

**2025 - 2026**

# **BLUFFS MIDDLE SCHOOL**

## **PARENT-STUDENT HANDBOOK**



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## **Intent of Handbook**

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 Public Schools. Each student is responsible for becoming familiar with the handbook and knowing its information. 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. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. 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.sbbs.net](http://www.sbbs.net).

## **Mission Statement of the Scottsbluff Public Schools**

Every Child, Every Day

## **Vision Statement of Bluffs Middle School**

The vision of Bluffs Middle School is a staff/community partnership that provides purposeful learning inspiring students to be productive citizens who achieve their potential.

## **Mutual Respect**

The Scottsbluff Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

# SECTION 1 – GENERAL INFORMATION



## PRE-K - 12 CALENDAR

### AUGUST

T = 17 S = 12

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

### SEPTEMBER

T = 21 S = 19

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

### OCTOBER

T = 23 S = 20

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

### 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

### 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		

### MAY

T = 16 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/ 31	25	26	27	28	29	30

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

#### 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

#### September

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

#### October

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

#### November

- 26-28: No School for Students/Staff

#### December

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

#### January

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

#### February

- 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

Calendar dates and times are subject to change.

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

# BMS DAILY SCHEDULE

## 2025-2026



<b>Breakfast</b>	<b>7:15 AM</b>
<b>Hallways</b>	<b>7:38 AM</b>
<b>Classes Begin</b>	<b>7:45 AM</b>
<b>Dismissal</b>	<b>3:00 PM</b>
<b>Students off Grounds</b>	<b>3:15 PM</b>

<b>Period</b>	<b>Time</b>	<b>Lunch</b>
1	7:45-8:34	
2	8:38-9:24	
3	9:28-10:14	
4	10:18-11:04	
5	11:08-11:54	
5A	11:08-11:31	8 <sup>th</sup> Lunch/HR
5B	11:31-11:54	8 <sup>th</sup> Lunch/HR
6	11:58-12:44	
6A	11:58-12:21	7 <sup>th</sup> Lunch/HR
6B	12:21-12:44	7 <sup>th</sup> Lunch/HR
7	12:48-1:34	
7A	12:48-1:11	6 <sup>th</sup> Lunch/HR
7B	1:11-1:34	6 <sup>th</sup> Lunch/HR
8	1:38-2:24	
WIN	2:28-3:00	



## SECTION 2 - COMMUNICATION

### Questions about BMS

Locker Assignments  
Locker Problems  
Lost and Found  
Schedules  
Student Activities  
Classroom/Teacher  
Fines/Fees  
Friends/Other students  
Absences  
Lunch Tickets  
Extracurricular Activities

### Contact

Team Leader  
Principals/Custodians  
Main Office  
Counselors  
Core Teachers  
Counselors  
Main Office  
Counselors  
Attendance Clerk  
Main Office  
Asst. Principal

**Main Office - 635-6270**

**Counselors - 635-6283**

**Attendance - 635-6274**

### **Parents & Guardians: If You Have A Concern, Question, or Complaint**

#### **Complaint Procedures**

The proper procedure for a parent/guardian or student to make complaints or raise concerns is, to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are other procedures identified in the Parent-Student Handbook to address specific complaints or concerns, such as discrimination or harassment, bullying, and disciplinary actions. Those procedures should be used where applicable.

#### 1. Complaint Procedure

- Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
- Step 2. Address the concern with the Principal if the matter is not resolved at Step 1.
- Step 3. Address the concern with the Superintendent if the matter is not resolved at Step 2.
- Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

#### 2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

### BLUFFS MIDDLE SCHOOL CONTACT INFORMATION

Department	Staff	Email	Phone
Administration	Jana Mason, Principal James Miller, Assistant Principal Brittnei Chancellor, Assistant Principal	<a href="mailto:jmason@sbps.net">jmason@sbps.net</a> <a href="mailto:jamiller@sbps.net">jamiller@sbps.net</a> <a href="mailto:bchancellor@sbps.net">bchancellor@sbps.net</a>	308-635-6270
Counseling	Dave Castle, 6th Grade Counselor Letizia Kosman, 7th Grade Counselor Shana Dick, 8th Grade Counselor Irma Torres, LMHP Carrie Snyder, LMHP Ashley De Los Santos, Social Worker	<a href="mailto:lkosman@sbps.net">lkosman@sbps.net</a> <a href="mailto:sdick@sbps.net">sdick@sbps.net</a> <a href="mailto:dcastle@sbps.net">dcastle@sbps.net</a> <a href="mailto:itorres@sbps.net">itorres@sbps.net</a> <a href="mailto:csnyder@sbps.net">csnyder@sbps.net</a> <a href="mailto:adelossantos@sbps.net">adelossantos@sbps.net</a>	308-635-6283
Activities	Mike Burda, Assistant AD	<a href="mailto:miburda@sbps.net">miburda@sbps.net</a>	308-635-6270
Media Center	Erin Shaddick, Media Specialist Jessica Collins, Media Center Assistant	<a href="mailto:eshaddick@sbps.net">eshaddick@sbps.net</a>	308-635-6286
Special Education	Danica Vincent, Special Education Coordinator	<a href="mailto:dvincent@sbps.net">dvincent@sbps.net</a>	308-633-6216

Health Office	Shelbi Cotton, Health Services Coordinator MiCe Lee, Health Office Assistant	<a href="mailto:scotton@sbps.net">scotton@sbps.net</a> <a href="mailto:mlee@sbps.net">mlee@sbps.net</a>	308-635-6280
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#### **School Newsletter**

Bluffs Middle School newsletters are published and distributed monthly via ParentSquare and are available on the Bluffs Middle 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.

## **SECTION 3 - EMERGENCY INFORMATION**

#### **Administrative Actions in Emergency (Board Policy 2410)**

In any crisis or emergency circumstances, the immediate concern is securing the safety and welfare of students and staff. A second priority, if appropriate, will be the securing and salvaging of property. The Superintendent will be in charge of administering and monitoring any emergency event, except that if the situation is confined to a particular building, the principal will be in charge with the Superintendent advising on necessary decisions. Once the nature of the emergency is determined and the immediate concerns for students and staff are addressed, the Superintendent will:

1. Alert Board members;
2. Decide whether or not to convene or postpone school, with attendant adjustments in transportation and activity schedules;
3. Determine the need to involve other agencies and/or officials (e.g., police, fire and emergency personnel, counseling services, and insurance representatives). All administrators will maintain an accessible emergency phone list; and,
4. Notify students, staff, and patrons via appropriate media.

**Inclement Weather.** In the event of bad weather, or other circumstances in which the safety of students would be endangered by attending school, the Superintendent will make the decision to cancel or delay the start of school and whether or not staff are to report for duty. When school is canceled, ordinarily, all after-school activities will be canceled. Any decision to the contrary must have the Superintendent's permission and include provision for communicating with all affected parties in a timely manner. Weather information will be sought from current weather station reports and consultation with the transportation director and other area superintendents. The decision to cancel school will be made as early as possible. A system will be developed to alert the staff, and the Superintendent or the Superintendent's designee shall inform appropriate local media and request that they make the appropriate announcement to the public. The Board of Education will determine in the spring whether time missed for inclement weather or other emergency school closings should be made up.

**Fire, Tornado, and Gas Leaks.** Principals shall design and keep current drill and evacuation plans, to include emergency shelter.

## **SECTION 4 - USE OF GROUNDS AND BUILDINGS**

#### **Entering and Leaving the Building**

**Building Hours.** Unless special activities (such as tutoring, club meetings, extracurricular activities), or student breakfast make it necessary, students should not be in the building before 7:38 AM or after 3:15 PM. Students entering the building

prior to 7:38 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 3:15 PM. Practices, rehearsals, or meetings in BMS, without a sponsor being present, are not permitted.

**Beginning of School.** Students should not be on school grounds prior to 7:25 AM. Students who eat breakfast at school will be allowed in the building at 7:15 AM.

**Student Pick Up and Drop Off.** Parents/guardians should make arrangements to pick up and drop off students in the following locations:

- 8<sup>th</sup> Grade—West Parking Lot
- 7<sup>th</sup> Grade—Main Entrance and Along 23<sup>rd</sup> Street
- 6<sup>th</sup> Grade—Along 2<sup>nd</sup> Avenue

**Entering School.** Students are required to wait in their assigned areas upon arrival at the middle school. Students will enter specific doors by grade level in the mornings after the bell rings. This should prevent accidents from overcrowding.

- 6<sup>th</sup> Grade students will wait on the east side of the annex near the library's reading patio.
- 7<sup>th</sup> Grade students will wait near the main entrance on the south side of the main building.
- 8<sup>th</sup> Grade students will wait near the activity entrance on the west side of the building.

**Dropping Off and Picking Up Students During the School Day.** Students are to remain on campus unless excused in accordance with school policies. Parents/guardians should pick students up at the main entrance on the south side of the building. Upon returning to school during the day, students are to report to the secretaries at the main entrance on the south side building.

**End of School.** Our regular school day ends at 3:00 PM. Make-up work, special help, after school detention, club meetings, and other school activities begin immediately after 3:00 PM. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building and school grounds by 3:15 PM. The school is not responsible for supervision of students once the students are to have left school grounds.

**Visitors.** All visitors must report to the main entrance to sign in to receive a visitor's badge. All visitors will be required to show a valid, government issued ID. Parents/guardians are welcome at all times. Please sign in/out at the main entrance upon entering/exiting the school. Any items needing to be delivered to students need to be dropped off at the main office. Office staff will then deliver the item or call the student down to the office. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

**Parent/Guardian School Visits.** In accordance with building and District safety procedures, unless otherwise prohibited or restricted by law or court order, parents/guardians may visit schools with the approval of the building administration. The principal authorizing visits shall consider the following:

- Potential for disruption to the educational environment;
- Distraction to students and staff;
- Confidentiality for students and staff; and
- The Standard Response Protocols for student and staff safety.

**Guidelines for Parent/Guardian Visits.**

- Requests to visit the classroom must be made to the principal at least 24 hours in advance.
- Visits to classrooms during the first two and last two weeks of school are not permitted to ensure a smooth transition.
- All visitors shall report to the main office and/or security desk to be screened and provided a visitor badge. All visitors must wear the badge at all times while in the building.
- You may be escorted by school security staff or an administrator to and from the classroom you are visiting.
- Some schools may choose to have an administrator accompany the parent/guardian for all class visits to ensure no distractions or disruptions.
- Parents/guardians should avoid interrupting the classroom by attempting to communicate with the teacher or other students. A parent/teacher conference should be scheduled if necessary.
- Classroom visits should not be overbearing and are limited to the following:
  - Elementary visits will be limited to no more than 30 minutes.
  - Middle school and high school visits will be limited to two class periods per quarter or a total of eight class periods in one school year.
- Other children should not be brought whenever a parent/guardian visits a classroom to protect the learning environment and avoid potential disruptions.
- Cell phones should not be used while visiting a class and should be turned off or on silent. Photos, recordings,

- or videos may only be taken during the visit if approved in advance by the building administration.
- Any disruptions created during visits may result in this privilege being reconsidered and modified.

**Closed Campus.** All students are required to remain on campus during the school day, except Bluffs Middle School allows students to leave campus during lunch with written or verbal parent/guardian permission. The parent/guardian must come to the office window to pick up their students and sign them out.

### **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.sbpps.net/cms/One.aspx?portalId=392832&pageId=506002>. Meal prices for students are \$2.40 for breakfast and \$3.40 for lunch. To fill out a Free & Reduced Lunch form, go to the Infinite Campus portal and select "Application Forms" or on the Scottsbluff Public Schools website. 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.

**Cafeteria Expectations.** Loss of cafeteria privileges may be invoked if appropriate conduct is not maintained. Lunch supervisors and cafeteria personnel have **full authority** to handle all regulations relating to student control and discipline. Directions are to be followed.

- 1. Be Safe—Not likely to cause any physical injury or harm.**
  - Follow Cafeteria Safety Guidelines.
    - Remain in the cafeteria area until dismissed or with permission and a pass.
    - Keep food on tables.
    - Food is for eating and absolutely nothing else.
- 2. Be Responsible—To behave in a sensible way so other people will trust you.**
  - Follow Appropriate Procedures.
    - Wait calmly and quietly in line.
    - Cutting in line is not allowed.
    - Move to the table once you get your food.
    - All food/drink must be kept in the cafeteria.
    - Clean up your area.
- 3. Be Respectful—To honor the rights or wishes of others.**
  - Use Appropriate Behavior.
  - Eat your own lunch.
  - Stay in your seat.
  - Use proper table manners.
  - Follow instructions of adults.
  - Use appropriate volume and language

### **Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.
2. Students, who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
3. Where the minor does not make restitution, the parents/guardians shall be held liable. Willful damage or destruction of school property will result in school discipline and/or referral to law enforcement agencies.
4. Chromebook Usage/Agreement- School issued Chromebooks are for educational purposes only. Chromebooks must remain in the school issued case throughout the school year to prevent damage. Intentionally damaging Chromebooks by inserting foreign objects (like paper clips, pins, or pencils) into ports is strongly prohibited and dangerous. This can cause short circuits, electrical fires, battery punctures, and serious injury. It can also lead to school disciplinary action, financial responsibility for device replacement, and even legal consequences.

### **Lockers**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are expected to keep all valuables in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be



assessed a fine for damage to lockers.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

### **Student Phone Usage**

Students may use the phone in the office to arrange transportation with their parents/guardians or for emergencies. The student must first get a pass from their teacher before coming to the office to use the phone. Abuse of this privilege could lead to a suspension of the phone privilege until there is a conference between the parents/guardians and an administrator.

### **Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value, or personal electronic devices. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

### **Lost and Found**

Students who find lost articles are asked to take them to the main office, where the articles can be claimed by the owner. If articles are lost at school, students should report that loss to office personnel.

### **Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Superintendent, principal, or Activities Director's office, depending on the nature of the activity or event.

# 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>

\*\* Criteria for School Excused Absences and Not School Excused Absences can be found in Nebraska Revised Statute 79-201.

# 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**

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. 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. Parents/guardians and students alike are encouraged to ensure an absence from school is a necessary absence.

## **BMS Daily Attendance Policy**

Students who are absent 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. A Not School Excused absence includes, but is 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 until the following semester.

**Blue Slips.** When you have an appointment during school time, you are required to obtain a "blue slip" from the office. This will be issued before school if your parent/guardian calls or writes a note. You are then required to sign out at the office window before departing as well as have the signature of the teacher for the first period to be missed. The slip should be returned to the office or any of your teachers. No parental contact with the school will result in your absence being Not School Excused. A Not School Excused absence will be treated the same as a truancy.

**Pre-Arranged Absences.** Absences requested by parents/guardians require that all school work missed due to the absence be completed as arranged with the classroom teacher. A form for pre-arranged absences is available from the office. Work missed when absent for school activities must also be completed as arranged with the teacher.

## **Tardy Policy**

Students are expected to be at school and in their classrooms on time. Punctuality is a life skill and we all need to do our part in teaching our students this important skill. The following steps will be taken in all classes if a student is tardy to any period. For the purposes of school discipline, a student's tardy count will start over at the beginning of each quarter. For the purposes of attendance records, tardies may accumulate to the equivalence of absences and be subject to Nebraska Statute. The accumulation of tardies will be counted individually for each class the student attends.

- |                               |   |
|-------------------------------|---|
| <b>1<sup>st</sup> Tardy:</b>  | 10 Minute detention to be served with the teacher.  |
| <b>2<sup>nd</sup> Tardy:</b>  | 10 Minute detention to be served with the teacher.  |
| <b>3<sup>rd</sup> Tardy:</b>  | 10 Minute detention to be served with the teacher and the teacher will make a documented phone call to the parent/guardian. |
| <b>4<sup>th</sup> + Tardy</b> | Office Referral   |

## **Teacher Expectations and Guidelines.**

- Teachers will keep track of tardies on Infinite Campus.
- Teachers will document their parent/guardian contacts.

- Students who fail to serve detention may receive a Low-Level Referral for Non-Compliance.
- The teacher and student will work out the arrangements for the student to serve their detention.

**First Period Tardies.** For the purposes of school discipline, BMS will accept two parent/guardian excuses per year for a tardy to first period. Not School Excused tardies to first period include, but are not limited to reasons, such as waiting for a train, car trouble, over-sleeping, dropping off siblings, missing the bus, etc. School Excused tardies include reasons such as medical appointments which should be accompanied by a physician's note. For the purposes of attendance records, tardies may accumulate to the equivalence of absences and be subject to Nebraska Statute.

**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.

## **SECTION 6 – SCHOLASTIC ACHIEVEMENT**

### **Marking System and Report Cards**

Report cards are issued at the end of each nine weeks. Classes meeting for a quarter, semester, or full year have a permanent grade recorded at the end of the semester. The whole range of letter grades includes:

A – Superior	A = 90 – 100%
B – Above Average	B = 80 – 89%
C – Average	C = 70 – 79%
D – Below Average	D = 60 – 69%
F – Failing	F = 59% and Below
I – Incomplete	

Academic core classes and exploratory courses are graded using A, B, C, D, and F. In all core classes (Language Arts, Math, Science, and Social Studies) student grades are weighted so that 70% of a student's grade is based on student performance on assessments and 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, or during WIN.

### **Academic Integrity**

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

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

Academic misconduct is defined as any type of cheating that occurs in relation to a formal academic exercise. This is subject but not limited to plagiarism, fabrication, deception, cheating, bribery, sabotage, and/or impersonation. Students found in violation of the Academic Integrity policy will face academic consequences as defined below, as well as, school discipline sanctions as outlined in the BMS Discipline Matrix.

**Assistance for Homework.** It is recommended that students seeking assistance with homework speak and work directly with their teachers as they will be able to recommend strategies to improve success on homework. Students should speak directly with teachers regarding tutoring hours or to arrange additional assistance outside of class time.

Parents/guardians are encouraged to:

- Communicate regularly with teachers to monitor and encourage student progress.
- Update phone numbers and email addresses with the BMS Office as needed.
- Stay well informed via Infinite Campus Parent/Student Portal on the Scottsbluff Public Schools Website (<http://www.sbbs.net>) and teachers' websites.

### **Infinite Campus Parent/Student Portal**

The Infinite Campus Parent/Student Portal is an online grade program that allows parents/guardians to keep track of grades, attendance, and discipline referrals. Through the portal, you may access pertinent information about your child's



attendance, grades, homework assignments, and discipline. For more information on the Infinite Campus Parent/Student Portal, please contact the BMS Office at 635-6270.

### **Making Up Work Due to Absence**

It is the responsibility of the student to make up any work that has been missed because of absence. In the event of an extended illness or injury, parents/guardians may request homework assignments from the school office (635-6283, 635-6270, 635-6274), beginning on the second consecutive day of the absence. Please call for homework by 9:00 AM and assignments will be available between 3:00-4:00 PM.

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 (excused absences) to make up assignments or tests in that class.

### **Grade Level Daily Work Assignment and Assessment Guidelines**

- Students will be allowed to submit daily assignments 1 week after the due date.
  - The highest grade a student can receive on a late daily work assignment is a 70%.
- Students will be allowed to retake assessments.
  - An instructional session with the classroom teacher will be required before a retake is given.
  - Retakes can earn back credit up to, but no higher than a 90%.

### **Class Credit Policy**

Students at Bluffs Middle School take seven classes each day and receive a grade for each class. Each student, therefore, receives 14 grades in a school year. Students who have earned less than 12 passing grades may be retained the following year at that current grade level and/or subject to summer school retention. Each student's situation will be evaluated by teachers, counselors, and administrators on an individual basis.

### **Alternative Education**

Bluffs Middle School has developed a comprehensive Pyramid of Interventions to meet the needs of all students. BMS is dedicated to providing differentiated instruction to all students to help them meet their goals. In some cases, Alternative Education is necessary to provide students with educational opportunities. Student discipline for Alternative Education settings may vary from the BMS Parent-Student Handbook based on the situation, individual safety, and environmental safety. Consequences will be determined on an individualized basis.

### **Mandatory Tutoring**

Students failing one or more courses or missing multiple assignments may be assigned to:

- Guided Studies
- Mandatory tutoring after school
- WIN-S (What I Need-Support)
- Intervention Course

### **Special Courses Offered for Recommended BMS Students**

WIN (What I Need) time provides a built-in time allotment during the school day where students can receive the extra help that they need for intervention or participate in enrichment and clubs without missing time from another class or having to sacrifice time after school.

- **WIN-E (What I Need-Enrichment)** will include engaging learning activities that build on student interests.
- **WIN-S (What I Need-Support)** will provide students who are failing one or more courses the opportunity for extra time and support they need to be successful. If students need additional time to complete assignments after the 32-minute WIN-S period, they will continue in after-school tutoring.
- **WIN-I (What I Need-Instruction)** will include targeted instruction they need while still having the opportunity to participate in yearlong exploratories.

**Math and ELA Intervention Courses**. Students who have been identified as below grade level in math and/or ELA will be given the opportunity to take a math and/or ELA intervention course. These courses will take the place of an exploratory or occur during WIN-S.

**Accelerated Courses**. These courses will be offered in math for students in grades 6, 7, and 8. Enrollment in these courses is based on teacher recommendation, student grades, and performance on assessments.

## BMS Advanced Math Course Guidelines

### **6th Grade Advanced Math**

Students enrolled in SBPS are screened for placement in the spring of their 5th-grade year using the NWEA MAP assessment (90th Percentile) and have a recommendation from their teacher. If a teacher recommends a student scoring in the 80th-89th Percentile on the NWEA MAP assessment (Spring of 5th Grade or Fall of 6th Grade), a secondary assessment will be administered in order to determine if a change in placement is appropriate. The student must score 90% or above on the secondary assessment.

### **7th Grade Advanced Math**

Students enrolled in SBPS are screened for placement in the spring of their 6th-grade year using the NWEA MAP assessment (90th Percentile) and have a recommendation from their teacher. If a teacher recommends a student scoring in the 80th-89th Percentile on the NWEA MAP assessment (Spring of 6th Grade or Fall of 7th Grade), a secondary assessment will be administered in order to determine if a change in placement is appropriate. The student must score 90% or above on the secondary assessment.

### **Early Acceleration to Algebra 1**

Students enrolled in SBPS are screened for a level change to Algebra 1 in the spring of their 6th-grade year or fall of 7th grade using the NWEA MAP assessment. They must score in the 99th percentile and have a teacher recommendation. These students must be socially and emotionally mature enough to be in a classroom setting with older students.

### **Early Acceleration to Algebra 1 with Additional Exam**

With teacher recommendation, a student scoring in the 97th-98th Percentile on the NWEA MAP assessment may be screened with a secondary assessment. The student must score 90% or above on the assessment. These students must be socially and emotionally mature enough to be in a classroom setting with older students.

### **8th Grade Algebra 1**

Students enrolled in SBPS are screened for placement in the spring of their 7th-grade year using the NWEA MAP assessment (90th Percentile) and have a recommendation from their teacher. If a teacher recommends a student scoring in the 80th-89th Percentile on the NWEA MAP assessment (Spring of 7th Grade or Fall of 8th Grade), a secondary assessment will be administered in order to determine if a change in placement is appropriate. The student must score 90% or above on the secondary assessment.

**NOTICE.** BMS advanced math courses will be assigned through the MTSS process to support the needs of the students.

<b>BMS Math Tracks</b>				
<b>Track</b>	<b>6th Grade</b>	<b>7th Grade</b>	<b>8th Grade</b>	<b>9th Grade</b>
Traditional Track	6th Math	7th Math	8th Math	Algebra 1
Advanced Track	Advanced 6th	Advanced 7th	Algebra 1	Geometry (may take Algebra 2 simultaneously)
Early Acceleration to Algebra 1	Advanced 6th	Algebra 1 (with 8th Grade)	Geometry (at SHS)	Algebra 2

### **National Junior Honor Society (NJHS)**

Membership to the National Junior Honor Society is for 8th graders at Bluffs Middle School who meet the qualifications of

having a cumulative GPA of at least 3.75. Student eligibility which includes the required GPA and the NJHS qualities of scholarship, service, leadership, character, and citizenship are reviewed by a Faculty Council in the Fall and induction takes place at the end of January or early February of that academic year. Students who meet the qualifications will be notified of their eligibility. Members are required to pay dues of \$20. Qualifying families may waive or reduce the cost of their student's NJHS dues.

### **Honors Opportunities**

All BMS students have the opportunity to pursue Honors Opportunities in Science and Social Studies. Honors Opportunities are assignment and project options that challenge students to demonstrate a deeper level of understanding of content, concepts, skill and application. Offered in the regular classroom, any student can participate in Honors Opportunities, by self-selecting a topic of interest to research (with teacher approval). The research and completion of the Honors Opportunities is student-driven with the teacher serving as the facilitator.

Features of the Honors Opportunities Program at Bluffs Middle School include:

- Alternative learning choices for students who have an interest and desire to embark on more challenging and advanced learning opportunities;
- More challenging opportunities – not simply more assignments; and,
- Available to interested students in Science and Social Studies.

Notation on the report card of any student who completes the honors requirement for the semester(s).

### **High Ability Learner (HAL) Program**

The High Ability Learners Program is designed for students with special needs in regard to the depth and pace of the curriculum. Any HAL activities that the students participate in are considered part of their curriculum and should not result in "extra- work" for the students. Teachers will plan alternative activities for HAL students in a manner that enriches and supplants core content without creating additional work over and above that planned for their peers.

### **Parent-Teacher Conferences**

Parent-teacher conferences will be held this year on:

- October 23rd from 4:00 PM-8:00 PM and October 24th from 8:00 AM-8:00 PM
- March 19th from 4:00 PM-8:00 PM and March 20th from 8:00 AM-8:00 PM

## **SECTION 7 - GUIDANCE AND HEALTH SERVICES**

### **Guidance and Counseling**

The purpose of the guidance program is to help you gain the most you possibly can from your middle school experience. Students wishing to visit a counselor should contact the guidance secretary to arrange an appointment. You also need to get a pass and clear it with your teacher. Students for the 2025-2026 school year are assigned to counselors as follows:

<b>6th Grade</b>	<b>Mr. David Castle</b>
<b>7th Grade</b>	<b>Mrs. Letizia Kosman</b>
<b>8th Grade</b>	<b>Mrs. Shana Dick</b>

### **Physical Education Limitations**

If a student is not to participate for more than one day in physical education due to a health condition, please provide the school with a note from your healthcare provider. Students with physical limitations such as asthma, diabetes, seizures, or other illness/health concerns need their record updated annually. **CONTACT THE SCHOOL HEALTH STAFF IMMEDIATELY AT 635-6280.** Earrings, body rings, and jewelry are not allowed in physical education class due to the possibility of injury to the wearer or other students. Students will be asked to remove any jewelry or not be allowed to participate in the class activity. Any new body piercing usually generates a six-week period where the jewelry may not be removed. The student will be allowed to make up the class activities. A failing grade might be the result if these activities are not made up. We recommend that any piercing be done in the summer or over Christmas vacation.

### **Medication**

It is recognized that for effective treatment of chronic and/or acute illnesses, medication might need to be administered during school hours. A student who is required to take medication during the regular school day must comply with medication administration policy. The policy has been developed for the safety of the student receiving the medication and for the safety of all students.

Medication will be administered by the school nurse, a registered Medication Aide, or other school staff member meeting

the minimum competency standards for the Medication Aide Act. To avoid disruption of education, the most beneficial time to administer medication at school is during lunch. The prescription label should indicate this. The student has a responsibility to remember to report to the office at medication administration time. Some medications may not need to be given during school hours.

In order for school personnel to administer prescription medication to a student, it is necessary to have a health care provider's authorization and written order and a parent/guardian's authorization. Medication must be brought to school in the original labeled prescription bottle by parent/guardian with proper label including child's name, health care provider's name, drug name, and instructions for use (time, dosage, duration). The authorization must be renewed on an annual basis and/or if the prescription changes. Loose capsules, tablets, unidentified or non-labeled medication will not be accepted for administration. Prescription medication will not be administered without the above authorization and information.

SBPS will not be held liable in cases of choking, allergic reaction, side effects, and/or any health risks related to medication. If medication is not brought to school by an adult, SBPS will not be responsible for lost or stolen medication. Medications must be picked up by an adult on the last day of school or they will be disposed of.

A record of the medication administration is kept on each student receiving medication. Medication will be kept in a secured area. Students may carry and self-administer inhalers, epi-pens, insulin, and other medication if appropriate paperwork has been completed. If your child has prescription medication in the office, it will be sent with school staff on field trips.

Health Offices are stocked with first aid medication (such as saline eye drops, insect sting swabs, topical cooling gel, etc.) At BMS, cough drops are given as needed and students may carry/self-administer. If your student can not have such products, then contact school health staff. Tylenol or Ibuprofen can be given if a parent/guardian completes a medication administration form and the parent/guardian supplies the medication. Only small bottles of 25 pills or less will be accepted. Over-the-counter medication will be given at the discretion of the health staff and only as directed by the manufacturer. The parent/guardian will not be notified when over-the-counter medication is given.

### **Procedures for Students who Become Ill or Injured at School**

Scottsbluff Public Schools District employs both registered nurses (RN) and Health Office assistants. An ill or injured student may not leave school until permission of parent/guardian or emergency contact has been received. Each school has a First Responder team and staff who are CPR/First Aid/AED certified and Attack on Asthma trained. Basic First Aid will be administered to a student, if more extensive care is needed, then the parent/guardian or emergency contact will be notified. If it is perceived that a student is in an emergency medical situation, an ambulance will be called to the scene and parent/guardian or emergency contact will be notified. If a student is transported to the hospital, then a health care provider note releasing them to return to school is required. The student may not return to school on the same day.

### **Physical Examination**

Physical examination by a physician, physician assistant, or advanced practice registered nurse within the six months prior to the entrance of a child into beginner grade or Kindergarten and 7<sup>th</sup> grade, or in the case of a transfer from out of state to any grade, is required. The parent/guardian has the right to submit a written statement refusing such examination.

### **Sports Physicals**

Each student participating in interscholastic athletics is required to have a complete physical examination, to be given on or after May 1<sup>st</sup> of each year.

### **Concussions**

A concussion is a type of brain injury that changes the way the brain normally works. If your student has a concussion, his or her brain needs time to heal. After a concussion, physical and cognitive activities should be carefully managed and monitored with limited and gradual return to learn and play. If your student is diagnosed with a concussion, then please contact the school nurse, counselor, principal, or coach. The Concussion Management Team will meet with you and your student to develop a Return to Learn and Play Plan. This meeting needs to be done **BEFORE** your student can return to school. Refer to concussion protocol for further details.

### **Administrative Procedures and Guidelines**

Forms and health services guidelines may be found on the School District website under Health Services.

## SECTION 8 – CODE OF CONDUCT AND BEHAVIOR EXPECTATIONS

### Code of Conduct and Behavior Expectations

Bluffs Middle School staff has developed a Positive Behavior Support (PBS) program which sets guidelines for appropriate behavior in all areas of the school. The goal of this program is to teach students responsible social behavior.

In the middle school program, there will be many strategies used to teach children to be safe, to be responsible, and to be respectful. Students will learn social skills, responsibility, and procedures necessary to be successful in school and in society. Another component in a school-wide discipline program includes rewards. Reinforcing good choices may include but are not limited to participation in school-wide activities, verbal praise, school-wide recognition, PBS reward points, and positive letters and phone calls to parents/guardians by staff members.

Consequences for negative behavior will be based on the BMS Discipline Matrix. Consequences will be handled with confidentiality and will be commensurate with the act. Consequences may result in a Low Level Referral which may be managed by a Bluffs Middle School staff member or an Office Referral which may be processed by building administration.

Parents/guardians should be aware that there are school resources available to help students develop their responsibilities. These resources include the building administration, classroom educators, school counselor, school resource officer, and paraprofessionals. Bluffs Middle School staff wants to work closely with students and parents/guardians to help each child become a responsible citizen. Parent/guardian comments and concerns regarding this program are welcomed. It is important to recognize the needs of each child in the educational process.

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

### Positive Behavior Support Expectations

PBS expectations are applied to all areas of the school including but not limited to restrooms, offices, classrooms, library, after school clubs, gymnasium, cafeteria, and all school activities.

- Be Safe—Not likely to cause any physical injury or harm.
- Be Responsible—To behave in a sensible way so other people will trust you.
- Be Respectful—To honor the rights or wishes of others.

Bluffs Middle School will provide Positive Behavior Supports (PBS) celebration programs and re-teaching sessions. Students who are absent from the re-teaching sessions are expected to make up the session or have detention.

### Restorative Practices

As a response to negative behavior BMS staff will strive to implement restorative practices that aim to repair relationships and strengthen our school community. Our philosophy is that restorative practices do not take the place of applied consequences; they are supplemental and integral to a student returning to the learning environment, restoring trust with a teacher/student, and/or making a situation right-restitution. The following principles reflect the values and concepts for implementing restorative practices.

- Acknowledges that relationships are central to building community and overall school success.
- Builds systems that address misbehavior and harm in a way that strengthens relationships.
- Focuses on the harm done rather than only on rule-breaking.
- Gives voice to the person harmed.
- Engages in collaborative problem-solving.
- Empowers change and growth.
- Enhances Responsibility

### Fidgets and Personal Items

Due to their disruption of the learning environment, fidgets, and other unapproved personal items are not to be brought to school unless there is an accommodation for such stated in an IEP or 504.



### **Gum**

Bluffs Middle School prohibits gum at school. This policy is in place to ensure an environment where all can take pride in the upkeep and cleanliness of our school campus. Students are not allowed to chew gum on campus. This includes before, during, and after school.

### **Water Bottles**

Water bottles are permitted in classrooms. They must only contain water and must have a lid that closes. No straws or cups are allowed.

### **Food and Drink Guidelines**

Students are not allowed to bring in commercial food or have food delivered to school. Parents/guardians bringing in commercial food can eat with their own students (no other students) in the office. Students may not bring outside food to share with other students.

Students have the option to purchase breakfast and lunch items during the designated meal times; those items must be consumed in the cafeteria. No food or drink will be allowed outside of the cafeteria or in classrooms. Students found to have food and drink items outside of the cafeteria will be asked to throw them away.

### **Scented Sprays**

Scented sprays should not be brought to school. Spray products such as colognes, perfumes, or body sprays can cause a disruption to the learning environment and serious health and safety issues.

### **Cell Phones, Personal Listening Devices, and other Electronic Media Devices**

Due to their serious disruption of the learning environment, threat to test security and personal privacy, and general inappropriate use by students, the following items are not to be used inside of the school building during the hours of 7:38 AM - 3:00 PM or while involved in a school sponsored activity, unless otherwise authorized. All exceptions listed within Board Policy 6113 must be approved in advance by an appropriate school staff member.

- Cell phones, smart watches, personal listening devices; hereafter referred to as “electronic communication devices” or “devices”:
  - Students are permitted to possess personal cell phones or electronic communication devices; however, these devices are to remain turned off and in the students locker during the school day (7:38 AM - 3:00 PM)
  - The use of cell phones, electronic communication devices, or any device capable of capturing images or videos is strictly prohibited in classrooms, locker rooms, or restroom areas while at school.
  - If a student uses a cell phone or electronic communication device without prior authorization during the school day, the device will be confiscated and the student will receive an office referral. The parent/guardian may pick up the confiscated cell phone/device from the office.
- Cell phones/electronic communication devices 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.

### **Staff guidelines for the confiscation of a cell phone/other electronic communication devices.**

- Cell phone/device is heard or seen unless otherwise authorized
- Cell phone/device creates a disruption of any kind
- Student is using the cell phone/device for any reason (talking, texting, reading, checking messages, viewing, playing, listening, checking time, etc.) unless otherwise authorized

### **Student response to confiscation.**

- Without the loss of instructional time or focus, the cell phone/device will be quietly handed over to a school employee making the request. Failure to submit will be considered insubordination and consequences will follow the Parent-Student Handbook guidelines.
- Any appeal is addressed to a principal during non-instructional time.

### **Parental notification & consequences.**

- Notification that the cell phone/device was being used in violation of this policy will be made by an administrator to the student's parent/guardian. Consequences will follow the BMS Discipline Matrix in the Bluffs Middle School Parent-Student Handbook. Cell phone/device will be returned to the parent/guardian at the end of the day.
- Any offense that occurs during an assessment will result in confiscation of cell phone/device and score of 0 will be recorded.

If a student allows another student to use their cell phone/device unless otherwise authorized during school hours both individuals may be subject to the consequences outlined in this policy.

The school is not responsible for lost, stolen, or damaged cell phones/devices, nor will we spend time investigating these issues. It will be the responsibility of the student or parent/guardian to turn the matter over to the local police department and any investigation by the police will be done outside the school day to avoid the interruption of instructional time. Students bring these items to school at their own risk. It is, however, recommended that students leave cell phones/devices in their lockers.

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

Student cell phones and electronic communication devices, 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' cell phones/devices, 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.

### **Misuse of School Issued Chromebook**

Students who do not follow guidelines for the appropriate use of school issued Chromebooks will face school consequences as follows:

- 1<sup>st</sup> offense: Parent/Guardian Contact; formal warning.
- 2<sup>nd</sup> offense: Loss of Chromebook privileges for 5 school days and a formal office referral.
- 3<sup>rd</sup> offense: Loss of Chromebook privileges the length to be determined by BMS administration; formal office referral.

BMS administration reserves the right to take away Chromebook privileges at any point. Additionally, infractions may be referred to the BMS discipline matrix.

### **Weapons**

Scottsbluff Public Schools will not tolerate the possession of dangerous weapons by students on school district property or at school district-sponsored events. Possession includes having a weapon in a desk, backpack, locker, vehicle, or on a student's person. If a student carries, displays, or draws any dangerous weapon, look-alike weapon, any toy that looks like a weapon, or anything that could cause bodily harm, they may face consequences up to and including expulsion.

### **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.

### **Transmitting or Distributing Inappropriate Material**

Students who create or distribute information via cell phone, e-mail, or through a web site that results in or is likely to result in the disruption of the educational process, advocates a violation of the Bluffs Middle School Code of Conduct (i.e. recording a fight), or is sexually explicit (commonly called sexting) may face additional disciplinary actions such as in-school suspension and/or out of school suspension as deemed appropriate by administration.

### **Dress Code Expectations (Board Policy 5101)**

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

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.

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.

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.

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.

The following items are not to be taken to or worn in classrooms:

- Gym bags, coats, jackets, instruments, hats, and lunch boxes

### **Gang Activity or Association**

For the purpose of these policies, a gang is a group of three or more people who:

- Interact together to the exclusion of others;
- Claims a territory or area;
- Have a name;
- Have rivals/enemies; and,

- Exhibit antisocial behavior-often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff members, or other employees;
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or,
- Imply gang membership or affiliation by written communication, marks, drawing, paint, design, or emblem upon any school or personal property or on one's person.

Students who violate this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

### **Public Displays of Affection**

The school recognizes that feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on campus or at school related events. Repeated or especially inappropriate behavior in this regard may result in disciplinary consequences

### **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, or throwing objects in halls or classrooms. Improper language is not acceptable at any time.

### **Behavior Expectations at School Sponsored Activities**

Expectations at Scottsbluff Public School sponsored activities are a direct reflection of school expectations. Any deviation from these expectations during any activity may result in a prohibition of attending future activities (middle school or high school). Students are not allowed back into an event once they leave the facility.

### **Student Expectations at Home Football Games**

Bluffs Middle School students' conduct at home football games reflect not only on you, but on your school, our school district, and community. Please show pride in our school, our school district, and community by showing your best behavior and sportsmanship. Students who choose to attend the home football games are choosing to attend in order to support and cheer on the high school football team. Students will be asked to leave if they are constantly out of their seat and/or not abiding by any of the below mentioned expectations. This may also result in an Office Referral and subsequent loss of future SBPS activity attendance.

- Students who receive an office referral the week of a home football game will not be able to attend the game and sit in the BMS student section. They can attend and sit with parents/guardians in general admission.
- BMS students will sit only in the designated area of the SOUTH section of the EAST grandstand.
- Students will enter and exit the home football game through the EAST gates.
- You may sit in one of the other sections of the WEST grandstand only if you are accompanied by and sit with a parent/guardian.
- Students will be required to sit for the entire game. You may get out of your seat and leave the stands only at HALFTIME of the football game to use the restroom and purchase something from the concession stand.
- Students will use the restrooms and concession stands on the EAST side of the stadium. You will remain on the EAST side of the stadium for the entire game.
- If you leave the game you will not be allowed to return.
- At NO TIME are students to be on the playing field.
- Students will not sit on or lean over the restraining walls at the back or sides of the stadium.
- Please keep the aisles clear at all times.
- Please stand, remove your hat, and be respectful during the playing of the Star Spangled Banner.
- If a student is asked to leave the game they will not be permitted to sit in the BMS student section for any other home football games for the rest of that season.

### **BMS 8th Grade Dance**

The BMS 8th Grade Dance is a school-sponsored dance activity subject to all provisions of the Student Activity Code and is a privilege available to students meeting all requirements for participation.

### **Criteria to Attend BMS 8th Grade Dance.**

- Only current 8th Grade Bluffs Middle School students may attend. Former students, alumni, relatives, and friends may not attend.
- Students attending must be in good academic standing and not failing more than one class.
- Students attending may not have more than five behavior referrals for the school year.
- Students who are expelled from school are not allowed to attend.
- Students attending must not have had ISS or OSS during the 4th quarter.

**Student Conduct at the BMS 8th Grade Dance.** In addition to all rules of student conduct in the Parent-Student Handbook, students attending dances shall adhere to the following rules of conduct:

- Student conduct and behavior must be appropriate for the school environment.
- Students must arrive at the dance no later than 15 minutes after the designated start time.
- Students must stay at the dance until the official end time unless they are picked up at the door by his/her parent/guardian.
- Students must follow the dress code.
- Students must attend a full day of school on the day of the dance.
- Students who have inappropriate behavior will be removed from the dance, and parents/guardians will be notified to pick their student up early.

### **In School Suspension**

ISS will be utilized as necessary as it aligns to the Bluffs Middle 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.

### **Out-of-School Suspension**

Any student who is suspended from school shall be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations.

### **Out-of-School Suspension - 1- 9 Days**

Students who have been suspended from school for one to nine school days will be provided, and are expected to complete, daily assignments in Google Classroom. Students and parents/guardians may contact their student's teachers for questions regarding assignments in Google Classroom via ParentSquare or email.

### **Out-of-School Suspension - 10-19 Days or Expulsion**

Students who have been suspended from school for 10-19 school days or have been expelled will be provided, and are expected to complete, daily assignments in Google Classroom. Students and parents may contact their student's teachers for questions regarding assignments in Google Classroom via ParentSquare or email. Long-term suspended (10 or more days) or expelled students may be eligible to participate in alternative education programming.

### **Additional Resources During Suspension**

**Nebraska SMART Tutoring.** Nebraska SMART is a free virtual tutoring program for students in grades K-12. Teacher education candidates from Chadron State, Peru State, and Wayne State Colleges remotely tutor students. Parents/guardians who wish to gain access to tutoring must register their child(ren) by visiting [www.nscs.edu/NebraskaSMART](http://www.nscs.edu/NebraskaSMART). Tutoring hours are 3:30-6:30 PM, Monday through Friday.

### **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 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 who 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.

### **Scottsbluff High School Campus**

Scottsbluff High School building and campus are off limits for middle school students during the school day and after school. Business that is to be conducted at Scottsbluff High School must take place after school through the High School office or with prior administrative approval.

### **BMS Discipline Matrix**

The BMS Discipline Matrix on the following page has suggested consequences, but the final decision regarding



consequences is at the discretion of the building administration. With any school behavior offense covered by the law, law enforcement can be contacted for possible prosecution. Additional discipline may occur due to membership in extra-curricular activities. Discipline procedures apply to school buses, activities, field trips, and any occurrence on property owned by the School District. Per Scottsbluff Public Schools Board Policy 5101 and Nebraska State Statute, the Bluffs Middle School Code of Conduct and Behavior Expectations 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.

NOTICE. Discipline procedures will be handled case by case. Consequences may vary from student to student and situation to situation. When students are assigned to the office, actions taken are solely at the discretion of the administrator.

\*Restorative Supports may be assigned for infractions of behavior expectations.

**Structured Day.** Structured days will also be incorporated as a consequence for classroom/school negative behavior. Structured days may include but are not limited to altered school start/end times, loss of passing time privileges, loss of lunchroom privileges, mandatory completion of restorative practices paperwork/activities.

## BMS Discipline Matrix

School-Wide Infractions	Formal Warning/ Parent contact	Detention					In-School Suspension					Out-Of-School Suspension						Hearing for Expulsion
Number of Days		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	9+1 ISS	
Arson (Setting a fire)																		1
Attendance Policy Violation	Time for Time																	
Battery (Physical Attack/Harm)																		
Burglary/Breaking-Entering																		
Academic Dishonesty																		
Cell Phone Violation																		
Derogatory Language: Casual																		
Derogatory Language: Aggressive																		
Derogatory Language: Threatening																		
Distribution of Drugs/Alcohol																		1
Extortion									1	2						3		
Fighting (mutual)																		
Firearm Violation																		1
Forgery																		
3+ Low-Level Referral	1																	
4+ Low-Level Referral																		
Gross Teacher Disrespect/Profanity to staff																		
Insubordination/Willful Disobedience																		
Other Object Used as a Weapon																		
Carrying, Possession, or Display of Deadly Weapons or Dangerous Objects																		
Possession of Alcohol, Drugs, or Drug Paraphernalia																	1	2
School Threat (Threat of Destruction or Harm)																		
Serious Disruptive Behavior																		
Sexual Assault																		
Sexual Harassment																		
Teasing/Harassment, Bullying																		
Tobacco/E-Cigarette Violation																		
Theft																		
Threat/Intimidation(Causing fear or Harm)																		
Trespassing																		
Under the Influence of Drugs/Alcohol																	1	2
Vandalism (Damage to School/Personal Property)	Reimbursement								1	2							3	
Violation of School Rules (Disregard for School Expectations)																		

## SECTION 9 – DRUGS AND ALCOHOL

### **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 (Board Policies 1120 and 5104).

## SECTION 10 – EXTRACURRICULAR ACTIVITY

### **Extracurricular Activity (Board Policy 5103 - Extracurricular Activity)**

**Extracurricular Activity Philosophy.** 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/athlete meeting prior to the start of the season to fully explain the athletic policies and to advise caution and warn parents/guardians and 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.

### **Activity Pass**

Students participating in a BMS Activity (athletic and non-athletic) are required to purchase an Activity Card. Families qualifying under Board Policy 5416 - "Student Fees" may waive the cost of their student's Activity Card.

**Extracurricular Activity 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. Others judge our school on the student

participants' conduct and attitudes, and how they contribute to our school spirit and community image.

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

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

Extracurricular activities include but are not limited to all school sponsored activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities. A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

**When.** This policy will begin on the 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's NSAA calendar.

**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 Neb. Rev. Stat. § 28-401, 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; 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 sponsor;
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; and/or,
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.

#### **Drug and Alcohol Violations - Meaning of Terms.**

- "Use" or "consume" includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.
- "Under the influence" means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.
- "Possession" includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:
  - Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; or,
  - Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent/guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know, or have a reasonable basis to know, that alcohol would be present, and the student leaves the location where the alcohol is present as soon as the student could safely do so. Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol.

**Determining a Violation Has Occurred.** A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

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.

**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. Eligible to letter, if the student suspended from activities has committed one violation, the student may be considered for post season awards and recognition at the coach or sponsor's discretion; or,
3. Not eligible to letter, receive any post season awards, or hold a school record 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, receive post season awards, or hold a school record for a separate activity upon the coach, sponsor, and activities director's approval.

**Self-Reporting.** A student who violates the Code of Conduct must self-report. The self-report must be made to the principal, activities director, or the head coach or sponsor of an activity in which the student participates. The student's parent/guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made before the end of the next school day after the conduct occurred and before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

### **Procedures for Extracurricular Discipline**

The following procedures are established for suspensions from participation in extracurricular activities:

1. **Investigation.** The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. **Meeting.** Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
  - The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
  - The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. **Notice Letter.** Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the activities director or designee will make personal contact, followed by a written statement to the student and the student's parent/guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parent/guardian will be informed of the opportunity to request a hearing.
4. **Informal Hearing Before Superintendent.** The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the activities director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

A form to request such a hearing must be signed by the parent/guardian. A form will be provided with the notice letter or otherwise be made available by request from the principal's office.

- The request for a hearing must be received by the District Office within five days of receipt of the notice letter.
- If a hearing is requested:
  - The hearing will be held within 10 calendar days of receipt of the request, subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
  - The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
  - Upon conclusion of the hearing, a written decision will be rendered within five school days (10 calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parent/guardian.
  - A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

5. **No Stay of Penalty.** There will be no stay of the penalty imposed pending completion of the due process procedures.

6. **Opportunity for Informal Resolution.** These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

7. **Bluffs Middle School Personal Conduct and Activity Participation.** Students participating in or who will participate in extracurricular activities that are found guilty of/or cited by law enforcement for:

- Use or possession of alcohol, or having consumed alcohol; or,
- Illegal use or possession of a narcotic or habit-forming drug or having consumed a narcotic or habit-forming drug will be suspended from all practices and all public performances involving extracurricular activities.

The suspension period will begin on the day the student is formally notified by the activities director or the building administrators and will continue for two weeks.

If the suspended student and parent/guardian have met with an approved counselor for drug and alcohol evaluation and rehabilitation then the suspended student may resume practice after a suspension period of one week, but will still be suspended from all public performances involving extracurricular activities for a minimum suspension of two weeks. If the student hasn't begun participation in an extracurricular activity then the student will be excluded from the first two weeks of practice and all public performances of the first extracurricular activity in which the student is going to participate.

If the suspended student and parent/guardian have met with an approved counselor for drug and alcohol evaluation and rehabilitation then the suspended student may resume practice after a minimum suspension of one week, but will still be suspended from all public performances involving extracurricular activities for the first two weeks of that extracurricular activity.

A second offense of a. or b. above during the policy year will result in the student being suspended from all extracurricular activities for the remainder of the policy year.

Students participating in or who will participate in extracurricular activities, which are found guilty of/or cited by law enforcement for:

- Possessing or using tobacco, chewing or smoking; or,
- A misdemeanor or public misconduct;

may be suspended from the next public performance involving extracurricular activities. The suspended public performance will occur after or on the day the student is formally notified by the activities director or the building administrators. A second offense during the policy year will result in the student being suspended from the next two public performances. A third offense during the policy year will be dealt with by the Bluffs Middle School administration.

Students participating in or who will participate in extracurricular activities, who are found guilty of/or cited by law enforcement for a felony will be dealt with by the Bluffs Middle School administration.

### **Extracurricular Activities and Discipline Suspensions**

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

**When Suspensions Begin.** 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.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

### **Attendance**

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 who has an unexcused absence 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.

### **Academic Standards and Eligibility**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. Students' grades will be checked weekly on Wednesday beginning on the third Wednesday of the 9-week grading period. If failing grades are discovered the student will be considered ineligible.

1. Ineligibility. A student earning any F's will not be allowed to participate in any public performance, competition, or activity until all grades are passing. (\*\*see singular exception below).
2. Grades will be checked each Wednesday of the sports season and students and their coaches or sponsors, counselors, and parents/guardians will be notified of their eligibility status. The student is to discuss ineligibility with both coach or sponsors and parent/guardian.
3. Students who fail to fulfill their obligation of attending tutoring may not be allowed to participate in the next public performance, competition, or activity.
4. The first time a student becomes ineligible, he/she may petition for Academic Probation and Recovery. See below.

### **Academic Probation & Recovery**

Students earning one F may be placed on academic probation & recovery.

1. Students may attend practice and/or participate in a performance, competition, or activity after attending study hall.
2. Probationary status is granted for the period of one week.
3. Probationary status may be used only once per season/activity.
4. Students in year-long activities may access academic probation once a semester.

5. The academic probation is removed upon verification that the student is passing.

Eligibility criteria for part-time students is governed by Board Policy 5004, NASAA Bylaw, and state law.

### **Mandatory Drug Testing Policy for Students Involved in Extracurricular Activities (Board Policy 5104.2)**

The Board of Education for Scottsbluff Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are 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 that 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 reasons for students to refuse the use of illegal drugs and/or alcohol;
3. To identify students who use illegal drugs and/or alcohol; and
4. To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

All current students participating in extracurricular activities or students that have voluntarily been placed in the pool at the request of their parent/guardian, guidelines.

1. **Random Testing:**  
The Board authorizes random unannounced screening of all students participating in extracurricular activities or those students that have been voluntarily placed in the pool by their parent/guardian. The list of students that make up the pool will be updated upon receipt of a signed consent form. Students who have been selected will be required to report to the designated collection site for testing.
2. **Consent:**  
Each student wishing to participate in any extracurricular activity and the students that have voluntarily been placed in the pool at the request of their parent/guardian shall consent in writing to drug testing pursuant to the District's drug testing program. Parents/guardians wanting to voluntarily place their students in the pool must complete the General Authorization Form available through the 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 2 negative test results without any positive results may be dropped from the testing list.
4. **BMS Continued Testing:** Students entering SHS from BMS will continue under the 365 day drug testing period and are subject to continued testing until the 365 day time period is complete.
5. **Student Support:** 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/guardian will be notified and a meeting will be scheduled with the Drug Program Coordinator, the student, and the custodial parent/guardian.

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

1. DPC meeting with parent/guardian and student;

2. Student notified of a requirement to have a drug and alcohol assessment and take part in counseling sessions as dictated by the substance abuse professional after the assessment;
3. Written proof of alcohol/drug use assessment by a drug counselor is required before being allowed to return to practice and performances. A district-administered negative test must be provided before the student may return to the activity; and,
4. Follow-up drug testing, a minimum of once a month, will commence after the first parent/guardian meeting for the next 12 months. The 12-month period carries into high school if the student is in the 8th grade.

**Second Positive Test (within two consecutive years):**

1. DPC meeting with parent/guardian and the student;
2. Suspension of the privilege to participate in practice and extracurricular activities for 10 calendar days. If the end of the activity precedes the end of the 10 days, the remaining days will carry over to the next activity so that the student completes the required number of days;
3. An additional five sessions of drug counseling must be completed with a form submitted by a substance abuse professional before the student may return to activities. A district-administered negative test must be provided before the student may return to the activity; and,
4. Follow-up drug testing for the next 12 months will begin upon notification of the second positive test. The 12-month period carries into high school if the student is in the 8th grade.

**Third Offense (within two consecutive years):**

1. DPC meeting with parent/guardian and student;
2. Suspension of eligibility to participate in practice and extracurricular activities for the remainder of the activity and includes the following activity in which the student plans to participate. The next activity may include activities at the high school if the student is an 8th grader. A district-administered negative test must be provided before the student may return to the activity; and,
3. Follow-up drug testing will continue for 12 months from the date of the parent/guardian and student meeting with the DPC. The 12-month period carries into the high school if the student is in the 8th grade.

## **SECTION 11 - STATE AND FEDERAL PROGRAMS**

### **Parental Involvement Policies**

**General - Parental/Community Involvement in Schools.** Bluffs Middle School welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Bluffs Middle School's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children.

Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents/guardians are encouraged to support the implementation of district policies and regulations.
3. Parents/guardians are encouraged to monitor their student's progress by reviewing quarterly report cards, attending parent-teacher conferences, and utilizing the Infinite Campus Parent/Student Portal.
4. Textbooks, tests and other curriculum materials used in the District are available for review by parents/guardians upon request.
5. Parents/guardians are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parent/guardians' continued attendance at such activities will be based on the students' wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents/guardians submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom



instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent/guardian request.

9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents/guardians will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents/guardians are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents/guardians will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

#### **Student Fee Waiver Procedures (Board Policy 5416)**

The Board recognizes that while certain fees, specialized equipment, or specialized attire are appropriate and authorized, some students and their families are not financially able to afford them. The School District will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Waivers must be requested prior to the waiver deadline date. Waivers will not be approved retroactively for fees previously paid or specialized items, or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived. The following deadlines will apply to requests for waivers:

**Participation Fees or Specialized Equipment or Attire.** The end of the first week of practice for a particular sport or activity.

**Course project materials.** The District may choose to allow students to purchase course projects through completion of a purchase request form, typically prior to beginning the project.

Parents/guardians or students eligible for waivers shall make an application on the form provided by the School District. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

The School District will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed. The School District will annually notify parents/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.

- Students participating in a BMS Activity (athletic and non-athletic) are required to purchase an Activity Card. Qualifying families may waive the cost of their student's Activity Card.

**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.

## Student Fees - Additional Specification of Required Materials and Fees (Board Policy 5416.1)

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) <sup>2</sup> or Specific Material Required
<b>Elementary Program</b>		
Physical Education Classes	Appropriate clothing (non-specialized attire)	Appropriate attire
Music-Optional Band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class-related field trips will be paid for by the school. Parents/guardians may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
School Meals		Breakfast (Grades K-5)--\$2.10 Lunch (Grades K-5)--\$3.10 Milk (Grades K-5)--\$ .60 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
After School Program	Fees for the After School Program	\$3/hour
<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. Cost is generally about \$55.
College Entrance Tests and Preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, PACT, and ACT test, are optional and to be paid directly to the private companies involved.
AP Testing	Fee per test	\$98
Summer School Courses	Classes offered during the summer, or at night, if any	If a fee is charged students may be responsible.
Locker Usage	Use of school padlock	\$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 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: \$45.00 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 Manufacturing Intro to Skilled & Technical Science	\$35 \$25
SkillsUSA	Membership Dues Travel Fees	\$25 \$50 to \$150
Spanish Club	Membership Fees	\$5
Spanish Heritage/AP Spanish	CLEP Test Testing Center Fee	\$95 \$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	<p>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.</p> <p>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.</p>
6. Trips	Transportation, lodging, meals, admission to events, etc.	<p>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.</p>

### **Bluffs Middle School Student Fees**

General school supplies and P.E. clothing and towels are the responsibility of the student to provide. Those fees charged in other classes including Band and Choir (outfits), Family and Consumer Science (projects), or extracurricular activities including Cross Country (t-shirt) may be waived for qualifying families with the understanding that the items will remain the property of the school.

## **SECTION 12 – FORMS**

### **Student Fees - Student Fee Waiver Application (Board Policy 5416.1)**

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



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

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

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

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

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

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

**TRIP PERMISSION**

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

**PICTURE – NEWS RELEASE**

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

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

**HEALTH CONDITIONS**

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

**TITLE I REQUIREMENT (Elementary Only)**

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

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

**RESPONSIBLE USE AGREEMENT FOR COMPUTERS AND NETWORKS**

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

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

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

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

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



5416 Form – Student Fees Policy

APPLICATION FOR FEE WAIVER AND SHARING INFORMATION CONSENT  
SCOTTSBLUFF PUBLIC SCHOOLS

Fee Waiver Request

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

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

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

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

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

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

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

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

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

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

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

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

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Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 5416 Form – Student Fees Policy

### Sharing Information Consent

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

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

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

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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