office when they leave and return to the building. Permits will not be issued without parents' request. Each period of the day is part of the entire school schedule and should be the first responsibility of the student. Arrangements should be made to complete business outside of school hours

Checking In or Out of School

Students who return from a prearranged absence must immediately go to the attendance office and receive a pass before reporting to class. A student who needs to leave for any reason must sign out from the attendance office prior to leaving school. Failure to do so may result in an unexcused absence. Students leaving school for local dental or medical appointments must have a dismissal blue slip from the office to present to his/her teacher at the time of leaving.

Making Up Work Due to Absence

Making up work is the responsibility of the student. A student, immediately upon return from any absence, should check with each of his/her teachers about missing assignments, tests, quizzes, etc. Students with prearranged absences must meet with their teachers to obtain homework and assignments and are encouraged to complete assignments, quizzes, or tests prior to the absence. Students have one school day for every day missed from class to make up assignments or tests in that class.

One Day Absence – Immediately upon returning to school after the absence, the student must visit with all teachers to turn in assignments due the day of the absence, and ask for assignments given the day of the absence. The student must also make arrangements to take quizzes or tests missed the day of the absence. Teachers (with guidance from the principal) may extend the time allowed to turn in assignments or to take tests or quizzes.

Multiple Day Absences – Students missing multiple school days are granted one school day for each day missed to make up assignments, tests or quizzes. The student is responsible to make contact with the teacher the day of his/her return to school to turn in assignments due the first day of the absence, and obtain a list of work he/she must do to be caught up with the other students in the class. Teachers (with guidance from the principal) may extend the time allowed to turn in assignments or to take tests or quizzes.

In case of extended illness, when assignments are being sent home or to a hospital through the student's counselor or teacher, the length of time allowed for makeup will be agreed upon by the teachers (with guidance from the principal). However, the minimum amount of time for work to be completed may never be shorter than the guideline established within this policy.

Since the State (Rule 10) establishes the amount of seat time (hours) required for students to receive credit for a class, excessive absences may keep credit from being extended to a student.

Extended Leave Guidelines

If a student is going to be out of school for an extended period of time due to circumstances beyond their control. The high school wants to ensure that school and academics are not compromised. In order to help facilitate this process and help support students, the following guidelines have been established.

Step 1 - Call the school at (308) 635-6230 to notify our attendance secretary the known dates of the student's absence.

Step 2 - The Homework Liaison will be in contact with you to coordinate homework and pick-up of any needed supplies and/or materials.

Step 3 - All teachers have their classes, content and materials available on the SHS website at <https://www.sbps.net/shs>. From this website, click on the "Classrooms" tab at the top of the page and select your student's teacher from the dropdown menu. Once on the teacher's webpage, students and parents can find the teacher syllabus containing their policies and procedures, or students may log directly into their Google Classroom.

Step 4 - If the student is having difficulty accessing any information, email the teacher directly using their sbps.net teacher email. If a response is not received immediately, teachers are providing instruction throughout the day, so their response may be delayed. If immediate assistance is needed, please contact the student's counselor or administrator and they will assist in either answering questions or facilitate communication in a timely manner in order to answer your questions.

Step 5 - Most homework may be turned in through Google Classroom assignment submission. If there are assignments that must be turned in through paper copy, these may be submitted upon the students return.

Step 6 - Upon your students return from extended leave, they will meet with a counselor to review grades, missing assignments, and help the student facilitate the transition process.

For more information, please visit the [District Parent and Student Handbook, Section 5 "Student Attendance"](#)

SECTION 6 – SCHOLASTIC ACHIEVEMENT

Report to Parents/Guardians

Report cards are designed to help pupils and parents measure the student's progress toward the goals and objectives of the subject. This evaluation will be made four times a year. Since this report is for the student and his/her parent/guardian, it becomes their property for whatever use desired. In an effort to keep parents informed of classroom performance, parents will have access to student grades via the Infinite Campus Portal located on the school's website and a confidential password may be obtained through the principal's office. (A hard copy will be sent upon request.)

Grading Policy

Points are awarded to students for work graded by teachers. The corresponding letter grade in the Scottsbluff Public Schools is:

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
0-59	=	F

Parents or guardians must be notified by the teacher before an F can be given as a final grade for a semester. Notification of a student failing a class will take place during the final grading period; unless the student is dropped from a class for attendance, behavior points, or continual disruption in a class.

In all classes (with the exception of certain Advanced Placement, Dual Credit, and intervention classes), student grades must be weighted using a 70/30 ratio.

70% of a student's grade must be based on student performance on standards driven, benchmark assessments including items such as:

- major assignments;
- major tests;
- major essays;
- major presentations;
- and major projects.

30% of a student's grade is based on student performance on daily work assignments

Students who do not submit assessments or fail to complete an assessment satisfactorily will be expected to complete the assessment before or after school, during lunch, and/or at Saturday School.

Semester Examinations

Semester comprehensive examinations will be given in all classes at the end of each semester during a specified testing schedule. These examinations are required for all students and students are required to be in attendance for all their tests through the semester check out. Students who are tardy for a final exam will not be allowed to enter the class and will be required to make up their final exam during the designated make-up time.

Students leaving prior to final examinations must be excused by SHS administration. Students will be required to provide written rationale for the absence, and will be required to arrange times with all teachers for early final testing.

Students who are unable to attend finals due to illness or due to injury must provide a doctor's note with specific directions detailing the inability to complete the final examination at the predetermined time. Students unable to complete finals due to medical purposes will be required to make up the final examination in the first week of the second semester. Students requiring makeup finals during the second semester will make arrangements with administration and the teacher to determine a reasonable time for the makeup. Only students providing medical documentation will be allowed to make up a final examination.

Graduation Requirements

CREDIT HOURS NEEDED FOR GRADUATION - 270	
CAREER ACADEMY	70
Pre-Academy Course(s)	10
Foundational Academy or Pathway Courses	60
<ul style="list-style-type: none"> • Successful completion of two Foundational Career Academies OR one Foundational Career Academy AND one Specialized Academy Pathway is required for graduation. • Courses may count toward completion of both a Foundational Career Academy and core content requirements. However, they may only be counted once toward total hours needed for graduation (270). 	
ENGLISH	40
English 9 or Honors English 9	10
English 10 or Honors English 10	10
English Elective	20
MATH	30
Algebra I	10
Geometry or Advanced Geometry or Accelerated Geometry/Algebra 2	10
Math Elective	10
SCIENCE	30
Physical Science	10
Biology	10
Science Elective	10
SOCIAL SCIENCES	30
Geography/World History	10
American History Elective	10
American Government	5
Social Sciences Elective	5
PHYSICAL EDUCATION	10
PERSONAL FINANCE	5
COMPUTER SCIENCE AND TECHNOLOGY	5
"This requirement is for the class of 2028 and beyond"	

FAFSA Completion

Each senior student shall also complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduation unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the principal, if the principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Opt-out forms can be found at the bottom of this handbook or in the SHS Counseling Office.

CHOICES Career Academy Graduation Requirements

CHOICES is a specialized program focusing on community outreach and service learning. Students attending CHOICES will satisfactorily complete regular coursework with a required Community Outreach class credit counting toward their Career Academy credit hour requirements. CHOICES students must complete 270 credit hours for graduation. Students who transfer out of the CHOICES program will not be penalized by attending CHOICES and their counselor will complete a credit evaluation.

Class Rankings, Grade Point Average, and Graduation Honor Recognition

The official grade point average (GPA) of graduating students is based on a minimum of eight semesters of studies in order to allow students sufficient opportunity for demonstrating achievement. Current GPA's will be sent to colleges and universities who request information for admission. Following graduation, the official GPA will be furnished to post-secondary institutions upon request. Students approved and who complete early graduation requirements (Board Policy 5206) will receive their official GPA based upon completed semesters. Scottsbluff Public Schools utilizes the Laude Recognition System for recognizing Scottsbluff High School students graduating with honors. In order to be recognized, seniors must meet the following criteria:

Summa Cum Laude

4.0 grade point average or above

Magna Cum Laude

3.9-3.99 grade point average

Cum Laude

3.75-3.89 grade point average

Grade Point Average

The cumulative grade point average (GPA) of a student at the end of eight semesters of high school will be used to determine graduation honors as computed by the Scottsbluff High School Counseling Office. The GPA will be calculated on a weighted scale. Only Advanced Placement (AP) and designated dual credit courses offered through Scottsbluff Public Schools will be used for weighting purposes. Transfer students may use AP courses from the school of origination in the weighting process. In order to be eligible for graduation honors, a student must complete all Scottsbluff High School graduation requirements and must be registered as a full-time Scottsbluff High School student (20 credits per semester) during their entire senior year. For further information on the weighting process, see the table below along with identified courses to be weighted.

Weighted Scale

Grade	Regular Points	Weighted Points
A 90 – 100	4.0	5.0
B 80 – 89	3.0	4.0
C 70 – 79	2.0	3.0
D 60 – 69	1.0	2.0

Weighted Courses

AP Chemistry
 AP Calculus AB
 AP Calculus BC
 AP English Language and Composition
 AP Physics
 AP PreCalculus
 AP Spanish
 AP Statistics
 AP United States History
 AP World History
 College Algebra
 Composition 1
 Composition 2
 General Biology
 Principles of Marketing

*If additional AP courses are added, they will be added to the list of weighted courses.

Grade Classification

Students are classified by their graduation year. Those students not meeting the following credit requirements will be considered to be on “Academic Probation” and not on track for graduating with their class.

Senior	At least 186 credit hours
Junior	At least 125 credit hours
Sophomore	At least 65 credit hours

Graduation

Only students who have successfully completed all academic requirements, with no less than the minimum number of credits required for graduation, and in good standing deemed by the administration, will be allowed to participate in the Senior Academic Award Ceremony and/or the Graduation Ceremony. This includes appropriate attendance in all classes, good academic standing in all classes, and all fines and fees paid. Seniors who participate in inappropriate actions during the graduation ceremony will be required to complete specified community service prior to receiving their diploma.

Students expelled in the final quarter of their senior year will not be allowed to participate in the Scottsbluff High School Commencement Ceremony, however, Parents/Guardians and students may petition to the building administration for exception demonstrating previous school records of positive attendance, behavior, and academic performance.

For more information, please visit the [District Parent-Student Handbook, Section 6 “Scholastic Achievement”](#)

SECTION 7 – SUPPORT SERVICES

Counseling Services

The Counseling Department offers students an opportunity for educational, vocational, and personal counseling. Counselors are available to provide assistance on an individual and/or group basis where problems and concerns are apparent to address such areas as academic progress, vocational planning, social and emotional adjustment, etc. Testing is also provided by the department, when appropriate, in combination with counseling. Visit counselors often and take full advantage of the various guidance services.

Authorization for Release of Educational Records

In accordance with the Federal Privacy Rights of Parents and Student Act, signed consent forms are necessary in order for the Scottsbluff Public Schools to release academic and other pertinent educational information to any specified individual or agency. However, Federal Law 99.31 states; "No parent signature is required for educational records sent to another educational agency. Psychological data still requires the authorization of the parent before it can be sent and should only be sent to a corresponding psychologist."

Educational Planning Program

Each year SHS works in conjunction with EducationQuest, the Nebraska Associate of Collegiate Registrars and Admissions Officers (NACRAO) organization, colleges, universities, vocational/technical schools, the Armed Forces and other post-secondary programs to coordinate informational events and visits. These are designed to provide information about opportunities available to our students and are announced through the counseling web page, on social media, and through the Remind app.

Permanent Record Folder

A record folder is kept in the counseling office for every student who is a student at SHS. Information recorded includes attendance, classes taken, grades, and test scores. This information is frequently used when answering inquiries from parents, other educational institutions, and prospective employers. Students and parents may request counselors to show them this information.

Registration Procedures

Students choose their courses in the spring of the previous year. If students have a concern or discover a mistake in their schedule, contact their grade level counselor prior to the beginning of each semester if changes are necessary. Once the semester begins, few schedule changes will be honored.

Students adding or dropping a class must do so within the first five days of the semester in which the course starts. Adds or drops after the five-day period must be coordinated through an administrator/school counselor and drops may result in an "F-0%."

Students who are administratively removed from a class after the five days will be placed in an alternative learning setting for the remainder of the semester and may receive an "F-0%" on their permanent record.

If it is necessary to do an administrative "change of schedule" regarding a student, appropriate forms will be taken by that student to the teachers of the old and new classes for their signature. The completed form will be returned by the student to their counselor. Failure to complete this procedure may result in jeopardizing the student's grade standing and attendance.

Student Withdrawal or Transfer

Any student withdrawing from all classes or transferring to another school must notify the office and go through his or her counselor. Failure to follow these directions and settle all obligations with the school, such as the return of books and supplies or payment of fees and fines, may result in the withholding of school records. Please follow your counselor's directions and check out properly. Parents or guardians will always be contacted regardless of the reason for withdrawing from school.

Testing Program

If you plan to continue your education beyond high school, you may be required to take one or more of the College Entrance Examination Board Tests - The Scholastic Aptitude Test (SAT I and/ or II) or the ACT, which is a state required test that all Scottsbluff High School students must complete during the Spring Semester of their Junior cohort year. Most colleges and scholarship sponsors require that applicants submit scores on one or more of these tests. College admissions officials and scholarship program sponsors use the test scores, your school record and other criteria to assess your ability to do college work and to assist in placement in an appropriate program of study on campus. To decide if you should take one or more of these tests, you must know the test requirements of the college and scholarship programs in which you are interested. Counselors will help you find this information or you may write directly to the colleges or scholarship program sponsors. These tests are usually taken during the junior year or the first semester of the senior year. They can also be taken at any time in grades 9 through 12. Full information about these tests, including fees and location of test centers can be obtained from the counselors.

Dual Credit Courses

All students electing to enroll in dual credit courses are required to abide by the policies and procedures of both Scottsbluff High School and the governing post-secondary institution. Should a conflict arise in policy or procedure the post-secondary institution's policy and/or procedure will supersede those of Scottsbluff High Schools.

WNCC Guidelines

Registration

WNCC registration for high school students takes place in April for fall classes and in November for spring classes. The registration process involves meeting with school counselors and WNCC college advisors. In order to register, students must complete a WNCC registration form and an SHS contract for college course enrollment. Information for completion of this process will take place prior to registration for WNCC classes.

Basic Skills Assessment

Either the ACT, SAT, or WNCC ACCUPLACER test is used for placement in courses requiring an assessment score prerequisite.

The test is administered to

- Students enrolling in English or Mathematics courses
- Students enrolling in courses with English, Reading, or Math prerequisites

The high school counselors have a parameter sheet explaining the scores needed for college class entrance requirements.

Grades and Credits

In order for a course to be transferable, a student must earn a minimum grade of 70% in a college course as compared to 60% at Scottsbluff High School.

WNCC Academic Probation and Suspension

Students are considered to be making satisfactory progress if they have a WNCC GPA of 2.00 (70%) or higher.

The purpose of academic probation is to warn students of their unsatisfactory academic progress. Academic probation may also pose a problem in obtaining financial aid for college after high school. Students are placed on academic suspension after they are on probation for one semester and satisfactory academic progress has not been made.

WNCC Portal

Each student taking a college class will log into their WNCC portal. To log in, a student will go to www.wncc.edu, then click on "MyWNCC" in the upper right-hand corner of the page. If students are taking a class on the WNCC campus, it is important to get logged onto the portal as quickly as possible as classroom materials will be accessed through Blackboard. Students can view their schedule, instructor name, grades, and request transcripts on the portal. See your counselor or a WNCC advisor for further information.

Transferology and Transfer Nebraska

Transferology is a nation-wide network designed to help students explore their college transfer options. The website for Transferology is www.transferology.com. Students wanting to transfer within the state of Nebraska should visit <https://transfer.nebraska.edu/>. Dual credit grades lower than a "C" on the college level may not transfer to other colleges or apply to a specific program of study.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records at elementary and secondary schools that are subject to FERPA's requirements. These rights transfer to the student when he or she attends a postsecondary institution at any age. Under FERPA, an eligible student must provide a signed and dated written consent before a school discloses personally identifiable information, such as financial aid records, grades, transcripts, account balance, student conduct, or placement scores from the student's education records. Students should be responsible for knowing the status of their progress. We realize that there may be situations when parents may want to access their son's/daughter's grades. Students have access to grades on their WNCC portal. If parents want access to grades or other personally identifiable information, their son or daughter will need to sign a release of information agreement. This form is found in the portal.

Parents wishing to access student information for dual enrollment through SHS will need to work through SHS Infinite Campus for progress monitoring; however, grades and attendance are only updated at semester. Parents wishing for full access will need to access the student's WNCC portal.

Academic Help

Any student taking a class through WNCC has access to Supplemental Instructors, paid tutors who have previously been highly successful in the courses. These Supplemental Instructors are available in the Math Center, the Writing Center, and in the department offices for the courses being taken. These centers are typically open during the day and evening.

Student Code of Conduct (including Academic Integrity)

Students are encouraged to go on the WNCC website to view the college's policies relating to academic integrity. Students are expected to know and understand the College's policies relating to student conduct and academic integrity and are held accountable for doing so. Please refer to the student handbook found on WNCC's web page.

SHS/WNCC Shuttle

All students and parents/guardians must sign a waiver for students attending courses on the WNCC campus indicating their preferred method of transportation, personal or school provided. These forms may be found in the counseling office. Students in need of transportation will be provided transportation through a school provided shuttle service at no additional cost.

All students attending courses on the WNCC Campus will be required to scan a QR Code, fill out the accompanied Google Form, and submit the Google Form daily in their WNCC classrooms to account for attendance.

Tuition

Scottsbluff Public Schools will pay the tuition for students enrolling in Dual Credit courses on the SHS Campus and taught by an SHS instructor AND those courses that are required as part of a student's Career Academy. Although SBPS will pay tuition, it is essential that all students qualifying for the free and reduced lunch program apply for the Access College Early College Scholarship program. Should a student fail or withdraw from a dual-credit course, the student will be responsible for reimbursement of tuition costs to the school district.

Drops

Students selecting to drop a course prior to the WNCC drop deadline will receive a "W" at WNCC and will take a replacement course at SHS. Those students wishing to participate in an extracurricular activity must enroll in a credit recovery course in order to maintain eligibility for the dropped course. If a student selects to drop a course before the WNCC drop deadline, they may enroll in a credit recovery course to replace the grade of the WNCC course. If a student does not enroll and complete a credit recovery course to replace the WNCC course prior to the end of the semester, the student will receive an "F" on their SHS transcript for the WNCC course. Students choosing to drop a course after the WNCC drop deadline will receive a failing grade at both WNCC and SHS. Students that choose to drop a dual credit course will be responsible for reimbursement of tuition costs to the school district.

Credits

College (WNCC) credits earned and how they will be computed to high school credits. Two through four credit courses at WNCC will be computed as five credit courses on an SHS transcript. Six credit courses at WNCC will be computed as a ten credit course on an SHS transcript.

Grade Replacement

Students who fail or receive an unsatisfactory grade in a college course may retake the course at their own expense and may replace both their college and high school transcript grade.

Dual Credit Finals

Students attending WNCC courses on the WNCC campus are required to take the final at the predetermined time established by the WNCC finals schedule. If this time contradicts with a Scottsbluff High School course, students are expected to communicate with their SHS instructor prior to the absence and make arrangements for any coursework that may be missed due to the absence.

Students taking dual-credit courses on the SHS campus will adhere to the timelines of the corresponding college. The last day of class will correspond with the designated time of the final as determined by the college.

Academic Supports

Saturday School

Begins the third week of each semester. Available to all students. Located in the SHS Media Center from 9:00 - 11:00 am in the SHS Media Center.

After School Tutoring

Begins the third week of each semester. Available to all students. Located in the SHS Media Center from 3:30 - 4:30 pm, Mondays through Thursdays.

CATS Academic Support

Available from 9:25 - 9:50 am every day during students scheduled CATS time. Students must register for this class. Placement is based upon teacher and counselor recommendation and/or student request.

For more information, please visit the [District Parent-Student Handbook, Section 7 "Support Services"](#)

SECTION 8 – DRUGS, ALCOHOL, and TOBACCO

Vaping

Scottsbluff Public Schools believes illegal or unauthorized products or substances cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors. As such, all district-owned or operated facilities, grounds, and vehicles, as well as district-sponsored events, will be designated tobacco, alcohol, and drug-free. The use of all vaping products (nicotine, marijuana oil, or other substances) is prohibited on school grounds and in school buildings (SBPS Board Policies 1120 and 5104).

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco (Board Policy 5104)

The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol, or tobacco (including electronic nicotine

delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution, or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant;
2. Possession of any prescription drug in an unlawful fashion;
3. Possession, use, distribution, or being under the influence of alcohol;
4. Possession, use, distribution, or being under the influence of any abusable glue, aerosol paint, or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes;
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes; and/or,
6. Possession, use, or distribution of any tobacco product (including electronic nicotine delivery systems).

Disciplinary Sanctions

Violation of any of the above-prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

For more information, please visit the [District Parent-Student Handbook, Section 8 “Drugs, Alcohol, and Tobacco”](#)

SECTION 9 – STUDENT CONDUCT

Student Conduct

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district. This policy will also apply while on school owned, operated or chartered transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and educational processes of the school district.

Students who violate the code of conduct and administrative regulations supporting it will be subject to disciplinary measures including, but not limited to, removal from the classroom, detention, suspension, probation and expulsion. The codes of conduct will include measures to prevent or discourage behavior which interferes with the educational program, behavior which disrupts the orderly and efficient operation of the school or the functioning of school activities, behavior which interferes with the maintenance of a learning environment, behavior that is violent or destructive, or behavior which interferes with the rights of other students to pursue their education. Procedures will be available to allow rights of due process for all students.

This disciplinary process is designed to create the expectation that the degree of discipline imposed by the school will be proportionate to the severity of the behavior of the particular student, the previous discipline history of the student and other relevant factors. It will also include parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance appropriate student behavior and academic performance. All student codes of conduct shall be submitted to the board for approval or review.

Conduct in the Building

If a student must be in the halls during class periods, please show courtesy to teachers and students in class by keeping as quiet as possible. There is to be no running, shouting, scuffling, pushing, and throwing objects in halls or classrooms. Improper language is not acceptable at any time. Students are not to bring in any outside food or drink into the school building, other than bottled water in its original container. Outside food or drink must be consumed before entering the building or be thrown away. Teachers will be asked to preserve instructional time by not allowing students to go to the cafeteria to eat during class times. Students may eat during designated breakfast time prior to 7:45 AM. All food bought in the cafeteria must remain in the cafeteria and should not be taken to classrooms or hallways. Drinks bought within the school building are permissible in the classroom. A teacher or any school personnel may correct a student for any of the above behaviors. Students are asked not to sit on tables in the cafeteria. Dispose of all waste items in waste containers on campus before you enter the building from the outside. Public displays of affection beyond holding hands are

inappropriate and a disruption to the learning environment. Please use good judgment and avoid an embarrassing situation. Students are asked to refrain from such acts. Students in the halls without a pass will be taken to their class for the remainder of the period. Teachers may require students to come in after school to make up time missed from class and/or as part of restorative practices.

Scottsbluff High School Code of Ethics

We will:

- Be present, be engaged, and be productive.
- Be inclusive, be empathetic, and be understanding.
- Respect all students, staff and property.
- Collaborate to achieve personal and academic goals

Academic Integrity

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

Academic misconduct is defined as any type of cheating that occurs in relation to a formal academic exercise. This is subject but not limited to plagiarism, fabrication, deception, cheating, bribery, sabotage, and/or impersonation. Students found in violation of the Academic Integrity policy will face academic consequences as defined below, as well as, school discipline sanctions as outlined on the Progressive Discipline Chart. (Reference [District Parent and Student Handbook, Section 9 - Student Conduct "Academic Integrity"](#))

- o First offense - The student receives a grade of zero for the assignment/assessment and parents/guardians are contacted by the teacher. The student will be required to redo the assignment/assessment for partial credit.
- o Second offense - The student receives a grade of zero for the assignment/assessment, parents and student must meet with the teacher. The student will be required to redo the assignment/assessment for a significant loss of credit.
- o Third offense - The student may lose credit for the class in which they cheated.

Bluffs Middle School Campus

Bluffs Middle School building and campus are off limits for high school students. Business that is to be conducted at Bluffs Middle School must take place after school through the Bluffs Middle School office.

Dances

A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances.

In addition to all rules of student conduct in the Student Handbook, students attending dances shall adhere to the following rules of conduct:

1. **Who Can Attend:** Only students of Scottsbluff Public Schools and their guests may attend.
 - No students below the 9th grade or individuals 21 years of age or older are allowed to attend SHS dances.
 - Personal identification will be required to enter all dances.
 - Student conduct and behavior must be appropriate for the school environment.
 - Once students enter the dance, they will not be allowed to return once they have left the dance.
 - Only students, who are in good standing deemed by the administration, will be allowed to participate and attend school dances. Good standing is defined as...
 - o less than five unexcused absences by parent or school in any one class, including CATS for the semester at the time of ticket purchase;
 - o no more than one failing grade for the semester at the time of ticket purchase;
 - o no more than three behavior referrals for the school year at the time of ticket purchase.

This expectation applies to Homecoming, Winter Royalty, and Prom.

 - SHS students are required to pre-register their dates if they are not currently an SHS student; failure to pre-register will result in no admittance. Pre-registration of dates is accomplished by completing a guest form (available in the SHS Office) and submitting it to the SHS Office no later than 3:30 PM on the Wednesday prior to the dance. Dates/guests who are former SHS students must have had an acceptable school record and are subject to approval by building administration.
 - Prom is limited to juniors and seniors. Freshmen and sophomores may only attend if brought as a date by a junior or senior. Freshman and sophomore students must be present with their dates at both the time of purchasing their entrance ticket and entering the dance in order to be admitted into the dance.
 - Prom is a formal event and requires formal attire for the entirety of the dance. Students violating dress expectations will not be allowed to enter the dance or be required to leave the dance.

2. **Prohibited Substances:** Alcoholic beverages, illegal drugs, and tobacco (including electronic nicotine delivery systems) are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.
- Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student, or a student's date, is under the influence of alcohol or drugs.
3. **Royalty Candidate Eligibility and Selection:** The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by the Principal for each dance at which royalty is to be selected. The Principal will communicate with students to inform them of their eligibility and selection (when applicable).

Specific Dance Eligibility and Selection Requirements

- Homecoming/Winter Royalty Queen & King
 - Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
 - To be eligible, a candidate must agree and be eligible to attend the Homecoming or Winter Royalty Dance and represent the school properly.
 - The Queen and King will be chosen from the qualified nominees by secret vote of the student body during Homecoming or Winter Royalty week. Crowning will be held at an appropriate fall sports event.
- Prom King and Queen
 - Only a Senior girl shall be eligible to be Queen and a Senior boy shall be eligible to be King.
 - To be eligible, a candidate must agree and be eligible to attend the Prom Dance and represent the school properly.
 - The Queen and King will be chosen from the qualified nominees by secret vote.

Personal Electronic Devices (PED)

Responsibility for Electronic Devices

The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

PED Regulations

- PEDs will not be used for any reason in school restrooms, locker rooms, or classrooms, and use may be subject to disciplinary action.
- PEDs may be used by permission of the administration or counselors within SHS offices.
- PEDs may be used in the cafeteria (during assigned lunch, breakfast, or open period), hallways (during passing time and non-instructional time), and in commons areas (during non-instructional time).

Students using PEDs within the school are expected to utilize devices professionally and responsibly. Students will be held to the expectations for building technology.

PED Classroom Procedures and Expectations

When students enter their assigned classroom, they will be expected to place their phone and/or smart watch in an assigned PED storage location designated by the classroom instructor. At the end of each class period, students will be allowed time to retrieve their phone prior to the passing period. Students who fail to meet this expectation will incur the following consequences.

- First refusal – Teacher warning
- Second refusal – PED turned into the office and may be picked up at the end of the school day. Parent contact will be made by administration.
- Continued refusal – PED consistent with the Progressive Discipline Chart for student insubordination.

PED Building Expectations and Etiquette:

- Cell phones should not be used during emergency situations. PED's should be removed during emergency situations.
- Students will have their cell phones on vibrate during the school day. Alarms will not be used.
- Students will excuse themselves from phone calls (hang up) and/or put away their phones or PED's when an adult is addressing them during the school day and at school-related events and functions.
- Students will be allowed to use their cell phones and PED's during passing time and lunch with headphones in one ear only.
- The only person that should be able to hear the cell phone conversation or content from the PED should be the user.
- Students will be considered "in class" once the bell rings and their PED should be safely stored in the predetermined classroom location.

Inappropriate PED use during non-school hours or off school grounds, but related to school activity or having a nexus to the learning environment, may result in consequences up to recommendation for expulsion. Inappropriate PED use during school hours may result in consequences up to recommendation for expulsion. Examples include but are not limited to; possession of and/or photos taken of exposed individuals, threats against another person, and those uses considered illegal by law.

Student PEDs, including, but not limited to, text messages and digital photos, may be searched by the District, under limited circumstances. Specifically, school officials may not search students' PEDs, including the accessing and reading of their text messages

and digital photos, unless those officials (1) have a reasonable suspicion, based on objective and articulable facts, that the search will provide evidence that the particular student was violating either the law or a school rule; and (2) the scope of the search is reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the infraction.

The PED Policy is subject to change with notice from administration to students and parents.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

Parking and Driving Regulations

Students parking on campus in non-designated locations, in handicapped zones, or in visitor spaces will be subject to having their vehicle towed at the owner's expense. School officials will contact the towing company and the School Resource Officer. Students responsible for driving in a reckless manner on school property will be suspended from school for a minimum of five (5) days with suspension possible up to and including expulsion from school, depending upon the severity of the reckless driving act. Upon return to school, the student will be banned from parking on campus for the remainder of the current school year.

General Traffic Regulations

- No vehicle may be operated on the parking lot at a speed greater than that which is reasonable for the prevailing conditions.
- No vehicle may be operated on the parking lot in a negligent, reckless, or willful reckless manner.
- No person shall ride on the top, hood, bed of a pickup, or fenders of a vehicle. It is unlawful for the vehicle operator to allow such operation.
- Drivers must stop if they witness an accident, and report it to the police.
- It is unlawful to destroy any parking notice violation.

Students choosing to violate the stated regulations will be dealt with by the school and/or the Scottsbluff Police. The privilege to use the SHS parking lot could be taken away.

Student Vehicle Parking Rules

1. Student parking will be in the lot west of the main building, north in the baseball field parking area, and along the street on 2nd Avenue (north of 27th Street). Students parking in the lot west of the main building must have their parking pass visible for staff to view. All juniors and seniors will be issued a parking pass. Pass identification and locations are as follows:
 - a. Seniors – Issued a “Red” pass for reserved parking on the south side of the parking lot west of the main building.
 - b. Juniors - Issued a “White” pass for reserved parking on the north side of the parking lot west of the main building.
 - c. Sophomores and Freshman – No pass issued but may park in the lot west of the pool facility, north in the baseball field parking area, or along 2nd Avenue (north of 27th Street)
2. Faculty parking is not to be used by students. Faculty parking is located on the north and south ends of the lot west of the main building, and on the north side of campus
3. To facilitate identification, automobiles are to be parked front end in first; only one stall per car.
4. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
5. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Students will be expected to follow general traffic regulations. Suspension of driving privileges, parking tickets, towing of vehicles and/or suspension from school may occur when violations of these regulations occur.
6. All vehicles must be parked in authorized parking spaces. The discipline chart describes consequences for parking or driving violations.
7. Students with parking passes will lose their pass for the remainder of the semester upon their third offense. Continued offenses once the pass is lost will result in ISS. (See Progressive Discipline Chart).

Dress Code Expectations (Board Policy 5101)

Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

SBPS respects students' rights to express themselves in the way they dress. Students are expected to respect the school community by dressing appropriately for a K-12 educational environment. Students should dress so as to not disrupt the educational experience. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected class. Students who do not adhere to the guidelines will not be allowed to attend class and parents will be contacted if appropriate clothing is not available or refused by the student. The SBPS administration reserves the right to make adjustments to the Dress Code in the spirit in which the guidelines were drafted. The SBPS administration will use their professional judgment in enforcing the dress code.

Examples of inappropriate dress may include but is not limited to the list below.

- Pajama apparel.

- Inappropriate tops or clothing.
 - The hem of the top must touch the waistline of the pants in a standing position.
 - All shirts/tops must have a two inch or wider straps on both shoulders.
 - All clothing must cover undergarments.
 - Tops or bottoms must provide adequate coverage of the body.
 - Shorts or pants worn below the waistline (with or without a belt).
 - Excessive holes and rips in pants and shorts.
 - Shirts and dresses must have fabric in the front, back, and on the sides. Fabric must cover all private parts and must not be see through.
- Inappropriate accessories, i.e. chains, gloves, sunglasses, etc.
- Spiked apparel.
- Blankets
- Trench coats worn during school hours and/or at activities.
- Head covering worn to cover the head in the building.
- Inappropriate slogans or lettering.
- Gang Related Apparel (includes hair nets and bandanas)
- Tobacco/Alcohol/Drug Related Apparel
- Vulgar or Offensive (guns, violence, sexual, etc.)
- Prescription sunglasses that are not transition prescription glasses.

Book covers, notebooks, folders, etc., cannot have inappropriate signs, pictures, or language.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review the items listed above.

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

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

Guidelines for Suspended or Expelled Students

Students may not participate in activities during the term of suspension, including, but not limited to, concerts, school functions, and practices. All students suspended for disciplinary reasons will be expected to make up all assignments, i.e. term papers, final exams, etc. in their classes. They will have the potential to receive full credit for all makeup work turned in. Homework must be turned in to the teacher the day a student is scheduled to return for regular classes. Students that are suspended will be provided an education in accordance with state statute. Students suspended or expelled may not be on any Scottsbluff Public School District Properties without prior arrangements with an administrator of that building.

Restorative Practice

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

Restorative Supports: 3-5 days

Students will be assigned 3-5 days, after school from 3:25—5:30 of restorative support (RS) as outlined in the progressive discipline chart. Students will be required to complete the items listed on their specific RS worksheet during their assigned days. Scottsbluff High School utilizes Restorative Supports as a proactive and evidence-based initiative to help students manage their misbehavior. Restorative Practices are grounded in principles and values that: are needs based, hold students accountable, are focused on repairing harms, and supporting meaningful outcomes. Restorative Practices will be integrated within existing discipline measures and utilized as deemed appropriate.

In School Suspension (ISS):

ISS will be utilized as necessary as it aligns to the Scottsbluff High School Progressive Discipline chart. While in ISS, school work will be coordinated with the classroom teacher and the ISS supervisor. Students are expected to turn in cell phones, and remain engaged in their coursework throughout the time they are assigned ISS.

SHS Discipline Matrix

School Wide Infractions	Formal Warning/ Parent Contact	In-School Suspension			Restorative Support 3:25—5:00		Out of School Suspension Days			Hearing for Expulsion	
		Class period	1	2	3	3	5	2	5	9	
Disruption to the Educational Process											
Disruption to the learning environment	1	1				2	3	4+			
Insubordination/Willful Disobedience	1	1				2	3	4+			
Vulgarity/Profanity	1	1				2		3+			
Gross teacher disrespect/Profanity against a staff member						1	2+	1	2+		
Teacher Disrespect			1			1	2+	2	3+		
Threats of Physical Aggression against a staff member											1
Derogatory Language											
"Casual" use within student conversation or as slang.	1	1				2	3	4+			
"Aggressive" derogatory words, slurs, slogans, names used against a student or staff member.				1		1	2+		2+		
"Threatening" derogatory threats or acts of intimidation intended to victimize.							1+		1	1	1
Health and Safety											
Use/possession of tobacco and alternative nicotine/vapor products				1		1	2+	2+			
Being on school property after having consumed alcohol or a controlled substance							1			1	2
Possession of alcohol, controlled substances, or drug paraphernalia on school property											1
Distribution of any non-prescription drug or medicine, herbal supplement or vitamin on school grounds							1+		1	2	3
Threaten/Intimidate/Haze/Bully another student							1+	1	1	1	1
Sexual Harassment/Harassment							1+	1	1	1	1
Sexual Assault							1			1	1
Fighting							1			1	2
Assault							1			1	1
Carrying, possession, or display of deadly weapons or dangerous objects							1		1	1	1
Carrying, possession, or display of firearms											1
Use of a weapon or dangerous object in a threatening manner.											1
False fire alarms, bomb threats, incendiary, fireworks, smoke, or pepper mace	1										1
Driving inappropriately											1
Property Loss and Damage											
Vandalism											1
Theft, possession of stolen goods							1	1	1	1	1
Extortion							1		1		2
Legitimate Educational Purpose											
Cheating/academic misconduct											1
Forgery - presenting false papers or fraudulent phone calls											1
Parking Violations	1-3			4							
Unspecified inappropriate behavior											1

NOTICE: Discipline procedures will be handled case by case. Consequences may vary from student to student and situation to situation. If students refuse to follow restorative practices, traditional consequences will be applied. When students are assigned to the office, actions taken are solely at the discretion of the administrator. Students who have been suspended or expelled from school may **NOT** be on any school grounds or at school activities without permission from an administrator.

False reporting will result in consequences consistent with the Scottsbluff High School Handbook or as deemed appropriate by the SHS administration.

With any school behavior offense covered by the law, law enforcement **will** be contacted for possible prosecution.

Special Notes: Additional discipline may occur due to membership in extracurricular activities. Discipline procedures apply to buses, activities, and field trips.

For more information, please visit the [District Parent-Student Handbook, Section 9 “Student Conduct”](#)

SECTION 10 – ALTERNATIVE EDUCATION

Scottsbluff High School has developed a comprehensive Pyramid of Interventions to meet the needs of all students. SHS is dedicated to providing differentiated instruction to all students to help them meet their goals. In some cases, Alternative Education is necessary to provide students with educational opportunities. Below is a brief overview of various alternative education strategies that will be employed by Scottsbluff High School.

Academic/Behavior Intervention Plan (ABIP)

SHS takes a proactive approach to help all students be successful. Our desire is to develop students who demonstrate commitment to excelling educationally. Our goal and intent is to build a long lasting academic and behavior plan, with a focus on freshmen and sophomore students. We will incorporate parent/guardian assistance to help provide a safe and positive environment for every student. Teachers, counselors, and administrators help students develop strategies for educational success throughout the school year. Review of grades, attendance and behavior issues will be on-going topics of discussion during student meetings with their mentors. Primary focus will continue to be aimed at freshmen and sophomore students.

As a result of discussions regarding academic or behavior issues, consequences for unacceptable performance may be implemented. Students may lose privileges (i.e. open-campus for lunch, dances, other campus activities) if they are failing a class, have several behavior referrals, or if attendance, including tardies, is affecting time and/or performance in class. Loss of privileges, until improvement is demonstrated, may be implemented at any grade level if deemed appropriate by an administrator.

ABIP (12 Points Plan)

This intervention plan is used when a student's current academic performance is not progressing at the level expected of all SHS students. Their actions/behaviors are causing a disruption to the learning environment for students in our school. Criteria for being placed on the ABIP include:

Total of 12 points from the list below in any combination will result in the recommendation of removal from all classes for the remainder of the semester. The student will be offered a course for credit recovery to be completed off campus or in an alternative setting (Excel Academy or Re-Connect) by the end of the current semester. Students will be eligible for on campus classes the following semester if they successfully complete their academic plan.

- # - Discipline referrals written by a principal. Accumulative, entire year.
- # - Classes with 5 or more unexcused absences. Current semester
- # - Classes with grades below 60%. Current semester
- 12 - total in any combination

Once a student reaches 12 points, and prior to being placed on the ABIP plan, a meeting will be held with the student, parent or guardian, and grade level administrator. The student will be provided an opportunity to correct behaviors within a reasonable time frame. If these expectations are not met within the timeframe and maintained, the student will be placed on the ABIP plan.

Excel Academy (EA)

The Excel Academy is designed for those students who are at-risk of not graduating within a 4-year time period and are credit deficient. Students will be placed in the Excel Academy based on teacher, counselor, and administrator recommendations. Students will have the opportunity to recover credit through the Edgenuity online educational platform and will be placed on an Individualized Learning Plan (ILP). Students in the Excel Academy may have their schedule adjusted to meet their unique instructional needs.

Edgenuity

Edgenuity is an online educational platform. Students that are behind on credits will be assigned an Edgenuity online course to recover credit for failed courses. Students who are enrolled in a course for the entirety of the semester but fail a course will be eligible for credit recovery courses through Edgenuity. Students who are dropped from a course or fail to attend a course will be required to either retake the in-person course or will enroll in initial credit courses through Edgenuity.

Students enrolled in Edgenuity online courses are required to complete all tests and quizzes in-person. All tests and quizzes must be proctored by an instructor. Exceptions may be allowed for extenuating circumstances and with administrative approval.

Only Edgenuity initial credit courses can be counted toward a student's cumulative Grade Point Average (GPA), all other courses

offered through Edgenuity will receive a letter grade but will not be factored into the student's GPA.

ReConnect

ReConnect is an off-campus program located at 2609 Broadway, Scottsbluff, NE 69361 created for junior and senior students. While integration into the traditional setting is emphasized, the goal through these specialized programs is independent commitment to quality education that is designed to meet the needs of each individual student. Students will be assigned to ReConnect based on the Scottsbluff High School Pyramid of Interventions. At some point the student may be referred to the ReConnect Program as a stand-alone intervention, or as an additional means of support.

Summer School

- Summer School is open to all SHS students from the last week of May through all of June.
- Classes are in session four days a week from 8:30am-11:30am.
- Summer School is an opportunity to recover credit or to get ahead on credits. Both face-to-face and online classes are available.
- Strong attendance is required; no more than two days of absences are allowed for a student to earn credit for the class.
- Behavior expectations of summer school are the same as during the school year. If behavior expectations cannot be met after one warning, the student will be required to leave Summer School.
- Registering for Summer School is done through the counseling office with the student's grade level counselor.

SECTION 11 – EXTRACURRICULAR ACTIVITIES

Extracurricular Activity Philosophy (Board Policy 5103)

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

All athletes and their parents must realize the risk of serious injury which may result from athletic participation. The following safeguards will be used to make every effort to eliminate injury.

1. Conduct a mandatory parent/athlete meeting prior to the start of the season to fully explain the athletic policies and to advise caution and warn parents/athletes of the potential for injury.
2. The parents of our athletes must assume and agree to be personally responsible for any emergency medical care that may become necessary for the student in the course of athlete activities or travel.
3. Instruct all athletes about the dangers of participation in the particular sport.

Scottsbluff High School Sports

The interscholastic athletic program consists of 11 sports for boys and 12 sports for girls. There are three athletic seasons and the sports are divided among these seasons as follows:

Fall Sports	Boys – Cross Country, Tennis, Football, and Unified Bowling Girls – Cross Country, Golf, Volleyball, Softball, and Unified Bowling
Winter Sports	Boys – Basketball, Swimming, and Wrestling Girls – Basketball, Swimming, and Wrestling

Spring Sports

Boys – Track, Golf, Soccer, and Unified Track
Girls – Track, Tennis, Soccer, and Unified Track

Any student interested in athletics who is willing to commit to being a student/athlete should be able to find a place in the program. Letter awards will be presented to those participants who fulfill the requirements established by the coach of each sport.

Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Outside perception of our school is often based on student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

The purpose of the Scottsbluff High School Code of Conduct Policy, as it relates to activities, is to give students a reason to make healthy choices and avoid harmful substances and behaviors. Any violations of the policy will be addressed in a restorative manner that will encourage students, guardians, and parents to value performance based activities.

Activities Subject to the Code of Conduct

The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to all school sponsored activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct policy will begin on Monday of Week 7 of the current NSAA calendar (first day of fall practice) and continue until Sunday of Week 7 of the following year NSAA calendar.

The Code of Conduct policy is a 365 day policy. The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if a Career Student Organization student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct throughout the entire year will affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline.

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray, unless a District administrator gives

- prior approval) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
 8. Public indecency.
 9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
 10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
 11. Repeated violation of any of the school rules.
 12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
 14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
 15. Willfully violating the behavioral expectations for those students riding Scottsbluff Public Schools buses or vehicles used for activity purposes.
 16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
 17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
 18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
 19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
 20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Determining a Violation has Occurred

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student fails or refuses to submit to a court ordered or school ordered drug test.
4. When a student admits to violating one of the standards of the Code of Conduct.
5. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
6. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Reference Board Policy 5103 for Procedures for Extracurricular Discipline.

Extracurricular Activities and Discipline Suspensions

If a student participating in extracurricular activities is assigned out-of-school suspension, they are not allowed to attend practice or participate in a public performance during the suspension assignment. This includes weekend performances that fall between a Friday and Monday. If a student is assigned in-school suspension, they will not be allowed to attend practice or participate in public performance.

Drug and Alcohol Violations/Consequences

Classification of Activities:

Class One Activities are those that provide consistent practice and competitions. Class One Activities are as follows.

Athletics: Volleyball, Cross Country, Football, Tennis, Golf, Softball, Unified Bowling, Swimming, Basketball, Wrestling, Track,

Unified Track, Soccer.
Activities: Drill Team, Cheer, and Speech

Class Two Activities are those that correlate with instruction/co-curricular programming. Class Two Activities are as follows.
DECA, Skills USA, FCCLA, ProStart, HOSA, Musical, Choralaires, 27th Street Singers, Mock Trial, FFA, Jazz Band, Orchestra, Journalism, Math Club, ESports, Play Production, Educators Rising.

If students are involved in multiple activities, the order of consequence will be determined by what is most immediate that the student is involved in. If they are not involved in an activity at the time of an occurrence, consequences will apply to the next activity.

Regarding Class TWO Activities only, depending on the date of the infraction and the participant's prior record, consequences may involve a more restorative approach due to the number of competitions or performance dates. Consequences will be determined by SHS Administration, Coach/Sponsor, Student and Parents/Guardians.

Personal Conduct and Activity Participation: Class ONE Activities

Students who are participating in or will participate in a Class One Activity that are found in possession or consumption of alcohol, narcotic or other habit forming substance will have the following consequences.

- First offense – Suspension from 20% of public performances (Cheerleading and Drill Team will be based on 25 performances). With the coach/sponsors approval, students suspended from performances may remain at practice and travel with the team. However, students may not be excused from the school day in order to do so.
- Second offense – Suspension from 40% of public performances. With the coach/sponsors approval and verified enrollment by parent/guardian and student in an approved drug and alcohol counseling program, students suspended from performances may remain at practice and travel with the team. However, students may not be excused from the school day in order to do so.
- Third offense – Suspended from all public activity for the remainder of the policy year. With the coach/sponsors approval and verified enrollment by parent/guardian and student in an approved drug and alcohol counseling program, students suspended from performances may remain at practice.

After the first offense, the suspended student and parent(s) or guardian(s) may opt to meet with an approved counselor for Drug and Alcohol evaluation and rehabilitation, then the suspended student may resume public performances after a suspension of 10% of the scheduled contests. The parent or guardian must attend the drug and alcohol evaluation with their student. A list of approved counselors will be in the Scottsbluff High School activities office. This reduction will not apply to second or third offenses.

This policy will be in effect for the entirety of the calendar year beginning the start of fall activities (according to the NSAA calendar). All suspension periods will begin on the day the student is formally notified by the Activities Director or any Building Administrator. If the student is not currently enrolled to participate in an extracurricular activity, the suspension will begin upon the students next season of participation. If the violation occurs at the end of the season, any unmet suspension will be carried over to the next season of participation.

Personal Conduct and Activity Participation: Class TWO Activities

Students who are participating in or will participate in a Class Two Activity that are found in possession or consumption of alcohol, narcotic or other habit forming substance will have the following consequences.

- First offense – Suspended from all public performances involving extracurricular activities for 21 days or a minimum of 2 competitions or performance dates. With the coach/sponsors approval, students suspended from performances may remain at practice and travel with the team. However, students may not be excused from the school day in order to do so.
- Second offense – Suspended from all public performances involving extracurricular activities for 42 days or a minimum of four public performances. With the coach/sponsors approval and verified enrollment by parent/guardian and student in an approved drug and alcohol counseling program, students suspended from performances may remain at practice and travel with the team. However, students may not be excused from the school day in order to do so.
- Third offense – Suspended from all public performances for the remainder of the policy year. With the coach/sponsors approval and verified enrollment by parent/guardian and student in an approved drug and alcohol counseling program, students suspended from performances may remain at practice.

After the first offense, the suspended student and parent(s) or guardian(s) may opt to meet with an approved counselor for Drug and Alcohol evaluation and rehabilitation, then the suspended student may resume public performances after a suspension of 10 days of all public performances or a minimum of 1 competition or performance date. The parent or guardian must attend the drug and alcohol evaluation with their student. A list of approved counselors will be in the Scottsbluff High School activities office. This reduction will not apply to second or third offenses.

This policy will be in effect for the entirety of the calendar year beginning the start of fall activities (according to the NSAA calendar). All suspension periods will begin on the day the student is formally notified by the Activities Director or any Building Administrator. If the student is not currently enrolled to participate in an extracurricular activity, the suspension will begin upon the students next season of participation. If the violation occurs at the end of the season, any unmet suspension will be carried over to the next season of participation.

Students participating in or who will participate in extracurricular activities that are seen by staff or cited by law enforcement for:

Misdemeanor or Public Misconduct:

A student that is cited with a misdemeanor or public misconduct will be suspended from 50% of public performances involving extracurricular activities, but must continue to attend all scheduled practices. The suspended public performances will occur after, or on the day, the student is formally notified by the Activities Director or any Building Administrator. A second offense during the policy year will result in the student being suspended from ALL public performances.

- At the discretion of building administration, suspensions may be reduced through an effective restorative approach strategy.

Students participating in or who will participate in extracurricular activities that are found in possession of or cited by law enforcement for:

Tobacco or Alternative Nicotine/ Vapor Products, Chewing or Smoking:

Students found in possession or using tobacco or alternative nicotine/vapor products, chewing or smoking will be suspended from participating in extracurricular activities for 10% of public performances. A second offense during the policy year will result in the student being suspended from participating in extracurricular activities (public performances) for 20% of public performances. A third offense during the policy year will result in the student being suspended from all extracurricular activities (public performances) for the remainder of the policy year.

- Students who complete a drug and alcohol counseling course with their parent or guardian, and have attended 5 days of Restorative Supports after school to complete an on-line Health Course that emphasizes use of nicotine, may have their suspension reduced by 50% on the 1st offense.
- Students with a second or third offense may not reduce the suspension.

Students participating in or who will participate in extracurricular activities that are cited by law enforcement for:

Felony

Students cited with a felony will be addressed by the Scottsbluff High School Administration as per State Law and Board Policy.

Letters and Post-Season Honors

A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. If the student suspended from activities has committed ONE violation, the student may be considered for post season awards, and recognition at the coach's discretion.
3. Not eligible to letter or receive any post season awards if the student suspended from activities has TWO or more violations in the same season. If the violations occur within one activity season, the student may be eligible to letter or receive post season awards for a separate activity upon the coach, sponsor, and Activity Director's approval.

Attendance and Activity Participation

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy may lose eligibility to participate in extracurricular activities.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, students must be in attendance for the full day. A student who is not in attendance for any part of the full day must have approval by the Principal or Athletic Director in order to be eligible for the contest, performance, or activity.
4. Any student that has an unexcused absence by parent or school during the school day will not be eligible to participate in practice or game/performance the day of the absence.

Every attempt should be made to be in attendance the day of a contest.

Forms Required for Activity Participation

- **Physical examination** – A yearly physical examination is required. The physical form must be completed by a physician and submitted to the coach prior to participation. The physical covers all sports for the entire year. The form will be kept on file in the activities office.
- **Parental Consent Form/NSAA Eligibility** – This form contains directory information on the student, provides for parent or guardian permission and responsibility, and also student consent to abide by rules and be responsible for school equipment.
- **Emergency Medical Authorization** – Each athlete's parent(s) shall complete an Emergency Medical Authorization form giving permission for treatment by a physician or hospital when the parent(s) is not available. The form will be kept in the medical kit for availability at all practices and contests.
- **Mandatory Drug Testing for Students Involved in Extracurricular Activities**

NSAA Eligibility

Participation in athletics, cheerleading, drill team, music, and drama is regulated by the Nebraska School Activities Association and the Nebraska Coaches Association.

NCAA Eligibility Requirements

On or after August 1, 1996 a student entering a Division I institution directly out of high school must have graduated from high school with a minimum GPA of 2.000 (based on a maximum of 4,000) in a core curriculum of at least 13 academic courses, including four of

English, two years in mathematics, two years in social studies, two years in science, and two years in additional core classes, as well as, 820 recentered SAT (700 non centered SAT) or a 18 on the ACT with a high school GPA of 2.500. If a student has below a 2.5 high school GPA, the ACT, RC, SAT, SAT scores vary according to the Initial-Eligibility Index. The core curriculum courses for Scottsbluff High School are registered and confirmed with the NCAA.

Students must have passed 20 credit hours the immediate preceding semester and must be carrying 20 credit hours. A complete listing of requirements is listed on the back of the parental consent form and is available from the Activities Office.

SHS Academic Eligibility Policy for Athletics/Activities

Purpose

1. To make the student aware of low academic performance and hopefully encourage him/her to raise their performance level before it is too late.
2. While activities are extremely important to both the students and the school, the major purpose of the students should be to obtain an academic education.
3. Design an eligibility policy that will attempt to keep the students in school on a long-term basis and not just until the end of the semester.
4. Have a policy that is reasonable to implement.
5. Have a policy that is fair and attempts to retain the students rather than force them out.
6. Normally a student that puts forth enough effort to be successful in academics will be your most dependable athlete/activity participant.
7. Help a student learn time management skills to balance and prioritize curricular and extra-curricular activities.

Eligibility Policy

Prior to the beginning of a season, all participants must be deemed eligible under NSAA regulations by having successfully completed 20 credit hours the previous semester and must be enrolled in at least 20 credit hours in the semester of participation.

Students attending an authorized Rule 13 school (exempt or part-time enrollments) must have successfully completed 20 credit hours for the immediate preceding semester. The student must be continuously enrolled in at least twenty credit hours, and a minimum of five credits must be from the district in order to maintain eligibility.

On the third Wednesday of each semester, and every Wednesday thereafter, students' grades will be checked weekly. If the grade check reveals an F, the student will be subject to the following academic eligibility policy:

Ineligibility – A student earning F's will not be allowed to participate in any public performance, competition, or activity until all grades are passing. (**see singular exception below).

Teachers must follow the student handbook regarding the amount of time allowed a student to make-up homework or tests due to any excused absence. Grades will be checked weekly during the sports season/activity and all student's, coach/sponsor's, and counselor's will be notified via email of their eligibility status. The student is to discuss their ineligibility with the teacher, coach/sponsor and parents.

Upon successfully attaining a passing grade in a class, the teacher of record will notify SHS Administration to indicate passing status.

The **first** time a student becomes ineligible, (receives an F) he/she may petition a principal to be placed on ACADEMIC PROBATION & RECOVERY. See below.

Academic Probation and Recovery – Students failing one class, may be placed on academic probation and recovery. They may then attend practice and/or participate in a performance, competition or activity after meeting with the teacher and notifying administration of the academic recovery plan that is established between the teacher and student. Probationary status is granted for the period of one week. Probationary status may be used only once per season/activity. Students in year-long activities may access academic probation once a semester. The academic probation is removed upon teacher verification that the student is passing.

Activities Which Fall Under the Eligibility Policy Include:

Athletics	DECA	Musical	Journalism	Drill Team	Mock Trial
Cheerleading	FFA	Speech	Choralaires	Jazz Band	Show Choir
Orchestra	Skills USA	E-Sports	Play Production	ESports	Math Club
FCCLA	ProStart	HOSA	Educators Rising		
*Clubs					
<i>*Applies to travel only</i>					

Criteria Used to Exempt an Activity from the Eligibility Policy

- The activity must be composed of the entire class
- Grades are given for a performance or activity and
- There are District approved academic standards

Conflicts in Extracurricular Activities

An individual student who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of a conflict of obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the

area of extracurricular activities and to this end, will attempt to schedule events in a manner so as to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about becoming a member of too many activities where conflicts are bound to occur. When conflicts do occur, the student should notify the faculty sponsors involved immediately.

When conflicts do arise, the sponsors will determine a solution and communicate with the student. If a solution cannot be found, the Athletic Director and/or Principal will make a decision based on the following:

1. The relative importance of each event.
2. The importance of each event to the student.
3. The relative contribution of the student to each activity.
4. Time frames of scheduled events.
5. Parent communication.

Once the decision has been made and the student has followed that decision, he/she will not be penalized in any way by the faculty sponsor. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

Insurance Coverage

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

The following is an effort to clarify the insurance coverage carried by the Nebraska School Activities through the Nationals Sports Underwriters, Ltd. Association covers member schools (SHS) in all activities under the jurisdiction of the Association. This does not include Bluffs Middle School. This coverage is intended to provide catastrophic insurance to anyone whose medical expenses exceed \$25,000 within one year of injury. The Scottsbluff School District encourages all of their member students to purchase student accident insurance. There are a variety of coverages available that fit student needs. Some examples of these are as follows: School time Accident Policy, 24-Hour Accident Coverage, Football Only Coverage. Pamphlets are available through the Activities Office or online at www.sas.mn.com.

Activity Trips

On trips, participants represent the community, the school and the sponsors (see Extracurricular Activity Code of Conduct). Therefore, it is expected that all concerned will dress in an appropriate manner when traveling and conduct themselves in a manner in keeping with this code whether on a bus, in restaurants, or in motels. Overnight lodging costs will be the responsibility of the school district. Travel schedules will be organized with the activity sponsors and coaches. When provided in advance by the teacher, all work missed due to trips should be made up before the student leaves.

Checkout Procedure

Candidates for athletic teams must complete the requirements listed below before checking out equipment or participating in school sponsored practice sessions:

1. Must have earned 20 credit hours the previous semester.
2. Must complete all signed agreements and permissions through the Activities Office.
3. Must purchase an activity ticket - cost \$45.00

Activity Tickets

Activity tickets are sold year around and cost \$45.00. An activity ticket admits the purchaser to all home athletic events, except varsity tournaments, identified conference tournaments, and NSAA sponsored events (ie playoffs and district contests). The activity ticket helps to support many activities. Members of all activities MUST purchase an activity ticket or complete the fee waiver form and be approved in the fee waiver program.

Rules for School Equipment

All athletes must observe the following rules concerning school equipment.

1. Students are financially responsible for all equipment checked out to them and will be financially responsible for any checked out items lost, damaged, or stolen.
2. All equipment from one sport must be checked in before the student will be eligible for another sport.
3. Treat all equipment as if it were your personal property – keep it in a locked locker and wash it consistently.
4. It is absolutely forbidden for anyone to wear equipment from another school.

Practice Regulations

Rules and regulations regarding practice regulations are available through each activities coach's handbook and will be consistently administered.

Administrative and Teaching Personnel – Authorized Actions

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the

educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. (Laws 1976; 1994 - 79-4,172)

Procedure for Handling any Parent-Activity Participant Concerns

In order to resolve any conflicts or potential problems, anyone connected to the Scottsbluff High School Activities Program is encouraged to use the following line of authority:

1. Head Coach or Sponsor
2. Activities Director
3. High School Principal
4. Superintendent
5. School Board

Drugs/Paraphernalia or Alcohol Protocol for Coaches and Sponsors of Activities or Athletics

The following procedures will be followed by all coaches and sponsors in the event there is suspicion of drug/alcohol use by a student. Students refusing to submit to a test, if reasonable suspicion exists, will fall under the consequence listed in the student handbook for possession or being under the influence and law enforcement will be contacted.

Drugs or Alcohol Suspected

1. Stay with the student or students until help is available.
2. Everyone and everything in the room/intermediate area must stay where it is.
3. Call a building administrator.
4. Call the local police, or the highway patrol, to administer a breathalyzer test.
5. If the student test is positive – call the parents to pick up their child (based on release by law enforcement if applicable).
6. If the student's test is negative – call the parents and inform them why their child was checked for being under the influence.

Possession of Drugs, Paraphernalia or Alcohol

1. Stay with the student or students until help is available;
2. Everyone and everything in the room/intermediate area must stay where it is;
3. Call a principal from the list below;
4. Call and request a DRE or highway patrolman to collect the evidence and administer any necessary tests;
5. Call the parents and inform them they must pick up their child immediately (based on release by law enforcement if applicable).

Any crime suspected or committed: Call 911 or Highway Patrol (1-800-525-5555). Examples may include but are not limited to assault, shoplifting, vandalism, etc.

Miscellaneous Subjects

At the beginning of practice for a sport, there will be a two-week trial period in which a student may elect to switch from one sport to another without penalty. Athletes who drop from a sport after this two week period are not permitted to change sports until the regular season is completed -- unless previously agreed upon by the coaches of both sports involved.

If a student's team is involved in a playoff or postponed games, the coaches of the two sports involved will decide whether the student may begin participation in another sport commencing with the opening day of practice or wait until after the playoff or postponed game has been completed.

Conference Membership

Scottsbluff High School is a member of the Western Conference.

Athletic Awards

- Certificates – Single sport letter award and three-sport participant
- Medal – Three-sport letter award (three letters in a year as a participant, not manager)
- Chenille S – Awarded to 1st time letter winners by the Scottsbluff Booster Club.

Scottsbluff High School Student Activity Participants

To build great teams, it takes hard work, dedication of many individuals and many years. As a member of an interscholastic team, an activity participant has certain responsibilities to uphold.

Our tradition has been to compete so that honor comes to our community, our school, and our athletes. Such a tradition is worthy of the best efforts of all concerned: the followers, coaching staff, athletes, and student body. We will maintain respect for our school, our community, and most of all, our opponents.

Responsibilities to Yourself

We hold all activity participants to a high standard, in that, certain responsibilities are imposed on student/athletes above and beyond a traditional student. A participant is one who accepts these responsibilities and broadens himself/herself and develops strength of

character. Participants owe it to themselves to get the greatest possible good from their school experiences: their studies, participation in the other co-curricular activities, as well as from athletics.

Responsibilities to the School

By being an activity participant, you have the responsibility to your school to do your best and to follow the guidelines set forth. As an athlete you are representing your school and your community. You assume a leadership role when you are on a school sponsored-team.

The student body, community and other communities judge our school based on your conduct and attitudes, both in and out of competition. *Student participants are role models for younger generations. Keep this in mind as you compete for our school.*

Expectations of SHS Student Activity Participants

1. Follow all training rules, school rules and regulations.
2. Pursue victory with honor, by exhibiting good sportsmanship toward the opponents, officials, teammates and fans.
3. Work to excel in academics.
4. Put team goals ahead of personal goals.
5. Be a role model for all students before, during and after school.
6. Have pride in yourself, your team, and your school.
7. Respect, but never fear the opponent. Work harder than the competition both in and out of season and never quit.
8. Be on time and be prepared for practices, meetings and competitions.

Mandatory Drug Testing Policy for Students Involved in Extracurricular Activities (Board Policy 5104)

The Board of Education for Scottsbluff Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. This policy statement should qualify our position on student drug and alcohol use. Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy.

The purpose of this policy is as follows:

1. To provide for the health and safety of all students;
2. To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
3. To identify students who use illegal drugs and/or alcohol; and
4. To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

All current students participating in extracurricular activities or students that have voluntarily been placed in the pool at the request of their parent/guardian, guidelines.

1. **Random Testing**
The Board authorizes random unannounced screening of all students participating in extracurricular activities or those students that have been voluntarily placed in the pool by their parent/guardian. The list of students that make up the pool will be updated upon receipt of a signed consent form. Students who have been selected will be required to report to the designated collection site for testing.
2. **Consent**
Each student wishing to participate in any extracurricular activity and the students that have voluntarily been placed in the pool at the request of their parent/guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Parents wanting to voluntarily place their students in the pool must complete the General Authorization Form available through the SHS office or school website. No student shall be allowed to participate in any extracurricular activity absent such consent.
3. **Removal From the Random Testing List**
Students who quit or are cut from an activity, prior to being selected for random testing, may request their name be dropped from the testing list. A request form must be signed by the student and his/her parents to be dropped. However, students may volunteer to remain in the pool even though he/she is not part of the activity. Students who have submitted at least 2 negative test results without any positive results may be dropped from the testing list.
4. **BMS Continued Testing:** Students entering SHS from BMS will continue under the 365 day drug testing period and are subject to continued testing until the 365 day time period is complete.
5. There is an obligation to continue support for students who test positive. Drug testing during the summer will provide another reason for a student to refrain from the use of drugs or alcohol. Any student who has tested positive during a random test will continue to be tested through the summer months. The Drug Program Coordinator will contact the student to establish a location and time for the test to take place.

Refusal to Submit to Drug Use Test: A participating student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year.

Once a student is entered into the drug testing pool, their name will remain in the drug testing pool for 365 days, unless the parent signs consent to drop the student from the drug testing pool or upon student graduation.

Positive Test Results: Whenever a student's test result indicates the presence of an illegal drug (positive test), the following will occur: This includes students involved in extracurricular activities and students that have been voluntarily placed in the pool at the request of their parent/guardian. If the sample tests positive, the custodial parent or legal guardian will be notified and a meeting will be scheduled with the Scottsbluff High School Drug Program Coordinator, the student, and the custodial parent or legal guardian.

First Positive Test

- DPC meeting with parent/s and student
- Student notified of a requirement to miss five days of practice for the extracurricular activity. The student will also be ineligible to publicly perform in any activity for 14 calendar days. If the end of the activity precedes the end of the 14 days the remaining days will carry over to the next activity so the student completes the required number of days.
- Written proof of alcohol/drug use assessment by a drug counselor is required. Follow through of the recommended drug assistance program session with the counselor is strongly encouraged. A district administered negative test must be provided before the student may return to the activity, and
- Follow-up drug testing, a minimum of once a month, will commence after the first parent meeting for the next 12 months or end upon graduation at SHS.

Second Positive Test

- DPC meeting with parent/s and the student.
- Suspension of the privilege to participate in practice and extracurricular activities for 30 calendar days. If the end of the activity precedes the end of the 30 days, the remaining days will carry over to the next activity so that the student completes the required number of days.
- An additional five sessions of drug counseling must be completed before the student may petition to return to activities. A district-administered negative test must be provided before the student may return to the activity, and
- Follow-up drug testing for the next 12 months will begin upon notification of the second positive test, or end upon graduation from SHS.

Third Positive Test (within two consecutive years)

- DPC meeting with parent/s and students.
- Suspension of eligibility to participate in practice and extracurricular activities for one year from the date of the third positive test meeting, or end upon graduation from SHS. A district-administered negative test must be provided before the student may return to the activity, and
- Follow-up drug testing will continue for 12 months from the date of the meeting.

Fourth Positive Test (during high school career of a student)

- DPC meeting with the parent/s and students.
- Suspension of eligibility to participate in activities for the remainder of the student's time as a student at SHS.
- *Students will be removed from monthly test requirements.*

Clubs and Organizations

Most clubs are open to anyone interested in joining. A few clubs will have standards that must be met and maintained for participation. Special interest groups wishing to organize a club must first have the permission of the administration and must coincide with the mission and vision of the school. Any kind of initiation or "hazing" requirement is not permitted. All fundraisers will require written permission of the building principals.

The Superintendent and the Board of Education shall approve formal student organizations, provide adequate supervision, and administer student finances for student organizations and activities. Student organizations, as a vital part of the total education program, should accomplish the following criteria:

1. Extend and reinforce the instructional program.
2. Give students practice in democratic self-government.
3. Develop student morale and support for the school.
4. Honor outstanding student achievement.
5. Provide wholesome social and recreational activities.

Scottsbluff High School provides many opportunities for students through clubs and organization. Students are encouraged to find clubs and organizations that match their interests, join, and become involved. Clubs and organizations provide excellent opportunities to meet peers with common interests, further pursue personal interests, and provide opportunities to serve others. An organization is as active as its membership. A student may be president of more than one organization. If academic performance of the student becomes unsatisfactory, he/she will be required by the administration to reduce the number of presidencies held. In addition to the five departmental organizations of Band, Choir, Orchestra, Bluff and Echoes, SHS provides the following organizations.

Honor Clubs/Organizations

International Thespian Society

The mission of the International Thespian Society (ITS) is to honor student achievement in the theatre arts. High school inductees are known as Thespians. ITS is a division of the Educational Theatre Association (EdTA). The Thespian troupe is a subset of the theatre arts program. It is the student honor society, a separate student organization, and membership is earned.

National Honor Society

The Scottsbluff Chapter of the National Honor Society (NHS) is an honorary organization for students demonstrating excellence in

scholarship, leadership, character, and service. For a student to be invited to apply for NHS membership, the student must have a 3.500 unweighted GPA or higher. To maintain membership, all NHS members must complete 10 hours of community service annually and submit the proper paperwork to the Chapter Adviser.

According to Article VIII of the Scottsbluff High School NHS bylaws, Section I, "Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities." Selection of members is done in the following way, as outlined in Article IX: Selection of Members, "To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen students are not eligible.) Candidates must have been in attendance at the school the equivalent of one semester... Section 3: The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations."

With respect to students transferring from other high schools, according to Article VIII, Section 6, "An NHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership."

Students may be removed from National Honor Society for disciplinary reasons. According to Article X of the Scottsbluff High School NHS bylaws, "Section 1. The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties. Section 2. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned. Section 3. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings. Section 4. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. (Note: This hearing is required and is considered "due process" for all members). Section 5. For purposes of dismissal, a majority vote of the Faculty Council is required. Section 6. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district. Section 7. NASSP shall hear no appeals in dismissal cases. Section 8. NHS members represent Scottsbluff High School academically.

NHS members failing to submit community service hours by the deadline will not be issued honor cords at graduation.

National Forensic League

National Forensic League is an organization of students either interested in or involved in speech and debate activities. Members earn national degrees and recognition as their skills and experience increase. These students frequently attend speech and debate tournaments in Nebraska and Wyoming. The members of this organization have competed successfully with students from Nebraska, Colorado, Wyoming, South Dakota, Utah, Montana, and Hawaii.

Service Clubs **Student Senate**

The Student Senate is a representative body with the purpose of promoting the interests of the student body, providing a forum for student expression, increasing the understanding and cooperation between students, faculty, and administrators, and coordinating all student activities. A copy of the constitution may be received from any Student Senate sponsor.

Key Club

Key Club is an organization dedicated to community service. Membership is open to all interested students. Dues are \$10.00 for the year.

Other Clubs/Organizations

DECA

DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management. Programs and activities are tailored to specific career interest of students and include technical, economic, communication, human relations, employability, and consumer skills. DECA provides career, academic, and leadership activities directly related to attainment of specific occupational and professional skills.

Educators Rising

Educators Rising is a national career and student organization. Membership is open to students in grades 10-12. Educators Rising provides students who are passionate about education with hands-on teaching experience, tools and techniques, and cultivates the skills necessary to be successful in the field while sustaining interest in the profession.

FCCLA

FCCLA (Family Career & Community Leaders of America) is a national student organization that helps youth become strong leaders in families, careers, and communities through family and consumer science education. Membership is open to students in grades 9-12 who are taking or have been enrolled in family and consumer sciences classes. Several chapter activities are combined with classroom work.

FFA

FFA is a national organization for students studying vocational agriculture. It serves to motivate the systematic instruction offered to

students of agricultural education and to provide further training in the broad field of agriculture. Any student from 14 through 21 who is enrolled in agricultural education may join FFA.

German Club

Membership in German club is open to all students in German classes. The club sponsors many cultural activities, including the Oktoberfest, International Christmas dinner, and a Maifest. German traditions and customs along with student interactions are promoted.

HOSA – Future Health Professionals

Health Occupations Students of America is a national student organization for students enrolled in the health career education classes. HOSA develops health career knowledge, skill, and leadership; therefore, helping the student meet the needs of the health career community. HOSA provides educational opportunities through guest speakers, meetings, community projects, health care industry tours, job shadowing, conferences, and state and national competitive events.

SkillsUSA

SkillsUSA is a partnership of students, teachers, and industry representatives working together to ensure America has a skilled workforce. SkillsUSA is a national organization serving teachers and high school and college students who are preparing for careers in technical, skilled, and service occupations, including health occupations. SkillsUSA's mission is to empower its members to become world-class workers, leaders, and responsible American citizens.

ProStart

A national Career and Technical Education program for students enrolled in culinary courses. From culinary techniques to management skills, ProStart's industry driven program provides real world educational opportunities and builds a foundation of practical skills to last a lifetime. ProStart gives students a platform to discover new interests and talents, opening the door to careers in all aspects of the foodservice industry. All facets of the restaurant and foodservice industry are explored, with competitive events and recognition programs included to enhance the opportunities available for students. Partnerships are built to support the students between industry leaders within local communities, state, and restaurant associations.

Math Club

Math Club is open to all students in grades 9-12. The club competes at contests at the University of Nebraska-Lincoln, Colorado State University, and Chadron State College. The purpose of Math Club is to generate interest in mathematics, to cover math which does not appear in our traditional curriculum, and to refine and bolster critical thinking and problem solving skills.

Mock Trial

Mock Trial is open to all students in grades 9-12. The purpose of Mock Trial is to give students exposure to court proceedings and the trial process. Students will compete against other schools in Western Nebraska in a trial selected by the Nebraska Bar Association. This is an excellent club for students with an interest in law or becoming an attorney.

Bearcats4Diversity

The purpose of the Bearcats4Diversity is to provide an safe environment for students of diverse backgrounds to meet, seek educational opportunities, and collaborate. Students participate in a variety of educational and social activities including but not limited to discussion on current events and school culture, attending guest speakers, providing training opportunities for staff and students, working with student senate and administration on school policy, and advocating and celebrating the diversity within the SHS student and staff body.

S-Club

This is a club for athletic letter winners. Its purpose is to promote athletics, school spirit and sportsmanship at SHS. Students who letter in sports are eligible for membership.

Spanish Club

Spanish Club membership is open to any student who is currently taking Spanish or has taken Spanish anytime during their high school career. Spanish club celebrates Mexican holidays, like the "Cinco de Mayo" and the 16th of September. A dinner is held at the end of the year for the senior members of the club.

E-Sports

E-Sports is a club that is designed for students interested in computer simulated gaming. Students within the club are teamed with other students based on talent and interest and compete with other students within the club and other schools in a variety of computer simulated games.

Quiz Bowl

Quiz Bowl is open to all students in grades 9-12. The club competes in contests around the region on a wide range of academic content. The purpose of Quiz Bowl is to generate student interest in academics and encourage students to expand their knowledge across various fields of academic study, and to encourage critical thinking and problem solving skills in a competitive environment.

Student Fee Waivers

Deadlines for Waiver Requests

1. Participation Fees or Specialized Equipment or Attire - The end of the first week of practice for a particular sport or activity.
2. Course project materials - The district may choose to allow students to purchase course projects through completion of a purchase request form, typically prior to beginning the project.

Parents or students eligible for waivers shall complete and submit a Student Fee Waiver Application. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the United States Department of Agriculture Child Nutrition programs.

The school district will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed.

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

SECTION 12 - NOTIFICATIONS TO PARENTS AND STUDENTS

Student Fee Waiver Procedures (Board Policy 5416)

The Board recognizes that while certain fees, specialized equipment, or specialized attire are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Waivers must be requested prior to the waiver deadline date. Waivers will not be approved retroactively for fees previously paid or specialized items, or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived. The following deadlines will apply to requests for waivers:

Participation Fees or Specialized Equipment or Attire. The end of the first week of practice for a particular sport or activity.

Course project materials. The district may choose to allow students to purchase course projects through completion of a purchase request form, typically prior to beginning the project.

Parents or students eligible for waivers shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

The School District will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed. The School District will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook.

Student Fees Policy (Board Policy 5416 - Student Fees)

The Board of Education of Scottsbluff Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parent or guardian have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent or guardian contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. Board policy 5416.1 provides further specifics of student fees and materials required of students. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

Guidelines for Non-Specialized Attire Required for Specified Courses and Activities. Students have the responsibility to furnish and wear non-specialized attire meeting general district grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses, and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course, or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical, or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other

materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

Personal or Consumable Items & Miscellaneous.

- **Extracurricular Activities.** Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
- **General Course Materials.** Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses. A specific class supply list will be published annually for elementary and middle school students. The list may include refundable damage or loss deposits required for usage of certain district property.
- **Damaged or Lost Items.** Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
- **Materials Required for Course Materials.** Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
- **Music Course Materials.** Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- **Parking.** Students may be required to pay for parking on school grounds or to school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.
- **Extracurricular Activities-Specialized Equipment or Attire.** Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T- shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

Extracurricular Activities-Fees for Participation. Any fees for participation in extracurricular activities are further specified in Board policy 5416.1. Admission fees are charged for extracurricular activities and events.

Postsecondary Education Costs. Students are responsible for postsecondary education costs for courses offered off- campus that are not part of the students' Career Academy graduation requirements. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a dual credit course taken at Scottsbluff High School taught by a Scottsbluff High School instructor or a course taken through a postsecondary institution as part of the student's Career Academy graduation requirements. These courses shall be offered without charge for tuition, books, or other fees.

Transportation Costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

Copies of Student Files or Records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents or guardians of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall

allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

Participation in Before-and-After-School or Pre-Kindergarten Services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

Participation in Summer School or Night School. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

Breakfast and Lunch Programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for:

1. Participation in extracurricular activities; and,
2. Use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents or guardians must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fees policy in the Parent-Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the Parent-Student Handbook). The Parent-Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for:

1. Participation in extracurricular activities;
2. Postsecondary education costs; and,
3. Summer school or night school.

Scottsbluff High School Student Fees

Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required	
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt, lock for PE locker, unless otherwise specified	
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Safety glasses-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective safety glasses for Science classes.	
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.	

Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.	
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology, & Marketing	Project Cost	Student pays cost that is beyond the standard project provided by the school.	
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.	
School Meals		Breakfast (Grades 6-12)--\$2.40 Lunch (Grades 6-8)--\$3.40 Lunch (Grades 9-12)--\$3.65 Chef Special at Lunch--\$4.65 Milk (Grades 6-12)--\$.60 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.	
Post-secondary education classes	Tuition and fees for college courses taken for credit.	Identified classes not paid for by the district will be paid for by the student.	
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00	
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$55.	
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, PACT, and ACT test, are optional and to be paid directly to the private companies involved.	
AP Testing	Fee per test	\$98	
Summer school courses	Classes offered during the summer, or at night, if any	If a fee is charged students may be responsible.	
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.	

Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required		
Athletic Programs				
1. Admission	Spectator fees for admission to events	\$6.00 per event maximum. Students may purchase an Activity Ticket for \$30.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.		
2. Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to the student's physician or clinic.		
3. Equipment and Attire		<p>Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.</p>	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
			Basketball	No additional
			Football	Mouthpiece
			Golf	Golf bag (to be checked out each year) & clubs
			Speech	Dress attire; copies of research
			Track	No additional
			Volleyball	Volleyball knee pads
			Wrestling	Wrestling headgear
		Cheerleading	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories	
4. Travel meals	Meals	Students are responsible for their own meals while traveling.		
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.		
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.		

7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues are required. Annual dues not to exceed \$25.00 per club.	
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a band uniform fee of \$15 For Middle School Band Students a \$20.00 uniform cleaning fee is requested. Polo shirt - \$17 Uniform shoes - \$43	
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.	
Clubs/Organizations			
Basic Nursing Assistant	Basic Nursing Assistant State Registration Fee	\$75	
Cheerleading	Uniforms	Shoes - \$125 Camp Uniforms - \$400 Camp attendance is optional.	
Choir	Attire	Choir Outfit Rental/Cleaning - \$20 Show Choir Outfit Rental/Cleaning - \$40 Travel Fees - \$125 to \$400	
DECA	Membership Travel Fees	Membership Dues - \$25 Based on current travel costs	
Drill Team	Uniforms National Trip	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories. Based on current travel costs	
Educators Rising	Membership Dues Membership Polo Travel Fees	\$30 \$25 Based on current travel costs	
Family and Consumer Science (FACS) Courses	Foods Advanced Foods Culinary/ProStart	\$20 \$25 \$40	
FFA	Uniforms/Travel Fees	\$175 - \$200	
Future Career/Community Leaders (FCCLA)	Membership Dues Membership Polo/Red Jacket Travel Fees	\$30 \$25 - \$90 Based on current travel costs	
HOSA	Membership Dues T-Shirt Scrubs (Optional) Uniform for Nat'l Competition (Optional) Travel Fees	\$25 \$20 \$80 \$180 Based on current travel costs	

Key Club	Membership Dues	\$10	
Medication Aide	State test fee & Application	\$53	
National Honor Society & National Junior Honor Society	Membership Dues	\$20	
Orchestra	Instrument Uniform Rental	Varies \$20 to \$50	
Senior Graduation	Cap and Gown Breakfast	\$36 \$15	
Skilled and Technical Science Courses	Advanced Woods Manufacturing Intro to Skilled & Technical Science	\$35 \$25	
SkillsUSA	Membership Dues Travel Fees	\$25 \$50 to \$150	
World Languages – Seal of Biliteracy	Fee	\$10	
Social & Recognition Activities			
1. School plays, musicals and social activities	Admission to events	\$10 per play or activity	
2. School dances	Admission to prom, homecoming, etc.	Up to \$10 per event	
3. Class Dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.	
4. Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.	
5. Senior recognition assessment	Optional graduation Activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's	

		flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.	
6. Trips	Transportation, lodging, meals, admission to events, etc.	If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.	

For more information, please visit the [District Parent-Student Handbook, Section 10 "State and Federal Programs"](#)

SECTION 13 – FORMS



APPLICATION FOR FEE WAIVER AND SHARING INFORMATION CONSENT SCOTTSLUFF PUBLIC SCHOOLS

Fee Waiver Request

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

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

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

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

- No, I **DO NOT** want information from my Application for Free or Reduced Meals share for purposes of the fee waiver program.
- Yes, I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Student Name: _____ Student Number: _____

Activity or Course: _____

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

Activity or Course: _____

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

Activity or Course: _____

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

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

Sharing Information Consent

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

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

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

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

Student's Name: _____ School: _____

Student Identification Number: _____

Parent/Guardian Name: _____

Address: _____

Parent/Guardian Signature: _____ Date: _____

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



Scottsbluff Public Schools
Parent-Student Permission Information Record Sheet

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

Printed Student's Name _____ Grade Level _____

SCHOOL AND DISTRICT STUDENT-PARENT HANDBOOKS RESPONSE SHEET

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

TRIP PERMISSION

By keeping this permission on file in our school office, this prevents parents from signing and returning a form each time their student goes on a trip. You will be notified at least 48 hours in advance via Remind if your student will be leaving our campus for a field trip. You **WILL NOT** have to give your permission if you give permission here. This permission form is good for this current school year only. You will only need to notify the teachers about individual field trips if you **DO NOT WANT YOUR STUDENT TO GO ON THAT PARTICULAR FIELD TRIP**. Please ask the teacher questions concerning the field trip before you say your child cannot participate in the field trip. Please consider allowing your child to be a part of each school activity so they will get more out of their school experiences.

_____ Yes, I give my permission for my student to go on all field trips at any time during the current school year that the teacher(s) may deem necessary. All precautions will be taken to prevent any accident, and I do hereby release the Scottsbluff Public School District, its agents, or employees from any liability resulting from any accident involving my student while on a field trip. In case of emergency, I hereby authorize a representative of the Scottsbluff Public School District to seek medical attention for my student.

_____ No, I do not give permission for my student to go on all field trips during the current school year.

PICTURE – NEWS RELEASE

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

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

HEALTH CONDITIONS

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

TITLE I REQUIREMENT (Elementary Only)

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

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

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT

_____ Yes, I have read and I understand the School District's Internet Safety and Acceptable Use Policy (Policy No. 6800). I agree to follow the District's rules and regulations set forth in the Policy. I understand that failure to follow the District's Internet Safety and Acceptable Use Policy will result in appropriate disciplinary action that may include loss of computer access privileges, out-of-school suspension and/or expulsion.

PARENT(S)/GUARDIAN(S)

_____ Yes, I have read and I understand the School District's Internet Safety and Acceptable Use Policy (Policy No. 6800). I accept full responsibility for my child's use of any District technology resources, including any use of District means of access to the Internet that may occur outside the District's schools. I understand that my child's failure to follow the District's Internet Safety and Acceptable Use Policy will result in appropriate disciplinary action that may include loss of computer access privileges, out-of-school suspension and/or expulsion.

Student's Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____



AUTHORIZATION FORM FOR DECLINING TO COMPLETE AND SUBMIT THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) PRIOR TO GRADUATION FROM A PUBLIC HIGH SCHOOL

The Free Application for Federal Student Aid (FAFSA) informs postsecondary institutions about student eligibility for grants, work-study opportunities, and student loans. In addition, some scholarship providers require information from student FAFSA's to determine eligibility and award amounts. Financial aid awards based on submitting a completed FAFSA help students pay for educational expenses after high school, reducing barriers to postsecondary education.

Neb. Rev. Stat. § 79-729, provides that, beginning in school year 2024-2025, each public high school student must complete and submit to the United States Department of Education a FAFSA prior to graduating from high school except as otherwise provided on this form.

A public high school student is **not** required to complete and submit a FAFSA if this form is completed for the student, signed, and submitted to the high school principal and one of the following options applies:

OPTION 1: A parent or legal guardian of or a person standing in loco parentis to the student authorizes the student to decline to complete and submit a FAFSA;

OPTION 2: The student who is 19 years of age or older or an emancipated minor declines to complete and submit a FAFSA; or

OPTION 3: The high school principal or the high school principal's designee authorizes the student to decline to complete and submit a FAFSA for good cause as determined by the principal or principal's designee.

Signing and submitting this form does not prohibit a student from completing and submitting a FAFSA at any time, now or in the future.

Opt-Out Authorization

_____, born on __/__/____, shall not be required to Student's First Name Student's Middle Name Student's Last Name complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduating from high school.

I am:

___ The student's parent or legal guardian or a person standing in loco parentis to the student, and I authorize the student to decline to complete and submit a FAFSA.

___ A student who is 19 years of age or older or an emancipated minor and I am declining to complete and submit a FAFSA.

___ The high school principal or the high school principal's designee who has determined that there is good cause to authorize the student to decline to complete and submit a FAFSA.

Signature Date

Return to Local School-Do Not Return to NDE

Memo

To: Dr. Andrew Dick and Scottsbluff Board of Education
From: Marianne Carlson, Executive Director of Finance
David Davis, Director of Information Technology
Date: June 10, 2024
Re: Elementary iPad Sale

Scottsbluff Public Schools recently requested bids for the sale of our 632 retired Apple iPad devices, which were replaced in our K-2 classrooms district-wide.

Bids were distributed to multiple Asset Recovery companies and were also posted on the District website.

We received responses from multiple companies, with Ingram Micro being the reputable vendor with the highest proposal. Ingram Micro has proposed to purchase the district's 632 retired iPads for a guaranteed price of no lower than \$72,871.95.

Motion: Approve awarding the bid to Ingram Micro for the sale of 632 retired Apple iPad tablets for the price of \$72,871.95.

Scottsbluff Public Schools Public Hearing
Student Fees
School Board Report
2023-2024

Review of amount of money collected under this policy:

Fund 7 Activity Log

	Revenue	Expenses	Balance
Lake Minatare Tech Fees	0	0	\$30
Lincoln Heights Tech Fees	0	0	\$330
Longfellow Tech Fees	0	0	\$30
Roosevelt Tech Fees	0	0	\$255
Westmoor Tech Fees	0	0	\$255
BMS Tech Fees	\$9,498	\$9,498	0
SHS Tech Fees	\$10,185	\$13,511	0

Scottsbluff High School

	23-24		22-23	
	Students	Amount	Students	Amount
Family and Consumer Science	26	\$410	23	\$370
Activity Fees	88	\$3,960	62	\$1,860
Graduation Fees	80	\$2,876	63	\$2,624
Shop Fees	23	\$575	8	\$200
Skills USA	2	\$360	7	\$950
Vocal Music	13	\$520	6	\$200
DECA	9	\$375	15	\$600
Band	4	\$180	5	\$290
Ed Rising	6	\$300	5	\$200
FCCLA	3	\$150	2	\$100
Orchestra	12	\$360	18	\$540
HOSA	41	\$1,025	26	\$650
Intro to Skills & Tech	6	\$180	13	\$435
ProStart	6	\$210	12	\$420
Counseling	11	\$1,044	8	\$242

Bluffs Middle School

	2023-24		2022-23	
	Students	Amount	Students	Amount
Activity Cards	106	\$3,710	73	\$1,460
Music Instruments	44	0	32	0

Elementary Buildings

	2023-24		2022-23	
	Students	Amount	Students	Amount
Music Instruments (5th Grade)	36	0	18	0

Note: The District has purchased additional instruments in previous years to assist in the reduction of the fee waiver costs.

Appendix "1" to Student Fees Policy of Scottsbluff Public Schools

Additional Specification of Required Materials and Fees¹

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Elementary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Appropriate attire
Music-Optional Band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.

¹ This listing is a part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

² Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the current school year.

School Meals		Breakfast (Grades K-5)--\$2.10 Lunch (Grades K-5)--\$3.10 Milk (Grades K-5)--\$.60 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education Classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt, lock for PE locker, unless otherwise specified
Art and Shop Classes and Special Projects, Science Classes	Appropriate clothing (non-specialized attire) Safety glasses-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective safety glasses for Science classes.
Music-Optional Band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology, & Marketing	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced Math or Science Classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.

School Meals		Breakfast (Grades 6-12)--\$2.40 Lunch (Grades 6-8)--\$3.40 Lunch (Grades 9-12)--\$3.65 Chef Special at Lunch--\$4.65 Milk (Grades 6-12)--\$.60 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-Secondary Education Classes	Tuition and fees for college courses taken for credit.	Identified classes not paid for by the district will be paid for by the student.
End-of-Year Lost or Damaged Books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$55.
College Entrance Tests and Preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, PACT, and ACT test, are optional and to be paid directly to the private companies involved.
AP Testing	Fee per test	\$98
Summer School Courses	Classes offered during the summer, or at night, if any	If a fee is charged students may be responsible.
Locker Usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Extracurricular and Other Programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Athletic Programs		
Admission	Spectator fees for admission to events	\$6.00 per event maximum. Students may purchase an Activity Ticket to exceed \$45.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA.
Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to the student's physician or clinic.

Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, nonrequired gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag (to be checked out each year) & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
		Cheerleading	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
Travel Meals	Meals	Students are responsible for their own meals while traveling.	
Locker Use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
Camps and Clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues are required. Annual dues not to exceed \$25.00 per club.	

Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a band uniform fee of \$15.00. For Middle School Band Students a \$20.00 uniform cleaning fee is requested. Polo shirt - \$17 Uniform shoes - \$43
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00
Clubs/Organizations		
Basic Nursing	Basic Nursing Assistant State Registration Fee	\$75
Cheerleading	Uniforms	Shoes - \$125 Camp Uniforms - \$400 Camp attendance is optional.
Choir	Attire	Choir Outfit Rental/Cleaning - \$20 Show Choir Outfit Rental/Cleaning - \$40 Travel Fees - \$125 to \$400
DECA	Membership Travel	Membership Dues - \$25 Based on current travel costs
Drill Team	Uniforms National Trip	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories Based on current travel costs
Educators Rising	Membership Dues Membership Polo Travel Fees	\$30 \$25 Based on current travel costs
Family and Consumer Science (FACS) Courses	Foods Advanced Foods Culinary/ProStart	\$20 \$25 \$40
Future Farmers of America (FFA)	Uniforms/Travel Fees	\$175-\$200
Future Career/Community Leaders (FCCLA)	Membership Dues Membership Polo/Red Jacket Travel Fees	\$30 \$25 - \$90 Based on current travel costs

HOSA	Membership Dues T-Shirt Scrubs (Optional) Uniform for Nat'l Competition (Optional) Travel Fees	\$25 \$20 \$80 \$180 Based on current travel costs
Key Club	Membership Dues	\$10
Medication Aide	State test fee & Application	\$53
National Honor Society & National Junior Honor Society	Membership Dues	\$20
Orchestra	Instrument Uniform Rental	Varies \$20 to \$50
Senior Graduation	Cap and Gown Breakfast	\$36 \$15
Skilled and Technical Science Courses	Advanced Woods Manufacturing Intro to Skilled & Technical Science	\$35 \$25
SkillsUSA	Membership Dues Travel Fees	\$25 \$50 to \$150
World Languages – Seal of Biliteracy	Fee	\$10
Social & Recognition Activities		
1. School Plays, Musicals and Social Activities	Admission to events	\$10.00 per play or activity
2. School Dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event
3. Class Dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.

4. Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.
5. Senior Recognition Assessment	Optional graduation Activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events, etc.	If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.

Date of Revision: June 10, 2024

StudentsStudent Fees Policy

The Board of Education of Scottsbluff Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. Policy 5416.1 provides further specifics of student fees and materials required of students. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. Guidelines for Non-Specialized Attire Required for Specified Courses and Activities

Students have the responsibility to furnish and wear non-specialized attire meeting general district grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or

other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

2. Personal or Consumable Items & Miscellaneous

- a. Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
- b. Courses.
 - i. General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses. A specific class supply list will be published annually for elementary and middle school students. The list may include refundable damage or loss deposits required for usage of certain district property.
 - ii. Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
 - iii. Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.
 - iv. Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- c. Parking. Students may be required to pay for parking on school grounds or to school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

3. Extracurricular Activities-Specialized Equipment or Attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with Tshirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

4. Extracurricular Activities-Fees for Participation

Any fees for participation in extracurricular activities are further specified in Policy 5416.1. Admission fees are charged for extracurricular activities and events.

5. Postsecondary Education Costs

Students are responsible for postsecondary education costs for courses offered off campus that are not part of the students' Career Academy graduation requirements. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a dual credit course taken at Scottsbluff High School taught by a Scottsbluff High School instructor or a course taken through a post-secondary institution as part of the student's Career Academy graduation requirements. These courses shall be offered without charge for tuition, books, or other fees.

6. Transportation Costs

Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

7. Copies of Student Files or Records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests

copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

8. Participation in Before-and-After-School or Pre-Kindergarten Services

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

9. Participation in Summer School or Night School

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

10. Breakfast and Lunch Programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

11. Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: a.) participation in extracurricular activities and b.) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

12. Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fees policy in the student handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The student handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

13. Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students.

Funds subject to the Student Fee Fund consist of money collected from students for: a.) participation in extracurricular activities, b.) postsecondary education costs, and c.) summer school or night school.

CERTIFICATION

On the 12 day of June, 2023, the School Board held a public hearing at a meeting of the School Board on a proposed student fees policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fees policy for the preceding school year. The foregoing student fees policy was adopted after such a public hearing by a majority vote of the School Board at an open public meeting in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. §§ 79-2125 to 79-2135 (The Public Elementary and Secondary Student Fee Authorization Act)
 Nebraska Constitution, Article VII-1
 Neb. Rev. Stat. § 79-241
 Neb. Rev. Stat. § 79-605
 Neb. Rev. Stat. § 79-611
 Neb. Rev. Stat. § 79-715
 Neb. Rev. Stat. § 79-737
 Neb. Rev. Stat. § 79-1104
 Neb. Rev. Stat. § 79-1108.03
 Neb. Rev. Stat. § 79-2104

Date of Adoption: August 9, 2021
 Date of Revision: March 13, 2022
 Date of Review: June 10, 2024

**SCOTTS BLUFF COUNTY SCHOOL DISTRICT 0032, IN THE STATE OF NEBRASKA
(SCOTTSBLUFF PUBLIC SCHOOLS)**

RESOLUTION CALLING THE OUTSTANDING PRINCIPAL AMOUNT OF \$1,990,000 SCOTTS BLUFF COUNTY SCHOOL DISTRICT 0032 (SCOTTSBLUFF PUBLIC SCHOOLS) IN THE STATE OF NEBRASKA, GENERAL OBLIGATION REFUNDING BONDS, SERIES 2017, DATED DECEMBER 12, 2017, FOR PAYMENT AND REDEMPTION PRIOR TO MATURITY

BE IT RESOLVED by the Board of Education (the “**Board**”) of Scotts Bluff County School District 0032, in the State of Nebraska (Scottsbluff Public Schools) (the “**District**”) as follows:

Section 1. That the following maturities of bonds of the School District are hereby called for redemption on July 15, 2024 (the “**Call Date**”):

General Obligation Refunding Bonds, Series 2017 of the District, date of original issue – December 12, 2017, in the outstanding principal amount of One Million Nine Hundred Ninety Thousand Dollars (\$1,990,000), numbered as shown on the books of the Paying Agent and Registrar, becoming due, and bearing interest as follows (the “**Called Bonds**”):

<u>Principal Amount</u>	<u>Maturing December 15 of Year</u>	<u>Interest Rate</u>	<u>CUSIP</u>
\$455,000	2024	2.000%	810181 EV5
500,000	2025	2.000	810181 EW3
515,000	2026	2.050	810181 EX1
520,000	2027	2.250	810181 EY9

The Called Bonds are subject to redemption at any time on or after December 12, 2022, at the principal amount thereof plus accrued interest to the date fixed for redemption, and said interest is payable semiannually.

Section 2. The Called Bonds are to be paid off at the designated corporate trust office of Platte Valley Bank (the “**Paying Agent**”) as paying agent and registrar.

Section 3. Each officer of the District is hereby authorized to execute and deliver such documents and certifications and take all other actions as determined necessary to carry out the provisions and the intent of this Resolution. Any actions and determinations made herein pursuant to this Resolution are and shall constitute an action of the District without further action of the Board.

Section 4. A copy of this Resolution shall be filed with Platte Valley Bank, not less than thirty days prior to the Call Date. Platte Valley Bank is hereby directed to mail notice to all registered owners of the Refunded Bonds to be redeemed not less than thirty days prior to the Call Date in accordance with resolution authorizing the issuance of the Called Bonds and to take all other actions deemed necessary in connection therewith.

PASSED: June 10, 2024.

**SCOTTS BLUFF COUNTY SCHOOL DISTRICT
0032 (SCOTTSBLUFF PUBLIC SCHOOLS) IN THE
STATE OF NEBRASKA**

ATTEST:

By: _____
President

By: _____
Secretary

**Update Scottsbluff Public Schools – Scottsbluff Schools Classified Association
2024-2025 and 2025-2026 Negotiated Agreement**

THIS AGREEMENT IS MADE AND ENTERED INTO effective September 1, 2024, by and between the Board of Education of the Scotts Bluff County School District 79-0032 a/k/a Scottsbluff Public School District (hereinafter referred to as the "Board" or "District" or "School District" as the context may require) and the Scottsbluff Schools Classified Association (hereinafter referred to as "Classified Association" or "Association").

A. Scope of Agreement: The following shall be the Negotiated Agreement between the Classified Association, certified by the Nebraska Commission of Industrial Relations (CIR) and the Board of Education. This Agreement sets forth the terms and conditions of employment with regard to wages and benefits and the grievance procedure for the Para-Professionals, Clerical Staff, and Custodial and Maintenance employees of the School District for the 2024-2025 and 2025-2026 school fiscal and contract years. Excluded from this Agreement are the positions listed in the Salaried Compensation Procedures document.

B. At-Will Employment, Assignment and Work Days: Para-Professionals, Clerical, and Custodial and Maintenance staff shall be employed on an "at-will" basis and compensated for hours worked according to each individual assignment by his/her immediate supervisor. Para-Professionals, Clerical, and Custodial and Maintenance staff shall only be on duty and compensated on school days when students are present unless otherwise assigned by his/her immediate supervisor.

C. Compensation:

Para-Professional

1. Hourly Rate Pay Scales: Para-Professionals are non-exempt hourly "at-will" employees and shall be compensated on the basis of the Para-Professional Hourly Pay Rate Scale plus supplemental hourly rate stipends set forth below.

a. Para-Professional Hourly Rate Pay Scale: The Para-Professional Hourly Rate Pay Scale shall be established for each Para-Professional Group identified as follows:

Group No.	Para-Professional Positions in Group
Group I	After-School Para, Instructional Paras (Title, SPED Resource, EL and Translators, General, Reading Intervention, Speech, TeleTherapy Para), Preschool, Preschool SPED, and Media
Group II	SPED-Emotional, Significant Disabilities Para, Transitional Learning Center, One-on-One and Visual, Sign Language Interpreter, Health Office Aides***, Secure Entrance Monitor

Group III	Communication Assistant, In School Suspension Supervisor*, Home Visitor, After School Site Director, PAWS Program Paras**, Interpreters, Job Coach HS Behavior Program, REPS**, Paws Transitional Program (PTP)**, Program Supervisor for After School Program*, Accompanist, Campus Security****
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The hourly wage rate for each Para-Professional Group for the 2024-2025 and 2025-2026 school and contract years shall be as follows:

Group I		Group II		Group III	
24-25	25-26	24-25	25-26	24-25	25-26
14.51	15.00	15.19	15.52	18.34	18.74

*Due to the supervisory responsibilities of the In School Suspension Supervisor, such position shall be paid an additional hourly stipend of ninety cents (90¢) per hour.

**PAWS, REPS, and PTP paras shall be paid an additional twenty cents (20¢) per hour.

***Health Office Aides shall be paid an additional one dollar (\$1.00) per hour.

****Campus Security shall be paid an additional two dollars (\$2.00) per hour.

2. Work Day Assignment: All Para-Professionals shall be assigned to three (3) work days during each contract year on dates and at times to be determined by the School District.

3. Snow Day: In the event of a snow day or closure due to extenuating circumstances, staff may be assigned a corresponding work day on a date and time to be determined by the School District up to a maximum of two (2) days a contract year.

Custodial and Maintenance Staff

1. Hourly Rate Pay Scale: Custodial and Maintenance Staff are non-exempt hourly “at-will” employees and shall be compensated on the basis of the Custodial and Maintenance Staff Hourly Rate Pay Scale plus supplemental hourly rate stipends set forth below.

a. Custodial and Maintenance Staff Hourly Rate Pay Scale: The Custodial and Maintenance Staff Hourly Rate Pay Scale wage shall be established for each Custodial and Maintenance Staff Group identified as follows:

Group No.	Custodial and Maintenance Staff Positions in Group
Group I	Part-Time Night Custodians Middle School/High School, Part-Time Elementary Support Custodian, and Part-Time Facility Support
Group II	Elementary Assistant Custodian, Middle School Assistant Custodian, High School Assistant Custodian, Custodian – Special, and Maintenance/Logistics
Group III	Elementary Head Custodian, Grounds and Maintenance (District)
Group IV	Carpenter/Construction, Trained Non-Licensed Maintenance (Electrician, Plumber), and Central Receiving
Group V	Middle School Head Custodian, High School Head Custodian, Preventative Maintenance, and Licensed Electrician*, Plumber* and HVAC

The hourly wage rate for each Custodial and Maintenance Staff Group for the 2024-2025 and 2025-2026 school and contract years shall be as follows:

Group I		Group II		Group III		Group IV		Group V	
24-25	25-26	24-25	25-26	24-25	25-26	24-25	25-26	24-25	25-26
14.48	15.00	20.00	20.44	21.04	21.50	22.31	22.80	28.46	29.09

*Licensed Electrician and Licensed Plumber will be paid an additional two dollars (\$2.00) per hour.

Clerical Staff

1. Hourly Rate Pay Scale: Clerical Staff are non-exempt hourly “at-will” employees and shall be compensated on the basis of the Clerical Hourly Rate Pay Rate Scale plus supplemental hourly rate stipends set forth below.

a. Clerical Hourly Rate Pay Scale: The Clerical Hourly Rate Pay Scale hourly rate wage shall be established for each Clerical Group identified as follows:

Group No.	Clerical Positions in Group
Group I	High School Activities Bookkeeper, Middle School/High School Attendance Secretary, Middle School Counselor Secretary, Level 1 Computer Support Technician, Facilities Management Assistant, and High School Special Education Secretary
Group II	High School Activities Secretary, High School Counselor Secretary, Secretary to the Principal Elementary/Middle School/ High School, and Administrative Secretary, Level 2 Computer Support Technician
Group III	Information Services, Purchasing/Bookkeeper, Secretary to the Directors, Level 3 Computer Support Technician
Group IV	Bookkeeper/Accounts Payable, Bookkeeper/Human Resources, Bookkeeper/Payroll, Database Analyst

The hourly wage rate for each Clerical Group employee for the 2024-2025 and 2025-2026 school and contract years shall be as follows:

Group I		Group II		Group III		Group IV	
24-25	25-26	24-25	25-26	24-25	25-26	24-25	25-26
19.25	19.67	21.33	21.80	23.29	23.80	25.46	26.02

2. Snow Day: In the event of a snow day or closure due to extenuating circumstances, staff may be assigned a corresponding work day on a date and time to be determined by the School District up to a maximum of two (2) days a contract year.

D. Stipends, Payment of Compensation, & Overtime Pay:

1. Service Year Hourly Stipend: Each Para-Professional, Custodial and Maintenance, and Clerical staff shall be paid a service year hourly rate stipend for 2024-2025 and 2025-2026 in addition to hourly wages paid pursuant to the Hourly Rate Pay Scale according to the following table. For purpose of this paragraph “service year” means a completed year of creditable service in which the employee was employed by December 1st of the school year as an employee of the Scottsbluff School System.

Up to five (5) years of outside experience, relevant in the position the employee has been employed with SBPS, may be granted. The employee may be required to provide proof of the outside employment. The Superintendent will have final authority if the outside experience qualifies. This will be considered the initial placement for the staff member who shall then follow the natural progression within the Years of Service Stipend. Staff employed prior to the 2024-2025 school year may be granted their outside years of experience to get up to five (5) years of service for the 2024-2025 year but will not be placed further than that. Should a staff member already be at or beyond the five (5) years of experience, no additional outside experience shall be given.

Years of Service	Stipend
1	5¢
2	10¢
3 – 4	20¢
5 – 9	40¢
10 – 14	60¢
15 – 19	80¢
20+	\$1.00

2. Educational Attainment Hourly Stipend: Beginning with the 2016-2017 contract year, a Para-Professional, Custodial and Maintenance, and Clerical staff shall be paid an educational attainment hourly rate stipend in addition to hourly wages paid pursuant to the Hourly Rate Pay Scale according to the following table; subject to the additional requirements for Sign Language Interpreters set forth below. The educational attainment stipend shall only be paid following submission by the employee to the administrative offices of the Executive Director of Finance of the School District on or before July 1st of each year this agreement is in effect of a certified transcript from the educational institution from which the degree was received by the employee verifying the level of education attained.

Education Level	Stipend
Associate Degree	10¢
Bachelor’s Degree	20¢
Master’s Degree	30¢

To be eligible for the Educational Attainment Stipend, a Sign Language Interpreter must attain the following EIPA scores:

Sign Language Interpreter EIPA Score	Stipend
3.5-3.9	10¢
4.0-4.4	20¢
4.5+	30¢

3. Professional Development Credits Hourly Stipend⁴: A Para-Professional, Custodial and Maintenance, and Clerical staff shall be paid a Professional Development credits hourly rate stipend for the 2024-2025 and 2025-2026 contract years in addition to hourly wages paid pursuant to the Hourly Rate Pay Scale according to the following table. The Professional Development credits stipend shall only be paid following completion by the employee during the 2024-2025 and 2025-2026 school years of required or approved Professional Development programs or classes designed to enhance the employees' performance in the employees' work assignment and verification by the employee's immediate supervisor of the employee's successful completion of the Professional Development program or class to the administrative offices of the Executive Director of Finance of the School District. Employees shall have a period of two years to accrue the requisite number of hours for each level of professional development with hours earned in one fiscal year applicable to the immediately following fiscal year to achieve the "7.5 hours" stipend level, i.e. an employee can earn sufficient hours to reach the "7.5 hours" stipend level during the 2023-2024 fiscal year to receive the stipend for the 2024-2025 fiscal year, and apply those hours to hours earned during the 2024-2025 fiscal year to receive the stipend for the 2025-2026 fiscal year and beyond. The Professional Development credits hourly rate stipend shall be added to the employee's compensation beginning with the first day of the contract year next following the successful completion of the Professional Development program. This information must be turned in to the administrative offices of the Executive Director of Finance of the School District on or before July 1st to be applied to the following year this agreement is in effect. In the event the employee leaves the district and later returns, any previous professional development credit shall be granted to the returned employee. The maximum amount for the Professional Development Credits Hourly Stipend is \$3.00.

Professional Development Program or Class	Stipend
Uncompensated District identified Training(s) 7.5 hours or more.	15¢

4. Bilingual Stipend: A 50¢ hourly stipend shall be paid to a maximum of twenty-five (25) individuals for the 2024-2025 year and thirty (30) individuals for the 2025-2026 year among the three groups (Para-Professional, Clerical, and Custodial and Maintenance)

⁴ The SBPS Executive Director of Curriculum & Instruction will provide a list of courses that the para-educator, clerical, custodial/maintenance, and security employees may complete to apply to Professional Development credit.

as determined by the District Administration. This stipend is a year-to-year determination and shall require the individual to interpret as called upon.

5. Payment of Compensation: Each Para-Professional, Custodial and Maintenance, and Clerical staff shall be paid for each day for which services are performed on a monthly basis. Employees shall not be compensated for days when the employee is not required to report for duty (for example a “snow day”).

6. Overtime Pay: All requests to work overtime must be approved by the immediate supervisor who must have received prior approval from the Executive Director of Finance or his/her designee. Overtime pay must be paid for each hour worked in excess of the maximum workweek of forty (40) hours, applicable to the type of employment in which the employee is engaged. Overtime pay must be paid at the rate of not less than 1.5 times the employee’s regular rate of pay for all hours worked in excess of the maximum workweek. All hours paid but not worked do not count toward the forty-hour threshold for payment of overtime.

E. Benefits: Classified staff, with a full time (more than 30 hours per week) permanent status, shall be provided the following benefits or benefit opportunities:

1. Health and Dental Insurance: The School District has contracted with the Nebraska Educator’s Health Alliance (EHA) to provide group health and dental insurance coverage for the 2024-2025 and 2025-2026 contract years, September 1, 2024 through August 31, 2025 and September 1, 2025 through August 31, 2026 (EHA Group Health & Dental Insurance Plan). The coverage provider and level of coverage shall be Blue Cross-Blue Shield of Nebraska, or another provider determined by the School District, \$1,050 deductible or \$2,500 deductible “Dual Choice” health insurance coverage with 100% A, 75% B, & with 50% C dental insurance coverage, or the corresponding successor deductible established by EHA for the plan year in effect; this deductible adjustment is applicable to all references to the \$1,050 deductible or \$2,500 deductible “Dual Choice” health insurance coverage in this Section E, “Benefits” section. The School District in its discretion may unilaterally elect to contract with a different group health and dental insurance carrier during the term of this contract or for subsequent contract years with the same or similar levels of coverage.

a. Clerical and Custodial/Maintenance Personnel: For all full-time (six (6) hours per day or more) Clerical and full-time (six (6) hours per day or more) twelve (12) month Custodial/Maintenance personnel the School District shall contribute:

(1) For the 2024-2025 and 2025-2026 contract years, an amount equal to Sixty- Percent (60%) of the cost of the monthly premium for the \$1,050 deductible “Employee” level plan for each month the Employee is employed by the School District and continues to be enrolled in the EHA Group Health & Dental Insurance Plan. Eligible Clerical or Custodial/Maintenance personnel electing to participate in the EHA Group Health & Dental Insurance Plan may elect either the \$1,050 deductible or \$2,500 deductible coverage and pay the balance of the cost of the monthly premium for an “Employee” level plan not paid by the School District’s contribution through the School District’s Section 125 plan by signing of a wage reduction agreement to be executed prior to the beginning of any available enrollment period).

b. Para-Professional Personnel: For all full-time (six and one-half (6.5) hours per day or more) Para-Professional personnel the School District shall contribute:

(1) The School District shall for Para-Professional personnel budgeted and employed for six and one-half (6.5) hours or more per school day contribute:

(a) For the 2024-2025 and 2025-2026 contract years, an amount equal to Sixty Percent (60%) of the cost of the monthly premium for the \$1,050 deductible “Employee” level plan for each month the Employee is employed by the School District and continues to be enrolled in the EHA Group Health & Dental Insurance Plan. Eligible Para-Professional personnel electing to participate in the EHA Group Health & Dental Insurance Plan may elect either the \$1,050 deductible or \$2,500 deductible coverage and pay the balance of the cost of the monthly premium for an “Employee” level plan not paid by the School District’s contribution through the School District’s Section 125 plan by signing of a wage reduction agreement to be executed prior to the beginning of any available enrollment period.

(2) The School District shall for Para-Professional personnel budgeted and employed for less than six and one-half (6.5) hours or more per school day make no contribution toward the cost of health and dental insurance; such Para-Professional staff employed may elect to participate and enroll in the School District’s EHA Group Health & Dental Insurance Plan electing either the \$1,050 deductible or \$2,500 deductible coverage and pay One Hundred Percent (100%) of the cost of premiums for such health and dental insurance through the School District’s Section 125 plan by the signing of a wage reduction agreement to be executed prior to the beginning of any available enrollment period.

2. Long Term Disability Insurance: The Scottsbluff Public Schools will provide disability insurance to employees who are working at least .5 FTE (half-time), that will commence upon exhaustion of sick leave days, regardless of how many or how few days were available to the employee. Long-term disability monthly payments are 66 2/3% of basic monthly earnings. The insurance is effective the first of the month following the hire date.

3. Life Insurance: The School District will provide life insurance to employees who are working at least .5FTE (half-time), The School District has contracted with an insurance company to provide and the School District shall pay the cost of term life insurance coverage in the amount of \$15,000 on the life of the Classified employee if under age 70 and in the amount of \$7,500 on the life of the Classified employee if age 70 or older, \$3,000 on the life of a spouse, and \$2,000 on the life of any dependents designated by the Classified employee.

F. Leaves:

1. Sick Leave: Classified Staff, at a full time, permanent status, will earn sick leave at the rate of one (1) “work day” per each calendar month of service; a “work day” shall be defined as the budgeted number of hours per day the classified employee is scheduled to work, and “sick leave time” shall be equivalent to the budgeted number of hours per day the classified employee

is scheduled to work. Sick leave shall be accumulated to a maximum of SEVENTY-FIVE (75) days. For example: if a classified staff employee is employed three (3) hours per day, they would receive a sick day worth three (3) hours per day. If a classified staff employee is employed six (6) hours per day that employee would receive a six (6) hour sick day. All current accumulated sick leave days accrued by any Classified Staff employee prior to May 31, 2012, will continue with this Agreement.

Sick leave may be used for parental leave, illness, accident, injury or death of the employee's spouse, children and their spouses, parent, step-parent, parent-in-law, grandparents, siblings, grandchildren, and individuals living in the same household as the Classified Staff; provided, that such paid leave shall not exceed five (5) days per occurrence as defined below. In the case of the death of a child/step-child or spouse, not more than fifteen (15) days per occurrence are allowed. For purposes of this paragraph, "occurrence" means an identified event (illness, injury or death) reported by the Classified Staff to an immediate supervisor. In the event the leave qualifies under the Family Medical Leave Act, the number of sick days that may be utilized shall not exceed the number of days within the employee's sick leave bank and shall not be limited to the five (5) days per occurrence in the event the FMLA leave is to care for another person.

All sick leave benefits cease upon termination of employment with Scottsbluff Public Schools.

2. Sick Leave Compensation at Retirement or by Qualified Permanent Disability: Qualified employees will be compensated for accumulated sick leave at retirement or by qualified permanent disability as follows:

a. Resignation: Upon Resignation (age 55 minimum) with the School District or death, a Classified Staff member having ten (10) years or more of continuous service to the School District in any capacity shall be paid for all accumulated sick leave days at a rate of \$40 per sick day.

b. Disability: An employee who becomes permanently disabled, as qualified by a physician, without possibility of return of employment in this School District will be compensated for unused sick leave based on the following formula: Number of days accumulated X hours per day worked x hourly rate x 100%.

3. Personal Leave: All Classified staff with a full-time permanent status budgeted to be on duty thirty (30) or more hours per week will be allowed two (2) personal days per contract year. These are not additional days. Notification to the Classified Staff's immediate supervisor shall be made as far in advance as possible, but at least a twenty-four (24) hour notification to the supervisor is necessary to utilize this day. Leave must be approved by the supervisor. It is not required that the purpose of the personal leave be included in the request. Leave may be used for a snow day, if available. Classified Staff will be allowed to carry two (2) unused personal days to the next contract year with a maximum balance of four (4) personal days.

4. Holidays:

a. 12 month employees: Classified Staff employed full-time (six (6) hours per day or more) will receive eleven (11) paid holidays per year. The following are paid holidays if the holiday occurs during the staff person's regular contract year, such pay to be at their regular hourly rate for the budgeted hours worked per regular work day: July 4th, Labor Day, Thanksgiving Day and the Friday following, Christmas Day and either Christmas Eve Day or the day following Christmas – December 26th as determined by the employee's immediate supervisor, January 1st and either December 31st or January 2nd as determined by the District, Easter/Spring Break – two (2) days as determined by the employee's immediate supervisor, and Memorial Day.

b. 10 month employees: Classified Staff employed full-time (six (6) hours per day or more) will receive nine (9) paid holidays per year. The following are paid holidays if the holiday occurs during the staff person's regular contract year, such pay to be at their regular hourly rate for the budgeted hours worked per regular work day: Labor Day, Thanksgiving Day and the Friday following, Christmas Day and either Christmas Eve Day or the day following Christmas – December 26th as determined by the employee's immediate supervisor, January 1st and either December 31st or January 2nd as determined by the District, Easter/Spring Break – one (1) day as determined by the employee's immediate supervisor, and Memorial Day.

c. 9 month employees: Classified Staff employed full-time (six (6) hours per day or more) will receive three (3) paid holidays per year. The following are paid holidays if the holiday occurs during the staff person's regular contract year, such pay to be at their regular hourly rate for the budgeted hours worked per regular work day: Labor Day, Thanksgiving Day Christmas.

d. New Hires: All classified staff hired after May 31, 2011, who work less than six (6) hours per day shall receive no holiday pay.

e. Holiday Swap: Staff who work on a scheduled holiday may put that leave into a Holiday Swap Leave Bank. Approval is required from the employee's immediate supervisor and the Executive Director of Finance prior to working. This leave must be utilized in the fiscal year it is accumulated. Should it not be utilized in the year it is accumulated, it shall be paid out at the staff members current hourly rate.

6. Vacation Leave – Twelve (12) Month Full-Time Employees Only: All Classified Staff employed full-time (six (6) hours per day or more) for a period of twelve (12) months per contract year shall accrue vacation leave at the rate of 0.834 days per month during the first ten (10) years of continuous employment with a maximum accrual of vacation days limited to a maximum amount of twenty (20) total days; and, at the rate of 1.25 days per month during the beginning with the 11th year of continuous employment with a maximum accrual of vacation days limited to a maximum amount of thirty (30) total days. Employees who have transitioned into a twelve (12) month position must work 120 months with no break in employment to accrue vacation at the rate of 1.25 days per month with a maximum accrual of vacation days limited to a maximum amount of thirty (30) total days.

G. Grievance Procedure: The purpose of this grievance procedure is to secure, at the lowest possible level, equitable solutions to the problems that may from time to time arise concerning the

interpretation, application, or meaning of the terms and conditions of employment set forth in this Negotiated Agreement. An underlying principle of the grievance procedure is to ensure fair and equitable treatment to the District's employees.

1. Definitions:

a. Grievance: A grievance is defined as any claim or complaint relative to a purported violation of the terms and conditions of employment set forth in this Negotiated Agreement.

b. Grievant: A Classified staff member, or the Association making the claim. Any employee has the right to have a representative of their choice at any step of the grievance procedure.

c. Time Limits: All time limits shall consist of the Classified staff's working days except when a grievance is submitted after the end of the school year; the time limits after the end of the school year shall consist of all week days Monday through Friday. The number of days indicated at each level should be considered maximum and every effort shall be made at all levels to expedite the process. Failure of any grievant to comply with the time limits contained herein shall constitute a waiver of right to appeal to the next step. Failure of the District or its representatives to comply with the time limits at any level shall permit the grievant to appeal the grievance to the next level.

d. Grievance Meetings or Hearings: All meetings and hearings under this procedure up to and including Step 2 shall be conducted in private and shall include only the Administration's representatives, the grievant, and the grievant's designated representatives.

2. The Procedure

a. Informal Resolution. The parties believe that it is usually most desirable for an employee and the District to resolve problems through free and informal communications. When requested by the Classified staff, a representative of the Association may assist in this resolution. However, when the grievance remains unresolved, then the grievance shall be processed as follows:

Step 1. The request or complaint shall be made in writing to the Classified staff member's immediate supervisor. The supervisor shall then have five (5) working days to respond to the grievance and give an answer in writing.

Step 2. If the grievance has not yet been settled, the Classified staff member may pursue further action by filing the grievance within five (5) working days to the Superintendent of the Schools or their designated representative. The Superintendent or their designated representative shall arrange for a meeting to be held within ten (10) working days in order to discuss the grievance. A written answer to the grievance will be provided within five (5) working days after the conclusion of the meeting. The decision of the Superintendent of Schools shall be final and may not be appealed to the Board of Education.

H. Reopening of Agreement: Both the Board of Education and the Classified Association, during and for the term of this Agreement, voluntarily and unqualifiedly waive the right and agree that the other shall not be obligated to bargain collectively with respect to any subject or matter, whether or not referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of the parties at the time they negotiated or signed this Agreement, PROVIDED, HOWEVER, either party may reopen this Agreement for the 2024-2025 and 2025-2026 contract years for purposes of amending the terms and conditions thereof to meet the statutory and regulatory requirements of the Patient Protection and Affordable Care Act of 2010, (P.L. 111-148), in a manner that will avoid all penalties potentially assessed against an employer thereunder, including the amendment of the compensation structure, employer and employee contribution to the cost of health insurance, and other health insurance related provisions; such right to reopen this Negotiated Agreement may be exercised at any time during the term of thereof.

I. Duration of Agreement: This contract shall be effective for the 2024-2025 and 2025-2026 school fiscal years.

IN WITNESS WHEREOF the parties hereto caused this contract to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures to be placed hereon, all on this day and year set forth in signature block below.

Scotts Bluff County School District 79-0032 a/k/a Scottsbluff Public School District	Scottsbluff Schools Classified Association
<p>By: _____ Scott Reisig President, Board of Education</p> <p>Dated: _____</p>	<p>By: _____ Maria Frueh President of Association</p> <p>Dated: _____</p>

Memo

To: Dr. Andrew Dick and Scottsbluff Board of Education
From: Marianne Carlson, Executive Director of Finance
Date: June 10, 2024
Re: WNCC Storage Rental

Western Nebraska Community College (WNCC) approached SBPS for storage space to house items during their Health Science renovation. WNCC will need the space for two years and approximately 3,000 square feet. Per Board Policy 1100, leases of school facilities require the approval of the Board.

At the recently acquired 2617 College Park building, we have located space that would be available for WNCC to utilize during the two years. This will not interfere with the District's plan for the construction of the new preschool.

Motion: Approve allowing WNCC to rent 3,000 square feet for storage at 2617 College Park not to exceed two years for a monthly rate of \$500.

Memo

To: Dr. Andrew Dick and Scottsbluff Board of Education

From: Marianne Carlson, Executive Director of Finance
Dr. Wendy Kemling, Executive Director of Student Services
Justin Shaddick, Scottsbluff High School Principal
David Hoxworth, Activities Director

Date: June 10, 2024

Re: Special Assignment Positions & Extra Standard Services Changes for 2024-2025

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. We are recommending the addition of a School Psychologist Intern and an additional Dramatics Assistant (One Act Play) starting with the 2024-2025 school year.

School Psychologist Intern

With the shortage of school psychologists, many districts have found it advantageous to hire school psychologist interns. Often the interns continue to be employed by the District after the internship. An intern has the ability to perform many of the roles and responsibilities a school psychologist can perform under the supervision and direction of a licensed school psychologist. Because the intern works under the direction of the school psychologist, we need to delineate the roles, responsibilities, and compensation of the intern. We are proposing the special assignment position of school psychologist intern be listed at 12%.

Proposed

School Psychologist Intern	4,680	12%
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Dramatics Assistant (One Act Play)

Our dramatics program currently has a head and an assistant sponsor. We are recommending the addition of an additional assistant sponsor. In the last three years, Dr. Wilson and Ms. Muhr have grown the program to 55 students participating. Moving forward, the coaches plan on adding a JV play production crew that will help keep more students involved and continue to build our program. With these plans, in addition to the number of students we had participating this past year, an additional sponsor is needed for supervision and the safety of the students.

Current

Dramatics Assistant (One Act Play)	1,950	3,510	5%	9%
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Proposed

Dramatics Assistant (One Act Play) (2)	1,950	3,510	5%	9%
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Recommendation: Motion to approve the Special Assignment and Extra Standard Services positions as presented above beginning with the 2024-2025 school year.

Auction Items June 2024

Teacher Desk (7)
Filing Cabinet (9)
Student Chair (609)
Student Desk (415)
Round Table (7)
Rectangle Table (28)
Conference Room Table
Adjustable Bench (2)
Flat Bench
Dumbbell Racks (4)
Weight holding trees for plates (5)
Pull Down Machine
Black High Top Chair (6)
Elliptical Machine (2)
Science Table (42)
Study Carrel (7)
Book Shelves (7)
Wooden Stool (8)
Computer Table (15)
Podium
Trapezoid Table (2)
Double Wood Cubicle
Audio Sound System with Bose Speakers
Wrestling Clock with Controller (3)
Plastic Bin (approx. 100K)

Memo

To: Dr. Andrew Dick and Scottsbluff Board of Education
From: Marianne Carlson, Executive Director of Finance
Date: June 10, 2024
Re: Property Disposal

Per Board Policy 3090, any sale of school property is contingent on approval of the Board of Education. The District has worked with a local online auction company, BidItBob, in order to auction off items that are no longer needed for school operations. A list of the items that will be a part of the auction is attached to this memo. The auction will go live after the Board meeting and will run for a minimum of two weeks. The public will have a set time available for them to come to the sites where the items are located in order to view the item(s).

Upon completion of the auction, the amount that goes to BidItBob will be determined by the final sale price of the item and a sliding scale fee. The remaining amount, once the commission is taken out, shall go back to the District and be deposited into the general fund.

Motion: Approve the auction of items attached to the Board memo.

Memo

To: Dr. Andrew Dick and Scottsbluff Board of Education
From: Marianne Carlson, Executive Director of Finance
David Davis, Director of Information Technology
Travis Rickey, Director of Facilities
Date: June 10, 2024
Re: Generator Sale

At the recently purchased building, 2617 College Park, there are three generators that are larger than what the District would need for our purposes. These generators are from when the building was built and are approximately 18 years old. Of the three, one no longer works. Due to the highly specialized nature of the generators, we are recommending we go the route of selling them via private sale which is allowed per Board Policy 3090.

Iron Flag Demolition LLC has made an offer to purchase the three diesel generators, uninterruptible power supplies (UPS), surplus switchgear cabinets, and electrical feeds. We have obtained quotes for a replacement generator that would be more suitable for our needs. The cost of the replacement generator is less than what we would sell the current generators for.

There have been two options made available for us to consider from Iron Flag. The first option would remove all items while the second option would leave behind four of the six electrical wires from one of the generators in order for us to hook up a new generator. Should they not leave behind those four, we would have to purchase new wire for the installation of the new generator.

Motion: Approve the sale of the three diesel generators, uninterruptible power supplies (UPS), surplus switchgear cabinets, and all the electrical feeds for \$200,000 to Iron Flag Demolition LLC.

Motion: Approve the sale of the three diesel generators, uninterruptible power supplies (UPS), surplus switchgear cabinets, and electrical feeds for \$192,500 to Iron Flag Demolition LLC.

Memo

To: Dr. Andrew Dick and Scottsbluff Board of Education
From: Marianne Carlson, Executive Director of Finance
David Davis, Director of Information Technology
Travis Rickey, Director of Facilities
Date: June 10, 2024
Re: Generator Purchase

At the recently purchased building, 2617 College Park, there are three generators that are larger than what the District would need for our purposes. We proposed in another memo that we sell those generators and put in a smaller generator more suited for our needs.

We worked with SourceWell which allows us to forgo our normal bidding procedures due to the cooperative purchasing in place with the program. We obtained quotes from Cummins and Caterpillar based on the specs supplied for the required generator. In our original requirements, we specified a 500kW generator. Cummin's proposal was for \$181,845 and Caterpillar's proposal was for \$144,647. Caterpillar also supplied a quote for a 600kW generator which would allow for potential future need for \$171,527. We had Farris Engineering review the specs to ensure they would fit our needs for the building and they also reviewed the proposals to ensure they met the specifications requested.

We are recommending that we proceed with Caterpillar for the 600kW generator for a cost of \$171,527. The additional items that will be needed to install the new generator will have the total cost under the approximately \$200K that we sold the previous generators.

Motion: Approve the purchase of the 600kW generator for \$171,527 from Caterpillar.

BOARD CURRICULUM AND AMERICANISM COMMITTEE

MEETING AGENDA

MEETING INFORMATION

Date:	05/17/24	Location:	District Office Basement
Time:	11:30-12:30	Facilitator:	Mike Mason
Attendees: Scott Resig, Beth Merrigan, Andrew Dick, Jadie Beam, Amanda Hadenfeldt, Jana Mason, Mike Mason, Bree Rock, Justin Shaddick, and Bert Wright			

<i>Agenda Items</i>	<i>Additional Information</i>
1. Grade 2, 3 & 5 Savvas myWorld Social Studies Adoption	The group reviewed the Savvas myWorld adoption process and materials. The program will be used in grades 2,3 and 5.
2. Grade 3-5 Inspire Science Adoption	The grade 3-5 science adoption process was reviewed, and the committee members examined the Inspire Science materials.
3. English 3D Grades 4-12	The committee examined the English 3D materials. The materials will be used with English Language Learners in grades 4-12.
4. SHS Quiz Bowl	The committee heard the rationale for adding a Quiz Bowl team at Scottsbluff Senior High.

Scottsbluff Public Schools Facility Committee Meeting

June 5, 2024	
Attendance:	Scott Reisig, Rob Polk, Andrew Dick, Travis Rickey, Jeremy Behnke, David Hoxworth, David Davis, and Marianne Carlson

Extended Care	<ul style="list-style-type: none"> • Review of proposals submitted for the Extended Care RFP
WNCC Storage Rental	<ul style="list-style-type: none"> • WNCC would like to rent 3000 sq ft for storage purposes
23 Building Generator	<ul style="list-style-type: none"> • Review of quotes for the purchase of a new generator
Misc Projects	<ul style="list-style-type: none"> • Discussion of projects completed throughout the district and upcoming projects for the facility and maintenance team
BOE Updates	<ul style="list-style-type: none"> • Board Policies <ul style="list-style-type: none"> ○ 13 Policy changes due to Legislation (2nd Reading) ○ 3140 Contracting for Services (1st Reading) ○ 4141.1 Teacher Training Requirements (1st Reading) ○ 8242 Designed Methods of Giving Notice (1st Reading) • Parental Involvement Public Hearing • Review of Committee on American Civics • Student Fees Policy Annual Review <ul style="list-style-type: none"> ○ 5416.1 Appendix for 2024-2025 ○ Review Student Fees for 2023-2024 • Student Handbooks – Elementary, SHS, & ReConnect • Curriculum Adoptions <ul style="list-style-type: none"> ○ Grades 3-5 Inspire Science Textbook Adoption ○ Grades 4-12 HMH English 3D ○ Grades 2-5 Savvas myWorld Social Studies ○ iLit45 • Quiz Bowl • SSCA • Resolution to payoff the 2017 Bond • Property Disposal • Special Assignment Positions & Extra Standard Services Changes for 24-25 • Sale of iPads • Closed Session (Real Estate & Superintendent Evaluation)
Roundtable	<ul style="list-style-type: none"> • Future Meetings will be on the Tuesday before the board meeting with noted exceptions <ul style="list-style-type: none"> ○ Tuesday, July 2nd ○ Tuesday, August 6th ○ Tuesday, September 3rd ○ Tuesday, October 8th

Scottsbluff Public Schools Finance Committee Meeting

June 5, 2024	
Attendance:	Tory Schwartz, Beth Merrigan, Andrew Dick, Jana Mason, Justin Shaddick, David Davis, Travis Rickey, and Marianne Carlson

Extended Care	<ul style="list-style-type: none"> • Review of proposals submitted for the Extended Care RFP
WNCC Storage Rental	<ul style="list-style-type: none"> • WNCC would like to rent 3000 sq ft for storage purposes
23 Building Generator	<ul style="list-style-type: none"> • Review of quotes for the purchase of a new generator
BOE Updates	<ul style="list-style-type: none"> • Board Policies <ul style="list-style-type: none"> ○ 13 Policy changes due to Legislation (2nd Reading) ○ 3140 Contracting for Services (1st Reading) ○ 4141.1 Teacher Training Requirements (1st Reading) ○ 8242 Designed Methods of Giving Notice (1st Reading) • Parental Involvement Public Hearing • Review of Committee on American Civics • Student Fees Policy Annual Review <ul style="list-style-type: none"> ○ 5416.1 Appendix for 2024-2025 ○ Review Student Fees for 2023-2024 • Student Handbooks – Elementary, SHS, & ReConnect • Curriculum Adoptions <ul style="list-style-type: none"> ○ Grades 3-5 Inspire Science Textbook Adoption ○ Grades 4-12 HMH English 3D ○ Grades 2-5 Savvas myWorld Social Studies ○ iLit45 • Quiz Bowl • SSCA • Resolution to payoff the 2017 Bond • Property Disposal • Special Assignment Positions & Extra Standard Services Changes for 24-25 • Sale of iPads • Closed Session (Real Estate & Superintendent Evaluation)
P-Card Expenditures and Cash Flows	<ul style="list-style-type: none"> • P-Card Expenditures for April were reviewed • Reviewed Cash Flows as of May 31, 2024
Roundtable	<ul style="list-style-type: none"> • Future Meetings will be held on the Monday before the board meeting with noted exceptions <ul style="list-style-type: none"> ○ Monday, July 1st ○ Monday, August 5th ○ Tuesday, September 3rd ○ Monday, October 7th

Scottsbluff Public Schools Student Services Meeting

May 16, 2024	
Attendance:	Andrew Dick, Bree Rock, Rob Polk, Ashlen Schaneman, Lukas Benzel, Tory Schwartz, and Wendy Kemling
Special Education FAQ Document	<ul style="list-style-type: none"> • Leadership team has created an FAQ document • Might want to share with: <ul style="list-style-type: none"> ○ Board ○ Admin ○ Teachers at Back to School Meetings • Add to I-Visions?
Parent Document	<ul style="list-style-type: none"> • Worked with lawyer to create a document regarding parents (biological parent, guardian, foster parent, step-parent, etc.) • Share with secretaries
Other	<ul style="list-style-type: none"> • US Department of Justice • Jadie's presentation on District IRIP Data

Next meeting – August 15, 2024 at 11:30