

**2025 - 2026**

# **SCOTTSBLUFF HIGH SCHOOL**

## **PARENT-STUDENT HANDBOOK**



**SCOTTSBLUFF HIGH SCHOOL**





## **Scottsbluff High School Parent-Student Handbook Foreword**

This handbook is intended to be used by students, parents/guardians, 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/guardians 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/guardian and student should familiarize themselves with Board policies online at: [www.sbeps.net](http://www.sbeps.net)

## SECTION 1 – GENERAL INFORMATION

### Mission Statement of 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”](#)



# PRE-K - 12 CALENDAR

**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

## 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	

**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

## 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

**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

## 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		

**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**  
**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		
Full Day	8:00	3:00
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 – 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	<a href="mailto:ishaddick@sbps.net">ishaddick@sbps.net</a> <a href="mailto:mhuck@sbps.net">mhuck@sbps.net</a> <a href="mailto:kjensen@sbps.net">kjensen@sbps.net</a> <a href="mailto:kurwiller@sbps.net">kurwiller@sbps.net</a> <a href="mailto:cabrams@sbps.net">cabrams@sbps.net</a> <a href="mailto:kkoke@sbps.net">kkoke@sbps.net</a>	(308) 635-6230
Counseling	Cherokee Rotherham, 9th Grade Counselor Scott Harvey, 10th Grade Counselor Andreana Fertig-Marlow, 11th Grade Counselor Brenda Anderson, 12th Grade Counselor, Department Chair 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	<a href="mailto:crotherham@sbps.net">crotherham@sbps.net</a> <a href="mailto:sharvey@sbps.net">sharvey@sbps.net</a> <a href="mailto:amarlow@sbps.net">amarlow@sbps.net</a> <a href="mailto:branderson@sbps.net">branderson@sbps.net</a> <a href="mailto:tfisher-edens@sbps.net">tfisher-edens@sbps.net</a> <a href="mailto:rdelle@sbps.net">rdelle@sbps.net</a> <a href="mailto:sjobman@sbps.net">sjobman@sbps.net</a> <a href="mailto:afigg@sbps.net">afigg@sbps.net</a> <a href="mailto:jjones@sbps.net">jjones@sbps.net</a> <a href="mailto:nferguson@sbps.net">nferguson@sbps.net</a>	(308) 635-6245
Activities	Nate Rock, Assistant Principal/Activities Cyndi Ramos, Activities Secretary	<a href="mailto:nrock@sbps.net">nrock@sbps.net</a> <a href="mailto:cramos@sbps.net">cramos@sbps.net</a>	(308) 635-6235
Media Center	Tammy Harrison, Media Specialist Kasey Mueller, Media Center Assistant	<a href="mailto:tharrison@sbps.net">tharrison@sbps.net</a> <a href="mailto:kamueller@sbps.net">kamueller@sbps.net</a>	(308) 635-6246
Special Education	Stacy Moore, Special Education Coordinator Kacey Sell, Special Education Secretary	<a href="mailto:smoore@sbps.net">smoore@sbps.net</a> <a href="mailto:ksell@sbps.net">ksell@sbps.net</a>	(308) 635-6250

### School Newsletter

Scottsbluff High School newsletters are published and distributed monthly via ParentSquare 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.

### ParentSquare

ParentSquare 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/guardians, families, and guardians have concerns, they would like a quick resolution. Below is suggested guidance for parents/guardians, families, and guardians to communicate their concerns through the appropriate channels. It is not required that parents/guardians 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, ParentSquare, 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/guardians 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/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 and visitors are required to enter the building through the main south entrance of the building. Students may exit the building through alternate doors, but are not allowed to exit through the staff entrances and exits located on the north side of the building or the locker room doors.

### **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 by students 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.sbbs.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.sbbs.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/guardian in the front office.

### **Open Campus – Privilege**

Scottsbluff High School presently operates under an "Open Campus" policy for 11<sup>th</sup> and 12<sup>th</sup> 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. An additional open period may be granted to seniors undergoing extenuating circumstances with administrative approval. 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/guardians 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 parent/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 to all students. Given the challenge of meeting these needs, it is difficult for an instructor to spend the necessary class time to resolve an individual student academic problem or concern. Students experiencing these problems or concerns 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, so students can schedule a time with their teacher to discuss and address these issues outside of class time.



**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
  - Drinks purchased in the building, with sealable lids, are permissible within the building. All other drinks must be consumed in the cafeteria.

**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

### 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
<u>AD</u> Administrative	<ul style="list-style-type: none"> <li>Determined by the building principal.</li> </ul>
<u>AT</u> Athletic Event	<ul style="list-style-type: none"> <li>Students must be attending a school-sponsored athletic activity.</li> </ul>
<u>AV</u> Admin College Visits	<ul style="list-style-type: none"> <li><u>High School Only</u> - First two college visits.</li> </ul>
<u>AC</u> Activity Other Than Athletic	<ul style="list-style-type: none"> <li>Students must be attending a school-sponsored activity.</li> </ul>
<u>WE</u> Weather Related	<ul style="list-style-type: none"> <li>This code is only used <u>with Superintendent notification</u>.</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
<u>OS</u> 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>
<u>OSPR</u> 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>
<u>IS</u> In-School Suspension	<ul style="list-style-type: none"> <li>Students who are placed in in-school suspension will be coded IS.</li> </ul>
<u>XP</u> 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>
<u>XPR</u> 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>
<u>EX</u> 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>

### **Attendance Policy**

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and individual study in order to reach the goal of maximum educational benefit for each student. While it is true that written work can be completed despite a student's absence from class, class instruction and presentation, discussions, audio-visual presentations, and student-teacher interaction can never be made up for by an individual student who has missed them. This is the essence of schooling. A student's contribution to and achievement in class are directly related to attendance. It is critical for both students and parents/guardians to understand that students miss an essential portion of their education when they are absent from class.

### **SHS Daily Attendance Policy**

Students who are absent without a parent/guardian contact (No Contact), will receive an automated daily phone call when the student is absent one or more periods during the day. Failure to attend school on a consistent basis will result in the actions aligned to 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 is accrued throughout the entirety of the school year. The bulleted list below serves as general guidelines addressing chronic absenteeism. The school is aware that each student's situation is different, and each student will be treated on a case-by-case basis. Not School Excused Absences include, but are not limited to, vacations, undocumented illness, undocumented medical appointments, or other absences in which the parent/guardian has not communicated a reason for the student's absence.

- 5 days of Not School Excused Absences - Parent/guardian will receive a phone call from school personnel providing notification of absences.
- 10 days of Not School Excused Absences - Parent/guardian will receive a letter from the school which will include a letter from the County Attorney's Office. A meeting will take place with school personnel to create an attendance plan requiring signatures from the school personnel, parent/guardian, and student.
- 15 days of Not School Excused Absences - Parent/guardian will receive a letter from the school and the student may be referred to diversion.
- 20 days of Not School Excused Absences - Parent/guardian will receive a letter from the school and may be referred to the County Attorney's Office for truancy. The referral to the county attorney will include all documented supports and resources that have been implemented leading to the excessive absenteeism. An alternative education plan may be created and the student may no longer be eligible to participate in school-related functions.

### **SHS Class Period Attendance Policy**

Students who fail to attend a class without a parent/guardian contact within the first 48 hours of the absence occurring will be coded as a "No Contact," or "NC" within Infinite Campus. Students who accrue 15 "No Contact" absences within a single class period are in jeopardy of losing credit for their class. Parents/guardians will receive a call from the school at 5, 10, and 15 days informing them of the "No Contact" absences. Once the student accrues 15 "No Contact" absences, the parent/guardian and student will be given the following options:

- The student may stay in the course for no credit, but they will be eligible for a credit recovery course upon completion of the in-person class.
- The student can elect to transfer immediately to an initial-credit online course.
- Or, the student may petition for the loss of credit and stay in the course if the student is passing or close to passing. This will require a meeting initiated by the student and parent/guardian with the counselor, teacher, and administration to develop an attendance plan requiring the student to attend all remaining class periods. The student will only be allowed to petition one time during a semester per course.

### **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/guardian 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 a "No Contact" (coded NC in Infinite Campus) absence/truancy. After 48 hours, parents/guardians will not be allowed to alter the student's attendance. Failure to contact the school for a student's absence may result in the student serving detention, loss of class credit, 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 Absences with No Parent/Guardian Contact**

Any time a student has an absence without a contact from a parent/guardian from one or more class periods, 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/guardians to the fact that their child has had one or more period(s) of absences without parent/guardian contact on a certain date. If a parent/guardian receives a recorded message, the parent/guardian needs to call the attendance office to check on and/or provide a reason for 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 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, Not School 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/guardians 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 parent/guardians' 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/guardian. Students must sign the checkout sheet in the office when they leave and return to the building. Permits will not be issued without parent/guardian's 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 a "No Contact" 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 of Nebraska (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.sbbs.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/guardians 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 sbbs.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 student's return.
- Step 6** - Upon your student's 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/guardians 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/guardians informed of classroom performance, parents/guardians 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/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**

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

\*Beginning with the class of 2029, students who drop a course with an “F” or fail a course will not be eligible for Summa Cum Laude honors.

**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 ParentSquare 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/guardians, other educational institutions, and prospective employers. Students and parents/guardians 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%."

At the request of the teacher and counselor, a student may be dropped from a course for up to three weeks without penalty and be placed into an appropriate replacement course.

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/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](http://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](http://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/guardians 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/guardians may want to access their son's/daughter's grades. Students have access to grades on their WNCC portal. If parents/guardians 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/guardians 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/guardians 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 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 District.

**Credits**

High school credits will be calculated based on the number of College (WNCC) credits earned. 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/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 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 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 (Board Policy 6287)**

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/guardians 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 Parent-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 9<sup>th</sup> 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 "No Contact" absences 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.
  - Formal attire includes but is not limited to dress slacks and coat, suits, tuxedos, and formal dresses. Prohibited attire includes, but is not limited to, hats, worn jeans, shorts, t-shirts, and other attire not formal in nature.
  - Any jeans worn must be dark in nature, new, pressed and accompanied with a jacket, button down shirt, and tie.

## **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/guardians 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/guardians 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).
- PEDs used on school property outside of school hours or while attending a school sponsored function, home or away, will be at the discretion of the supervising sponsor of the event, club, or organization.

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/guardian 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/guardians.**

### **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.

Students refusing a search, when justified by reasonable suspicion, will receive consequences consistent with students who are found in possession of items or substances prohibited within the school.

### **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 2<sup>nd</sup> Avenue (north of 27<sup>th</sup> 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 have the opportunity to apply for a parking pass. Pass identification and locations are as follows:
  - a. Seniors – Issued a "Red" pass for designated parking on the south side of the parking lot west of the main building.
  - b. Juniors - Issued a "White" pass for designated 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 2<sup>nd</sup> Avenue (north of 27<sup>th</sup> 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)**

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 and be consistent with the Parent-Student Handbook.

Examples of inappropriate dress may include, but are not limited to, the following.

- 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 Board 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

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/guardian 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.

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.

### **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 or Guardian Contact	In-School Suspension				Restorative Support 3:25—5:00		Out of School Suspension Days			Hearing for Expulsion
Disruption to the Educational Process		Class period	1	2	3	3	5	2	5	9	
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		
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			
Sexual Harassment/Harassment							1+	1			
Sexual Assault							1			1	
Fighting							1			1	2
Assault							1			1	
Carrying, possession, or display of deadly weapons or dangerous objects							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											



Once a student reaches 12 points, and prior to being placed on the ABIP plan, a meeting will be held with the student, parent/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 2512 2nd Avenue, 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/Guardians**

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/guardians 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/guardian/athlete meeting prior to the start of the season to fully explain the athletic policies and to advise caution and warn parents/guardians/athletes of the potential for injury.
2. The parents/guardians 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:

<b>Fall Sports</b>	Boys – Cross Country, Tennis, and Football Girls – Cross Country, Golf, Volleyball, and Softball Coed – Unified Bowling
<b>Winter Sports</b>	Boys – Basketball, Swimming, and Wrestling Girls – Basketball, Swimming, and Wrestling
<b>Spring Sports</b>	Boys – Track, Golf, Soccer, and Unified Track Girls – Track, Tennis, Soccer, and Unified Track Coed – Unified Track

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 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 and parents/guardians 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 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. Willfully violating the behavioral expectations for those students riding Scottsbluff Public Schools buses or vehicles used for activity purposes.
15. 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.
16. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
17. 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.
18. 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.
19. 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; and/or,
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, 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/sponsor's 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/sponsor's 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/sponsor's 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 parents/guardians 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/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/sponsor's 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/sponsor's 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/sponsor's 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 parents/guardians 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/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 student's 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/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 a "No Contact" absence by parent/guardian 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/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/guardian shall complete an Emergency Medical Authorization form giving permission for treatment by a physician or hospital when the parent/guardian 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 extracurricular 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 Parent-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/guardians.

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.

Students who drop a class with an "F" must stay on track to complete their Edgenuity course within the semester, or will be considered ineligible to participate.

#### **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

*\*Applies to travel only*

#### **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; and,
5. Parent/guardian 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](http://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 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; and,
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 (i.e. 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/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 Parent-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/guardians to pick up their child (based on release by law enforcement if applicable).
6. If the student's test is negative – call the parents/guardians 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/guardians and inform them they must pick up their child immediately (based on release by law enforcement if applicable).

#### **Any Crime Suspected or Committed**

1. 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 and 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.

Guidelines for all current students participating in extracurricular activities or students that have voluntarily been placed in the pool at the request of their parent/guardian:

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/guardians 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/guardians 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 two 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/guardian 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/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/legal guardian.

##### **First Positive Test**

- DPC meeting with parents/guardians 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/guardian meeting for the next 12 months or end upon graduation at SHS.

##### **Second Positive Test**

- DPC meeting with parents/guardian 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 parents/guardians and student;
- 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 parents/guardians and student;
- 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; and,
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 be enrolled in greater than 50% of their classes at SHS, working toward an SHS diploma, have a 3.500 unweighted GPA or higher, and must perform a minimum of 20 hours of community service. To maintain membership, all NHS members must complete 10 hours of community service annually, maintain a GPA of 3.5 or higher, maintain 50% or greater enrollment standards, 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 the 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 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.

### **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 celebrate Mexican holidays, like "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.

## **SECTION 12 - NOTIFICATIONS TO PARENTS/GUARDIANS 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 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/guardians or students eligible for waivers shall make an application on the form provided by the 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 District will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed. The District will annually notify parents/guardians and students of the waiver. The student fee policy and guidelines will be published annually in the Parent-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/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/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/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/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/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/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**

<b>Secondary Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
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. Approximately \$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	\$10.00 fee if damaged or not returned at the end of the year.	
<b>Extracurricular and Other Programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>	
<b>Athletic Programs</b>			
Admission	Spectator fees for admission to events	\$6.00 per event maximum. Students may purchase an Activity Ticket not to exceed \$45.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA. Students participating in activities/athletics must purchase an activity ticket.	
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	\$10.00 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. High School uniforms for the marching band will be supplied by the school; students may be required to pay a band uniform fee of \$20.00. High School Uniform Shoes - \$45 For Middle School Band Students a \$20.00 uniform cleaning fee is requested.	
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	
<b>Clubs/Organizations</b>			
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	
FFA	Uniforms /Travel Fees	\$75 Based on current travel costs	
Future Career/Community Leaders (FCCLA)	Membership Dues Membership Polo/Red Jacket Travel Fees	\$30 \$25 - \$90 Based on current travel costs	
HOSA	Membership Dues Competition Travel Fees	\$25 \$10 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	\$35
	Manufacturing Intro to Skilled & Technical Science	\$25
SkillsUSA	Membership Dues Travel Fees	\$25 \$50 to \$150
Spanish Club	Membership Dues	\$5
Spanish Heritage/AP Spanish	CLEP Test	\$95
	Testing Center Fee	\$15
World Languages – Seal of Biliteracy	Fee	\$10
<b>Social &amp; Recognition Activities</b>		
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.

For more information, please visit the [District Parent-Student Handbook, Section 10 “State and Federal Programs”](#)



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 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:

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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: \_\_\_\_\_

**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.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: \_\_\_\_\_



**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