

# BLUFFS MIDDLE SCHOOL STUDENT HANDBOOK – 2006-2007 SCHOOL YEAR

## Mission Statement of the Scottsbluff Public Schools:

Scottsbluff Public Schools, in partnership with family, and community, will provide equal opportunities through standards-based and individualized curriculum where all students become productive citizens and life-long learners in a globally diverse society.

## Mutual Respect:

Bluffs Middle School 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 the student will not be tolerated.

## Students' Frequently Asked Questions:

<u>Student Questions:</u>	<u>See:</u>	<u>Student Questions:</u>	<u>See:</u>
Locker Assignments	Counselors	Fines/Fees	Main Office
Locker Problems	Principals/Custodian	Friends/Other students	Main Office
Lost and Found	Main Office	Absences	Attendance Clerk
Schedules	Counselors	Lunch	Main Office
Student Activities	Core Teachers	Signs/Posters	Main Office
Classroom/Teacher	Counselors		

## MONDAY THROUGH FRIDAY CLASS SCHEDULE

### 6<sup>TH</sup> GRADE

- (1) 8:10 - 8:52
- (2) 8:56 - 9:38
- (3) 9:42 - 10:24
- (4) 10:28 - 11:10
- (5) 11:14 - 11:56
- (6) 12:00 - 12:42
- (L) 12:46 - 1:16
- (BL) 1:20 - 1:55
- (7) 1:59 - 2:41
- (8) 2:45 - 3:27

### 7<sup>TH</sup> GRADE

- (1) 8:10 - 8:52
- (2) 8:56 - 9:38
- (3) 9:42 - 10:24
- (4) 10:28 - 11:10
- (5) 11:14 - 11:56
- (L) 12:00 - 12:30
- (BL) 12:34 - 1:09
- (6) 1:13 - 1:55
- (7) 1:59 - 2:41
- (8) 2:45 - 3:27

### 8<sup>TH</sup> GRADE

- (1) 8:10 - 8:52
- (2) 8:56 - 9:38
- (3) 9:42 - 10:24
- (4) 10:28 - 11:10
- (L) 11:14 - 11:44
- (BL) 11:48 - 12:23
- (5) 12:27 - 1:09
- (6) 1:13 - 1:55
- (7) 1:59 - 2:41
- (8) 2:45 - 3:27

## EARLY RELEASE CLASS SCHEDULE

### 6<sup>TH</sup> GRADE

- (1) 8:10 - 8:40
- (2) 8:44 - 9:14
- (3) 9:18 - 9:48
- (4) 9:52 - 10:22
- (5) 10:26 - 10:56
- (6) 11:00 - 11:30
- (7) 11:34 - 12:04
- (L) 12:08 - 12:38
- (BL) 12:42 - 12:56
- (8) 1:00 - 1:30

### 7<sup>TH</sup> GRADE

- (1) 8:10 - 8:40
- (2) 8:44 - 9:14
- (3) 9:18 - 9:48
- (4) 9:52 - 10:22
- (5) 10:26 - 10:56
- (6) 11:00 - 11:30
- (L) 11:34 - 12:04
- (BL) 12:08 - 12:22
- (7) 12:26 - 12:56
- (8) 1:00 - 1:30

### 8<sup>TH</sup> GRADE

- (1) 8:10 - 8:40
- (2) 8:44 - 9:14
- (3) 9:18 - 9:48
- (4) 9:52 - 10:22
- (5) 10:26 - 10:56
- (L) 11:00 - 11:30
- (BL) 11:34 - 11:48
- (6) 11:52 - 12:22
- (7) 12:26 - 12:56
- (8) 1:00 - 1:30

## Lunch Rules:

**Bluffs Middle School has a closed lunch period.** Hot lunch may be purchased or students may bring a sack lunch from home. Milk and milkshakes are also available for purchase. "Fast Food Service" is not available and such items may not be brought into the cafeteria. No drink larger than 12 oz. may be brought with a sack lunch and can not be in a glass container.

No charging will be allowed for lunches. Money or lunch tickets will be required for students to eat lunch.

1. No soft drinks will be allowed during breakfast or lunch.
2. Students will remain in the designated area of supervision during lunch. Loss of cafeteria privileges may be invoked if appropriate conduct is not maintained. Lunch/recess supervisors and cafeteria personnel have **full authority** to handle all regulations relating to student control and discipline. Directions are to be followed

3. Activities permitted during lunch include visiting and relaxing, and non-contact games such as kickball, catch, tag, soccer, Frisbee, and touch football
4. Activities not permitted include such things as gambling of any sort, tackle football, wrestling, play fighting, dumping one another as in throwing someone down or tripping, or chicken fighting.
5. ALL students will report to the cafeteria for at least the first ten minutes of their lunch period.
6. Candy may only be eaten during lunch **in the lunch room** except for special activities and occasions.
7. A breakfast program is also offered for students.
8. No food or drink should leave the cafeteria after breakfast or lunch.

**Bluff Period** - The advisor/advisee program at Bluffs Middle School is called "Bluff". The advisor (teacher) becomes the "significant other" in the student's life at school. The advisor serves as an advocate, a friend and a person to whom the student can turn to for advice, understanding, and caring. The advisee (student) is a member of a small group within the larger school community. Bluff Period strives to develop a positive attitude in each student and helps him or her deal with this time of intellectual, physical, emotional and social change.

### **Use of Building and Grounds**

#### **ENTERING AND LEAVING THE BUILDING:**

**Beginning of School:** Students should not be on school grounds prior to 8:00 a.m. Students who eat breakfast at school will be allowed in the building at 7:45.

**During the School Day:** Students are to remain on campus unless excused in accordance with school policies. Upon returning to school during the day students are to report to the school office.

**West Parking Lot:** Parents should make arrangements to pick students up anywhere but the west parking lot after school. Picking up students in the parking lot poses a danger to students and vehicles because of bus traffic. Parents should also drop students off in the morning on 23<sup>rd</sup> Street so that the parking lot remains clear for bus traffic.

**Entering School:** Students should enter specific doors by grade level in the mornings after the bell rings. This should prevent accidents from over crowding. **Sixth grade** students should enter through the southwest doors by the office window. **Seventh grade** students should enter through the south central doors by the Auditorium. **Eighth grade** students should enter through the west parking lot doors.

**End of School:** Our regular school day ends at 3:26 p.m. Make-up work, special help, and assignment after school, detention, club meetings, and other school activities begin immediately after 3:26 p.m. 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 3:40 p.m.

#### **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.

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.

#### **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 books, etc., 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.

#### **Searches of Lockers and Other Types of Searches (from Board Policy 504.16):**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property,

including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

#### **Student Phone Usage:**

Students may use the phone in the office to arrange transportation with their parents 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 and an administrator.

#### **Bicycles and Automobiles:**

The school provides racks for the benefit of students who ride bicycles to school. All bikes are to be placed in the racks or area of the racks. It is recommended that they be locked to the rack located between the annex and the main building north of the breezeway doors. Those students with driving permits who do drive to school are expected to park in the extreme northern section of the school parking lot. **At no time are students allowed to sit in or use vehicles during school hours.**

#### **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, such as CD players, MP3 players, cassette players, or other electronic media, to school. 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 office, where the articles can be claimed by the owner. If articles are lost at school, student should report that loss to office personnel.

#### **Copyright and Fair Use Policy:**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- The effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

### **Attendance**

#### **Attendance Policy (from Board Policy 503.01):**

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

#### **Excused Absences (from Board Policy 503.03):**

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities.

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must adhere to attendance and activity participation rules as outlined in the student handbooks.

It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

Parents or guardians must call Bluffs Middle School at 635-6270 or 635-6274 whenever the student will be absent, late to school or will need to leave early.

**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 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 unexcused. An unexcused absence will be treated the same as a truancy.

**Pre-Arranged Absences:**

Absences requested by parents 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 at the office window. Work missed when absent for school activities must also be completed as arranged with the teacher.

**Unexcused Absences (from Board Policy 503.04):**

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board.

If any student has accumulated a total of ten unexcused absences per semester, the school shall render all services in its power to compel the student's attendance.

If the problem continues, the attendance officer shall serve written notice to the parent/guardian warning him/her of the need to comply with the compulsory attendance statute of section 79-201. If the violation continues, within one week a report shall be filed with the county attorney as required by law.

Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

**Make-Up Work:**

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 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 a.m. and assignments will be available between 3:30 p.m. – 4:00 p.m.

**Scholastic Achievement**

**Marking System and Report Cards:**

Report cards are issued at the end of each six weeks. Classes meeting for a full year or for only one trimester will have a permanent grade recorded at the end of the semester. The whole range of letter grades includes:

A - Superior      B. Above Average      C- Average      D - Below Credit      F - Failing  
A= 90% - 100%    B = 80% - 89%      C=70% - 79%    D= 60% - 69%      F= Below 60%

Academic core classes and Exploratory elective courses are graded using A, B, C, D, and F.

**Class Credit Policy:**

Students at the Middle School take 8 classes each day and receive a semester grade for each class. Each student, therefore, receives 16 grades, or credits, in a school year. Each student must pass a minimum of 14 credits each year before promotion to

the next grade level. Students with less than 14 credits may be retained the following year at that current grade level. We will offer students the following options to make up missing credits.

1. Afternoon tutoring program.
2. Special help offered for a proven deficiency in an academic area.
3. Attendance at a Summer school program
4. Review by administrators
5. Appeal to District Superintendent

**CLASS CREDIT PROGRESS REPORT**

<b>Subject</b>	<b>1<sup>st</sup> 9 Weeks</b>	<b>2<sup>nd</sup> 9 Weeks</b>	<b>Semester 1</b>	<b>Credit</b>	<b>3<sup>rd</sup> 9 Weeks</b>	<b>4<sup>th</sup> 9 Weeks</b>	<b>Semester 2</b>	<b>Credit</b>	
<b>Math</b>									
<b>Lang. Arts</b>									
<b>Science</b>									
<b>Social Studies</b>									
<b>Computer</b>									
<b>Health</b>									
<b>P.E.</b>									
<b>Reading</b>									
<b>Exp 1__</b>									
<b>Exp 2__</b>									
<b>Exp 3 __</b>									
<b>Exp 4 __</b>									
<b>Exp 5 __</b>									
<b>Exp 6 __</b>									

**Tutoring Guidelines: Library Phone # 635-6286**

1. Tutoring Hours are 3:30 p.m.-5:00 p.m.-Monday, Tuesday, Wednesday and Thursday
2. Students are required to sign in when they arrive and sign out when they leave.
3. No tutoring on Wednesday early release days.
4. Students must arrive at tutoring with assignments and materials to complete work.
5. Students must be in the library by 3:30 p.m.
6. Students who have been working with a teacher after school must bring a note with the time they left and have it signed by that teacher when they arrive at tutoring later than 3:30 p.m.
7. Students using computers during tutoring time must have a note from the teacher indicating a computer and internet access are necessary to complete an assignment.
8. Students are dismissed from tutoring when they have completed their work. They may leave the building through the west doors and may be picked up at the west parking lot.
9. No supervision will be provided for students after 5:15 p.m., therefore it is imperative that students have made arrangements for rides and are picked up in a timely manner.

**SUPPORT 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 office secretary to arrange an appointment. You also need to get a pass and clear it with your teacher. Students for the 2003-2004 school year are assigned to counselors as follows:

- |                       |                           |
|-----------------------|---------------------------|
| 6 <sup>th</sup> grade | Mr. Wegelin               |
| 7 <sup>th</sup> grade | Mrs. Hanson               |
| 8 <sup>th</sup> grade | Mr. Wegelin & Mrs. Hanson |



**Quantum Learning Eight Keys of Excellence**

**Integrity**

The state of authenticity when our values and behavior are aligned.

Integrity happens when what we value is evident in our actions.

### **Failure Leads to Success**

Failure provides the information we need to learn so we can succeed.

### **Speak with Good Purpose**

Speaking in a manner that moves the group or us forward. Being responsible for honest and direct communication and focusing on truth-telling, stating assumptions and maintaining integrity.

### **This Is It!**

The commitment to focus our attention on the present moment and the willingness to make whatever we are doing most important - to live in the now!

### **Commitment**

The ability to follow our vision without wavering; staying true to the desired course.

### **Ownership**

The quality of accountability and responsibility. The ability to be counted upon and the willingness to take responsibility for the choices we make.

### **Flexibility**

The ability to change what we are doing to achieve the desired outcome. Flexibility allows us to choose the best option to accomplish the outcome.

### **Balance**

When mind, body and emotions function in alignment. Balance comes from the ongoing adjustments we make to continue moving in a positive, healthy direction.

## **HEALTH SERVICES:**

Bluffs Middle School has an on-call nurse. Should a student become ill or injured while at school, he/she should report to the secretaries in the office. The nurse will be notified if injury or illness is serious. In NO instance should a student go home without checking out with either the nurse or office staff.

### **Physical Education Limitations:**

If a student is not to participate for more than one day in P.E. please provide us with a note from your doctor. Students with P.E./activity limitations, asthma, diabetes, seizures, or other illness/health concerns need their record updated annually. CONTACT THE SCHOOL NURSE 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.

**Immunizations** - State law requires that all students K-12 be immunized for D.P.T., polio, measles, rubella, varicella, mumps and Hepatitis B. Dates of immunizations are required.

**Physicals** - State law requires evidence of a physical exam within 6 months prior to the beginning of the seventh grade, or in the case of a transfer from out of state to any other grade of the local school. Parents/guardians may decline such a physical by signing a waiver form.

**Sports Physicals** - Each student participating in interscholastic athletics is required to have a complete physical examination, to be given after May 1 of each year.

**Medications** - Students must bring daily medication to the school office for safekeeping. Medication is taken in the office. A medication permission form must be completed before your child may receive medication at school. The Medication Permission form in the Student-Parent Handbook must be completed for students to receive prescription and non-prescription medication at school. Authority for, and special instructions are as follows:

**Prescription Medication** - must be in the container in which it is labeled by the prescriber. The label is to include name of the student, name of the medication, the dosage and frequency ordered, and the physician's name.

**Long Term Prescription Medication** - is prescribed for daily and/or use for the duration of the school year. Medication must be properly labeled as per PRESCRIPTION MEDICATION. Authorization requires the signature of the parent and the physician, and must be renewed annually. Students need written permission to carry inhalers for treatment of asthma from their medical provider.

**Over-the-Counter or Non-prescription Medication** - shall mean non-aspirin or aspirin substitute and may be administered upon the completion of the medication permission form by a parent or guardian. Consent may be given for the following uses: minor aches and pains, headache, toothache, menstrual cramps. Aspirin substitute will not be given for more than three consecutive days or in the presence of fever of 100 or greater. Aspirin substitute containers must bear the manufacturer's label identifying the medication, dosage schedule and the student's name. No other over the counter medication will be given.

**Asthma Medication** - shall mean the use of inhaler or nebulizer medication at school. Permission is granted by the completion of the Medication Permission form by parent and physician for Long Term Medication. The school nurse will be contacted for a student with persistent symptoms after one inhaler dose. Parents are asked to complete and submit an asthma profile available from the school nurse, for their child's record. Students need written permission from their medical provider to carry inhalers.

**NO LOOSE CAPSULES, TABLETS, ASPIRIN OR UNIDENTIFIED, NON-LABELED SUBSTANCE WILL BE ACCEPTED FOR DISPENSING TO STUDENTS BY SCHOOL STAFF.**

**BOARD POLICY #5011- STUDENT PERMIT TO RE-ENTER SCHOOL:** Any student who is absent for five consecutive school days due to either illness or a contagious disease must have a permit to re-enter school, signed by the School Nurse or by a physician.

## **STUDENT RIGHTS, CONDUCT, RULES & REGULATIONS**

### **DRUG-FREE SCHOOLS:**

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

### **Education and Prevention:**

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

### **Drug and Alcohol Use and Prevention:**

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

### **Safe and Drug-Free Schools--Parental Notice:**

**Notice to Parents:** Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

### **Statement of Zero Tolerance of Violence:**

We do not tolerate violence. Violence is any look, sign, work, or act that hurts a person's feelings or body, or causes a loss of their property. No one in this school is entitled to use violence.

### **SCOTTSBLUFF SCHOOLS BEHAVIOR PLAN:**

The Scottsbluff Public School System uses the philosophy of **Judicious Discipline** as we teach and expect of our students responsible social behavior. This approach requires students to maintain their Constitutional rights through responsible behavior. As outlined in the Constitution, the rights that students enjoy at school, guaranteed under the first, fourth, and fourteenth amendments can and must be limited when the student's choices violate those same rights enjoyed by the other members of our community.

### **COMPELLING STATE INTERESTS**

Students' constitutional rights are respected and protected in our school. There are four compelling state interests, however, that can mean that the welfare and interests of the majority are more compelling than those of an individual. Students are expected to follow these guidelines. A student may not engage in any activity that:

1. Causes property loss or damage.
2. Does not have a legitimate educational purpose.
3. Poses a threat to health and safety.
4. Is a serious disruption of the educational process.

### **Tobacco (smoking and chewing):**

The use or possession of tobacco in the building, on the campus, or at any school related activity is not permitted. Students shall not bring any form of tobacco to school. Any student found using, or in possession of tobacco on school property will be suspended from school 1 day for the first offense and 2 days for any repeat occurrence plus a parent conference prior to re-entry into school.

### **Drugs/Alcohol:**

Possession, consumption or evidence of previous consumption of a narcotic or dangerous controlled substance or other intoxicants or paraphernalia will result in an automatic 10 day suspension from school. The police will be notified.

In order for the student to be re-admitted to school, the following steps must be taken:

1. A conference with the student and his/her parents or guardians at the time must be held prior to re-entry.
2. The student might be required to participate in a drug intervention program conducted by a local agency.

Any repeat violations will result in an automatic expulsion from school. Any form of drug disbursement on campus will result in an automatic expulsion from school.

Any activity that could be considered as a violation of state or local statutes may be referred to the police. A suspension or expulsion may also result from these activities.

**Students may not bring the following items to school:** Electronic items such as cell phones, pagers, tape recorders, CD players and or other potentially dangerous items such as guns, knives and drugs.

**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.**

### **Internet/E-mail Acceptable Use Policy:**

The use of Internet/E-Mail is a privilege, not a right. Students and staff using Internet/E-Mail are required to follow District policy and procedures. The supervising staff member will determine what is appropriate use in accordance with the guidelines established for the district.

1. Use of Internet/E-Mail is restricted to planned curricula areas with direct supervision
2. Transmission or reception of any material which is in violation of any Federal or state regulation is prohibited. This includes, but is not limited to copyrighted material; threatening, harassing, pornographic or obscene material, or material protected by trade secret.
3. Commercial activities, product advertising, political lobbying, personal and private business is prohibited.
4. Users of Internet/E-Mail are expected to abide by established rules of network etiquette including but not limited to the following:
  - a. Politeness is a must at all times. Abusive messages, hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
  - b. Profanity, vulgarities, or any other inappropriate language is prohibited.
  - c. Personal phone numbers and home addresses are not to be divulged.
  - d. Network storage areas will be regarded as school property. Files and communications may be reviewed by District personnel. Electronic mail is not guaranteed to be private.
  - e. "Chain letters" are considered to be a misuse of the system.
  - f. Talk, Write, and Chat commands may be intrusive and should only be used after receiving permission from the other party. Personal information should not be given.
  - g. Permission of the supervising staff member must be obtained before "downloading" files.
  - h. Reasonable use of the system will include time limits imposed by the supervising staff member.
  - i. Classroom use will take precedence over individual use.



5. Users must respect the integrity of the system at all times. Students and staff should not intentionally develop or activate programs that harass other users, infiltrate a computer system, or alter the software components of a computer or computer system. These include, but are not limited to: viruses, forging e-mail, hacking, and attempting to use administrative commands.
6. Do not vandalize or destroy the data or hardware on any other system.
7. Security of any computer system is essential. Access to Internet/E-Mail is intended for exclusive use by authorized individuals. Any problems which arise from the use of an account are the responsibility of the account holder. Misuse may result in the suspension of account privileges. This may include, but is not limited to the following:
  - a. trespassing in another's work or files.
  - b. giving out your password or the password of others.
  - c. attempting to log into another individual's account.
  - d. failure to notify the supervising staff member of a security problem.

**Student Appearance and Dress**

The standards of dress and grooming have changed over the years, but it has always been the intent of our administrative team and staff to maintain an educational environment that is safe and conducive to learning. The following guidelines are not intended to be an all inclusive list. Instead, the following is provided as an example of what is acceptable clothing and apparel for students of Bluffs Middle School.

**Examples of Restricted Clothing:**

Coed Naked T-Shirts	South Park Apparel
Big Johnson T-Shirts	Homies T-Shirts
Boner Active Wear	Rollin Hard T-Shirts

- Clothing which contains alcohol or tobacco advertising logos or depict the use of alcohol or tobacco.
- Clothing which depicts or is in any way related to drugs or drug use.
- Clothing which contains gang-related representations (includes hair nets and bandanas).
- Clothing which is vulgar or offensive.
- Clothing which promotes defiant and/or violent behavior.
- Clothing which does not appropriately cover the body.
- Pants must be worn at the waistline-with or without a belt.
- Chains of any type are not permitted.
- Spiked apparel is not allowed.
- Hats and caps in the building during school hours are not permitted.
- Book covers, notebooks, folders, etc, cannot have inappropriate signs, pictures or language.

The final determination regarding whether clothing or apparel is appropriate rests with the building administrators. Students wearing restricted clothing may be asked to change into something appropriate at school, they may be sent home, or may be suspended.

**TANK TOP POLICY** (Same policy applies to boys) If in doubt, wear sleeves, keep top of shoulder covered.

**PROGRESSIVE DISCIPLINE SYSTEM**

School Wide Major Behavior Offenses	Formal Warning	Formal Warning, Parent Contact	After-School Detention		In-School Suspension Days					Out-of-School Suspension Days					Hearing for Expulsion	
			1	2	1	2	3	4	5	1	2	3	4	5		10
<b>Disruption of the Educational Process</b>																
Truancy			1	2	3											
Willful Disobedience		1	1	2	3		4					5				
Insubordination		1		2	3		4					5				
Vulgarity/Profanity		1	1	2	3		4				5					
Gross Teacher Disrespect, Threats of Physical Aggression or Profanity to Staff Member																4
Physical assault on a staff member																1
<b>Health and Safety</b>																
Use/Possession of Tobacco										1	2			3		
Possession and/or under the influence of alcohol, controlled substance or any drug or medicine not prescribed by a Dr.																1
Distribution of alcoholic beverages, controlled substances, or any drug or medicine not prescribed by a Dr.																1
Threaten/Intimidate/Haze/Bully another student		1	1						2	3		4				
Fighting								1				2				3
Assault														1		2

**PROGRESSIVE DISCIPLINE SYSTEM**

School Wide Major Behavior Offenses	Formal Warning	Formal Warning, Parent Contact	After-School Detention		In-School Suspension Days					Out-of-School Suspension Days					Hearing for Expulsion	
			1	2	1	2	3	4	5	1	2	3	4	5		10
<b>Health and Safety (continued)</b>																
Carrying, possession or display of deadly weapons or dangerous objects	—————→															
Carrying, possession or display of firearms																1
Use in a threatening manner a weapon or dangerous object																1
False fire alarms, bomb threats, incendiary, fireworks, smoke bombs, pepper mace																1
Other unsafe practices		1	1	2		3	4					5				
<b>Property Loss and Damage</b>																
Vandalism		(reimbursement)				1	2							3		
Theft/Possession of stolen property						1	2							3		
Extortion							1	2						3		
<b>Legitimate Educational Purpose</b>																
Cheating/Academic Misconduct	—————→															
Forgery – Presenting false papers of fraudulent phone calls	—————→															
Unspecified inappropriate behavior	—————→															

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.

**The following items are not to be taken to or worn in classrooms:** backpacks, gym bags, coats, and jackets.

**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.

If the student's dress or behavior is in violation of these regulations, the principal or designee will ask the student to make the appropriate correction. If the student refuses, the parent/guardian will be notified and asked to make the necessary correction. The principal or designee will make the final decision and take appropriate corrective or disciplinary action.

**Harassment and Bullying Policy** (from Board Policy 504.18):

It is the policy of Scottsbluff Public Schools that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying/harassment behavior. Students and parents are advised that other response measures are also in place and set forth in Section 10 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

Harassment of students, staff or visitors by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities.
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, offensive or hostile learning or work environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- Verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- Pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication;
- Unwelcome touching;
- Unwelcome and offensive public sexual display of affection;

- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- Creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, etc.;
- Demeaning jokes, stories, or activities directed at an individual.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

### **Extra Curricular Activities-Rights, Conduct, Rules & Regulations & Student Fees Policy**

**Physical Examination** - A yearly physical examination is required. The physical form must be completed by a physician and submitted to the coach prior to participation. The physical covers all sports for the entire school year. The form will be kept on file in the activities office.

### **ACADEMIC ELIGIBILITY POLICY FOR ATHLETICS/ACTIVITIES**

#### **Purpose**

1. To make the student aware of low academic performance and hopefully encourage him/her to raise this performance level before it is too late.
2. While activities are extremely important to both the student and the school, the major purpose of the students should be to obtain an academic education.
3. Design an eligibility policy that will attempt to keep the students in school on a long term basis and not just until the end of the semester.
4. Have a policy that is reasonable to implement.
5. Have a policy that is fair and attempts to retain the students rather than force them out.
6. Normally a student that puts forth enough effort to be successful in academics will be your most dependable athlete/activity participant.

#### **Policy**

Students' grades will be checked weekly on Wednesday **beginning on the second Wednesday of the 9 week grading period**. If the grade check reveals an F, the student will be subject to the following academic eligibility policy:

- **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).
  - Students with one or more F's will be assigned to a study hall/tutoring session after school, not to exceed 45 minutes in length, until all grades are passing. These students may attend practice after study hall/tutoring.
  - Grades will be checked each Wednesday of the sports season and students and their coaches/sponsors, counselors and parents will be notified of their eligibility status. The student is to discuss ineligibility with both coach/sponsors and parents.
  - \*\*The **first** time a student becomes ineligible, he/she may petition for ACADEMIC PROBATION & RECOVERY. See below.
- **ACADEMIC PROBATION & RECOVERY** – Students earning one F may be placed on **academic probation & recovery**.

- Students will be assigned to a study hall/tutoring session after school each day of the academic probation, not to exceed 45 minutes in length, until all grades are passing. They may then attend practice and/or participate in a performance, competition, or activity.
- Probationary status is granted for the period of one week.
- Probationary status may be used only once per season/activity.
- Students in year-long activities may access academic probation once a semester.
- The academic probation is removed upon verification that the student is passing.

### **ATTENDANCE:**

Participants in any activity should have good attendance and should never be truant from classes. With the exception of an absence due to illness, a student may participate in a school related activity so long as the absence was verified. Students who are absent due to illness for a half day may participate in programs the same day if absent AM and present PM. Students absent in the afternoon may not participate that evening. Any unexcused absence from a class or classes will

disallow participation or practice that day. Students legitimately absent from all classes on Friday may participate in a performance on Saturday with the approval of the coach or sponsor of the activity.

### **PERSONAL CONDUCT AND ACTIVITY PARTICIPATION**

This policy will begin on the Monday of Week 7 of the NSAA calendar (first day of fall practice) and continue until Sunday of Week 7 of the NSAA calendar.

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

1. Use or possession of alcohol; or having consumed alcohol.
2. 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(s) or guardian(s) 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 that the student is going to participate.

If the suspended student and parent(s) or guardian(s) 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 1 or 2 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:

- (1) Possessing or using tobacco, chewing or smoking;
- (2) A misdemeanor or public misconduct;

will be suspended from the next public performance involving extracurricular activities, but must continue to attend all scheduled practices. 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.

# BLUFFS MIDDLE SCHOOL ACTIVITIES CALENDAR

2006 - 2007

## AUGUST

- 18 6<sup>th</sup> & 9<sup>th</sup> grade Orientation
- 21 1<sup>st</sup> day of school for students
- 21 thru September 1 early release at 1:30 p.m. (K-8)

## SEPTEMBER

- 6 Early Release - 1:30 p.m.
- 9 SCB Invite 7<sup>th</sup> - Volleyball 9:00 a.m.
- 9 Sidney Invite 8<sup>th</sup> - Volleyball 8:30 a.m. at Sidney
- 12 Volleyball w/Torr. 7<sup>th</sup> at Torr. 8<sup>th</sup> here -4:30 p.m.
- 12 & 13 Health Screening
- 14 Volleyball w/Gering-7<sup>th</sup> at home, 8<sup>th</sup> at Gering-4:00
- 16 Football 7<sup>th</sup> A & B w/Alliance at BMS - 9:00 a.m.
- 16 Football 8<sup>th</sup> A&B at Alliance 9:00 a.m.
- 19 Football 7<sup>th</sup> A&B vs. Sterling at BMS 4:00 p.m.
- 19 Football 8<sup>th</sup> A&B vs. Sterling at Sterling 4:00 p.m.
- 20 Early Release - 1:30 p.m.
- 21 Volleyball 7-8 C -at Minatare 4:00 p.m.
- 21 Volleyball 7-8 A&B - BMS - 4:00 p.m.
- 23 Football 7<sup>th</sup> A&B - At Gering - 9:00 a.m.
- 23 Football 8<sup>th</sup> A&B - At BMS - 9:00 a.m.
- 25 Volleyball 7-8 at BMS - 4:00 p.m.
- 25 Volleyball 7<sup>th</sup> at Morrill - 4:00 p.m.
- 25 Volleyball 8<sup>th</sup> at Mitchell - 4:00 p.m.
- 30 Volleyball 7&8-Torrington Invit. - 8:30 a.m.

## OCTOBER

- 2 Volleyball - 7<sup>th</sup>-C/B/A in Alliance 4:00 p.m.
- 2 Volleyball - 8<sup>th</sup> C/B/A BMS - 4:00 P.M.
- 3 Football - 7<sup>th</sup> A/B - At Torrington 4:30 p.m.
- 3 Football - 8<sup>th</sup> A/B - At BMS - 4:30 p.m.
- 4 Early Release
- 10 Volleyball - 7 C/B/A At Alliance - 4:00 p.m.
- 10 Volleyball - 8 C/B/A At BMS - 4:00 p.m.
- 14 Old West Weekend Parade-7<sup>th</sup>&8<sup>th</sup> Marching Band
- 18 Early Release - 1:30 p.m.

## NOVEMBER

- 1 Early Release - 1:30 p.m.
- 2 Orchestra - SHS Auditorium - 7:30 p.m.
- 4 Wrestling - 7/8 Extra - BMS - 10:00 a.m.
- 4 Wrestling - w/Alliance - BMS - 10:00 a.m.
- 7 & 8 Hearing Screening
- 9 Basketball - Girls -7-8, A-B at Bridgeport - 4:00 p.m.
- 9 Wrestling - at Torrington - 4:30 p.m.
- 11 Wrestling - at Chadron - TBA
- 11 Basketball Girls - 7-8, A-B at Mitchell, 9:00 a.m.

## NOVEMBER (Cont.)

- 15 Early Release - 1:30 p.m.
- 16 Basketball-g-7<sup>th</sup> A/B-w/Chad. at BMS-4:00p.m.
- 16 Basketball-g-8<sup>th</sup>A/B-w/Chad. at Chadron-4:00
- 18 Wrestling - Alliance Invit. - TBA
- 20 Girls Basketball-7<sup>th</sup> A/B at Torrington-4:30p.m.
- 20 Girls Basketball -8<sup>th</sup> A/B at BMS -4:30 p.m.
- 21 Wrestling at BMS - w/Gering -4:00 p.m.
- 27 Girls Basketball-7/8 C-at Banner Co-3:30 p.m.
- 28 Girls Basketball -7<sup>th</sup> A/B-at Alliance-4:00 p.m.
- 28 Girls Basketball -8<sup>th</sup> A/B -BMS -4:00 p.m.
- 28 Girls Basketball/C at ST.Agnes-4:00 p.m.

## DECEMBER

- 1 Wrestling Invit. - 8:00 a.m. At Torrington
- 2 Basketball-girls, 7-8 A/B, w/Sidney, 9:00 a.m.
- 4 Wrestling 7-8-Tour., at Mitchell TBA
- 7 Basketball-g-8<sup>th</sup> A/B, w/Ger., at BMS 4:00 p.m.
- 7 Basketball-g 7<sup>th</sup> A/B, w/Ger. at Ger. 4:00 p.m.
- 7 Basketball-g 7-8 C, at Minatare, 2:00 p.m.
- 8 Holiday Band Concert, 6,7 & 8 - 7:00 p.m.
- 9 Wrestling Twin City Invit.-Div.I at Gering - TBA
- 9 Wrestling Twin City Invit-Div II at SCB - TBA
- 11 Basketball Gering Invit. 8<sup>th</sup> - TBA
- 11 Basketball Mitchell Invit. 7<sup>th</sup> - TBA
- 12 Basketball Gering Invit. 8<sup>th</sup> at Gering -TBA
- 12 Basketball Mitchell Inv. 7<sup>th</sup>, at Mitchell - TBA
- 14 Basketball Gering Finals 7-8 at Gering - TBA
- 19 BMS Vocal Concert - 7:00 p.m.

## JANUARY

- 11 Basketball-B 7<sup>th</sup> -8<sup>th</sup>, at Minatare - 2:00 p.m.
- 13 BMS Honor Band at UNK-Selected 8<sup>th</sup> grade
- 17 Early Release - 1:30 p.m.
- 18 Basketball-B,7&8, at Chey. Carey, 4:00 p.m.
- 18 Basketball-Chey.McCor.-7&8 at Scb, 3:30p.m.
- 20 Basketball-B, 7<sup>th</sup> A/B,BMS, 10:00 - 11:30
- 20 Basketball-B, 8<sup>th</sup> A/B At Sidney, 10:00 -11:30
- 23 Basketball-B, 7<sup>th</sup> A/B at Torrington, 4:30-5:30
- 23 Basketball-B, 8<sup>th</sup> A/B at BMS, 4:30 - 5:30
- 27 Basketball-B, 7-8 C at St. Agnes - 9:00 a.m.
- 27 Basketball-B, 8<sup>th</sup> A/B, at Alliance - 9:00 a.m.
- 27 Basketball-B, 7<sup>th</sup> A/B, at BMS - 9:00 a.m.
- 30 Basketball-B, 7/8 C at Banner CO, 3:30 p.m.
- 30 Basketball-B, 7/8 B at BMS, 4:00 P.M.

- 14 BMS Vocal Concert 7:00 p.m.
- 3 Basketball-B-7<sup>th</sup> A/B at Gering – 9:00 a.m.
- 3 Basketball-B-8<sup>th</sup> A/B at BMS – 9:00 a.m.
- 5 Basketball-B-8<sup>th</sup> A/B at BMS – 4:00 p.m.
- 5 Basketball-B-7<sup>th</sup> A/B at Chadron – 4:00 p.m.
- 7 Early Release 1:30 p.m.
- 10 Basketball-B-7<sup>th</sup> A/B at BMS – 9:00 a.m.
- 10 Basketball-B-8<sup>th</sup> A/B at Gering – 9:00 a.m.
- 12 Basketball-B-7<sup>th</sup>-A at Mitchell Invit., TBA
- 12 Basketball-B-7<sup>th</sup>-B at Torrington Invit.- TBA
- 12 Basketball-B-BMS Invit. 8<sup>th</sup> – TBA
- 13 Basketball-B, 7<sup>th</sup> B, Invit., at Torrington, TBA
- 13 Basketball-B, BMS INV. 8<sup>th</sup>, at BMS, TBA
- 13 & 15 Parent/Teacher Conf. – 5:00 p.m. to 9:00 p.m.
- 15 Basketball-B, Finals 7-8 Invit, BMS
- 19 **NO SCHOOL**
- 21 Early Release – 1:30 p.m.
- 24 Western NE Middle Level Solo and L. Ensemble Concert  
7:30 p.m.

### MARCH

- 1 Orchestra Concert – BMS -7:30 P.M.
- 7 Early Release – 1:30 p.m.
- 8 & 9 Spring Break
- 13 “Music in our Schools Month”, Band Concert, 6,7 & 8  
BMS Auditorium – 7:30 p.m.
- 14 & 15 Scoliosis Screening
- 16 **NO SCHOOL FOR STUDENTS-TEACHER WORK DAY**
- 20 BMS Vocal Music Concert – 7:00 p.m.
- 21 Early Release – 1:30 p.m.

### APRIL

- 3 Track – Boys w/ Chadron at BMS 3:45 P.M.
- 3 Track – Girls w/Chadron at Chadron 3:45 p.m.
- 4 Early Release – 1:30 p.m.
- 6 & 9 EASTER HOLIDAY
- 14 Track at Torrington – 8:00 a.m.
- 18 Early Release – 1:30 p.m.
- 21 Track – Gering Relays – 9:00 a.m.
- 28 Track – BMS Invite 7/8 – 9:00 a.m.

### MAY

- 2 Early Release
- 5 Track – Western Conf. at Alliance 8:30 a.m.
- 10 Orchestra Concert–SHS Auditorium–7:30 p.m.
- 12 Music in the Parks Concert Band Festival -8<sup>th</sup>-
- 15 6<sup>th</sup> grade – egg drop
- 15 BMS Vocal Concert – 7:00 p.m.
- 16 Early Release – 1:30 p.m.
- 17 Spring Band Concert, 6,7 & 8 – 7:30 p.m.
- 24 Last Day for students