

# 2025 - 2026

## ELEMENTARY PARENT-STUDENT HANDBOOK



ROOSEVELT  
ELEMENTARY



WESTMOOR  
ELEMENTARY



LAKE MINATARE  
ELEMENTARY



LINCOLN HEIGHTS  
ELEMENTARY



LONGFELLOW  
ELEMENTARY

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## SECTION 1 – GENERAL ELEMENTARY LEVEL INFORMATION

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

## 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

# PRE-K - 12 CALENDAR

## AUGUST

T = 17 S = 12

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

## SEPTEMBER

T = 21 S = 19

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

## OCTOBER

T = 23 S = 20

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

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

## NOVEMBER

T = 17 S = 17

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

## DECEMBER

T = 15 S = 13.5

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

## JANUARY

T = 20 S = 18

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

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

## October

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

## November

**26-28:** No School for Students/Staff

## December

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

## January

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

## FEBRUARY

T = 19 S = 18

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

## MARCH

T = 22 S = 19

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

## APRIL

T = 19 S = 19

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

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

## March

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

## April

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

## May

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

### K-12 START & END TIMES

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

### PRE-K START & END TIMES

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

### TOTAL ATTENDANCE DAYS

STUDENT = 169 DAYS\*  
 STAFF = 189 DAYS

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

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

\*BASED ON GRADES 9-12

Calendar dates and times are subject to change.

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



## SECTION 2 – MISSION, GOALS, & FEDERAL POLICIES

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

## SECTION 3 – SCHOOL DAY INFORMATION

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

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

## SECTION 4 – USE OF SCHOOL BUILDINGS & GROUNDS

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

### Arrival/Dismissal Times

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

### Visitation

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

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

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

### Volunteers

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

### **Meals and Cafeteria Information**

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

[https://www.sbps.net/departments\\_and\\_services/services/nutrition\\_services](https://www.sbps.net/departments_and_services/services/nutrition_services)

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

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

	<b>Breakfast</b>	<b>Lunch</b>	<b>Milk</b>
<b>Elementary Student</b>	\$2.10	\$3.10	\$.60
<b>Adult</b>	\$3.95	\$4.25	\$.60

### **Party Invitations and Celebrations**

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

### **School Phones**

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

### **Personal Property at School**

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

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

## SECTION 5 – ATTENDANCE

### SCOTTSBLUFF PUBLIC SCHOOLS ATTENDANCE GUIDELINES

#### School Excused Absences

Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed: “impossible or impracticable barriers outside the control of the parent, guardian, or child prevent a student from attending school. The parent or guardian must provide the school with 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 or death of a family member.

CODE	DESCRIPTION
<b>MD</b> Medical Excused	<ul style="list-style-type: none"> <li>Medical absence is excused by a health provider and is <u>documented with a note from the provider</u>.</li> </ul>
<b>MDN</b> Medical Health Office Staff	<ul style="list-style-type: none"> <li>Medical absence is <u>excused by school health staff</u>.</li> </ul>
<b>CT</b> Court	<ul style="list-style-type: none"> <li>Legal matters which cannot be arranged at a time other than during school hours. <u>A dated court document must be provided to be excused.</u></li> </ul>
<b>BER</b> Bereavement	<ul style="list-style-type: none"> <li>The student is attending a funeral.</li> <li>Death or serious illness of the student's family member.</li> <li>Up to five days per year may be BER. Additional days with administrator approval.</li> </ul>

#### Not School Excused Absences

Absences that are Not School Excused may result in a report to the county attorney and may be classified as follows: “Parent or guardian-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 (without documentation).

CODE	DESCRIPTION
<b>NC</b> No Contact	<ul style="list-style-type: none"> <li>Failure to call in the student's absence within 48 hours.</li> </ul>
<b>IL</b> Illness	<ul style="list-style-type: none"> <li>Personal Illness - The parent/guardian notifies the school within 48 hours that the student is ill (<u>without documentation</u>).</li> </ul>
<b>PQ</b> Parent Request	<ul style="list-style-type: none"> <li>The parent requests that the student be absent from school. This includes, but is not limited to, vacations and medical appointments (<u>without documentation</u>).</li> </ul>
<b>EL</b> Early Leave	<ul style="list-style-type: none"> <li><u>Elementary Only</u> - Early departures may accumulate to the equivalence of absences and be subject to Nebraska State Statute.</li> <li>When an elementary student checks out of school early and misses more than 1/2 of the instructional time in the afternoon session (1 1/2 hours), they will be deemed absent for that session.</li> </ul>
<b>UAPT</b> Unexcused Appointment Less Than 90 Minutes	<ul style="list-style-type: none"> <li><u>Elementary Only</u> - Any unexcused appointment less than 90 minutes, including a dental or medical appointment without a provider note, will be considered UAPT. Unexcused appointments may accumulate to the equivalence of absences and be subject to the Nebraska State Statute.</li> <li>Any unexcused appointment over 90 minutes is counted as a half-day PQ absence.</li> </ul>
<b>TD</b> Tardy	<ul style="list-style-type: none"> <li>Tardies may accumulate to the equivalence of absences and be subject to Nebraska Statute.</li> <li><u>Elementary</u> - Students are marked tardy if they arrive after the first 15 minutes of school start time.</li> <li><u>BMS &amp; SHS</u> - A student is tardy if they arrive late to a class within the first 15 minutes of class. A student arriving after the first 15 minutes will be marked as an unexcused absence.</li> </ul>
<b>TDA</b> Tardy Absent	<ul style="list-style-type: none"> <li><u>Elementary Only</u> - If the student arrives after 90 minutes of the start time, they are marked TDA.</li> </ul>

# SCOTTSBLUFF PUBLIC SCHOOLS ATTENDANCE GUIDELINES

## Administrative Absences

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

CODE	DESCRIPTION
<b><u>AD</u></b> Administrative	<ul style="list-style-type: none"> <li>Determined by the building principal.</li> </ul>
<b><u>AT</u></b> Athletic Event	<ul style="list-style-type: none"> <li>Students must be attending a school-sponsored athletic activity.</li> </ul>
<b><u>AV</u></b> Admin College Visits	<ul style="list-style-type: none"> <li><b><u>High School Only</u></b> - First two college visits.</li> </ul>
<b><u>AC</u></b> Activity Other Than Athletic	<ul style="list-style-type: none"> <li>Students must be attending a school-sponsored activity.</li> </ul>
<b><u>WE</u></b> Weather Related	<ul style="list-style-type: none"> <li>This code is only used <b><u>with Superintendent notification</u></b>.</li> </ul>

## Discipline-Related Absences

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

CODE	DESCRIPTION
<b><u>OS</u></b> Out-of-School Suspension	<ul style="list-style-type: none"> <li>Students who are suspended and do not attend an alternate setting to receive instruction will be coded as OS.</li> </ul>
<b><u>OSPR</u></b> Out-of-School Suspension with Offsite Services	<ul style="list-style-type: none"> <li>Students who are suspended and attend an alternate setting to receive instruction will be coded OSPR.</li> </ul>
<b><u>IS</u></b> In-School Suspension	<ul style="list-style-type: none"> <li>Students who are placed in in-school suspension will be coded IS.</li> </ul>
<b><u>XP</u></b> Expulsion	<ul style="list-style-type: none"> <li>Students who are expelled and do not attend an alternate setting to receive instruction will be coded at XP.</li> </ul>
<b><u>XPR</u></b> Expulsion with Off-Site Services	<ul style="list-style-type: none"> <li>Students who are expelled and attend an alternate setting to receive instruction will be coded as XPR.</li> </ul>
<b><u>EX</u></b> Emergency Exclusion	<ul style="list-style-type: none"> <li>Determined by the Superintendent or designee if a student poses a health, safety, or other risk.</li> </ul>

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

## **Reporting Absences**

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

## **Tardies**

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



## SECTION 6 – SCHOLASTIC ACHIEVEMENT

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

### Standards for Grading Codes

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

### Types of Codes Used on Standards-Based Report Cards

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

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

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

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

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

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

### Elementary Behavior Matrix

[illegible]

## **Dress Code/Student Appearance**

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

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

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

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

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

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

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

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

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

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

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

## **SECTION 10 – PARENT/GUARDIAN & STUDENT RIGHTS**

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



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

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

Printed Student's Name \_\_\_\_\_

Grade Level \_\_\_\_\_

**SCHOOL AND DISTRICT STUDENT-PARENT HANDBOOKS RESPONSE SHEET**

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

**TRIP PERMISSION**

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

**PICTURE – NEWS RELEASE**

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

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

**HEALTH CONDITIONS**

\_\_\_\_\_ I 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.

**RESPONSIBLE USE AGREEMENT FOR COMPUTERS AND NETWORKS**

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

Student's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_



5416 Form – Student Fees Policy

APPLICATION FOR FEE WAIVER AND SHARING INFORMATION CONSENT  
SCOTTSBLUFF PUBLIC SCHOOLS

Fee Waiver Request

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

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

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

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

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

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Activity or Course: \_\_\_\_\_

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

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Activity or Course: \_\_\_\_\_

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

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Activity or Course: \_\_\_\_\_

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

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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.