# *Bluffs Middle School*

# *Parent and Student Handbook*

## *2011-2012*

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# BLUFFS MIDDLE SCHOOL

# PARENT/STUDENT HANDBOOK
# 2011-2012

## Foreword

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

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. 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. 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.

| **Questions about BMS** | **Contact** |
|---|---|
| Locker Assignments | Counselors |
| Locker Problems | Principals/Custodians |
| Lost and Found | Main Office |
| Schedules | Counselors |
| Student Activities | Core Teachers |
| Classroom/Teacher | Counselors |
| Fines/Fees | Main Office |
| Friends/Other students | Main Office |
| Absences | Attendance Clerk |
| Lunch Tickets | Main Office |

**Main Office 635-6270** **Counselors 635-6283** **Attendance 635-6274**

**Bluffs Middle School**
**Staff List**
**2011-2012**

**CERTIFIED STAFF**

| | |
|---|---|
| Angie Aguallo | Reading/Language Arts (7) |
| Jon Amundsen | Reading/Science (6) |
| RuthAnne Aye | Reading/Language Arts (7) |
| Jim Barker | Reading/Social Studies (7) |
| Wayne Bates | School Psychologist |
| Julia Baucum | Reading/Math (8) |
| Cassie Behnke | Reading/Science (8) |
| Vic Bentley | Reading/Math (6) |
| Jason Blanco | Reading/Social Studies (8) |
| Vern Bourlier | Behavior Disorder |
| Perry Brening | Vocal Music |
| Mike Burda | Physical Education |
| Gina Cannon | Special Education |
| Jill Curry | Special Education |
| Connie Daniels | Reading/Math (7) |
| Andrew Dick | Principal |
| Lisa Downey | Speech/Language |
| Brooke Elley | Reading/Social Studies (6) |
| Carolyn Escamilla | Reading/Social Studies (7) |
| Glenda Ehler | Counselor (6) |
| Ronetta Green | Reading/ Science (7) |
| David Griess | Reading/Science (6) |
| | Orchestra |
| Mike Hayhurst | Reading/Social Studies (8) |
| Colleen Hoff | Counselor (7) |
| Dave Hoxworth | Physical Education |
| Frank Ibero | Band |
| Mike Koch | Band |
| Susan Krzyzanowski | Nurse |
| Julie Landers | Reading/Language Arts (6) |
| Chad Larson | Reading/Math (7) |
| Nikole Leonard | Visual Arts |
| Whitne Lofink | Reading/Social Studies (6) |
| Katie Malm | Reading/Language Arts (8) |
| Amy Meyer | Transitional Learning Center |
| James Miller | Reading/Math (8) |
| Tammie Ostdiek | Family & Consumer Science |
| Marty Patterson | School Psychologist |
| Brianna Rock | Foreign Language |
| Kathy Rueb | Reading/Language Arts (6) |
| Mary Lou Salomon | Reading/Math (6) |
| Anne Schmall | Family & Consumer Science |
| Tammy Sessions | Media Specialist/Reading (6) |
| Erin Shaddick | Reading/Science (7) |
| Kristin Siegfried | Special Education |
| Tracy Simmons | Occupational Therapist |
| Franklin Snocker | Reading/Science (8) |
| Deb Surber | Computers |
| Brooks Talkington | Physical Education |
| Jill Walker | Reading/Language Arts (8) |
| Sharon Walker | Counselor (8) |
| Jody Wentz | Computers |
| Bert Wright | Assistant Principal |

**CLASSIFIED STAFF**

| | |
|---|---|
| Rich Castillo | Head Custodian |
| Robin Davis | TLC Job Coach |
| Jill Deaver | Principal's Secretary |
| Julia Ellis | Food Service |
| Connie Ellwanger | Food Service |
| Janie Garcia | Home Visitor |
| Amanda Gurrola | Special Education PARA |
| Yvonne Hopp | Food Service |
| Becky Kiesel | Special Education PARA |
| Deb Koch | Accompanist |
| Jim Kasza | Custodian |
| Ryan Larson | TLC Job Coach |
| Ricardo Robles | Custodian |
| Jared Mackrill | ISS Supervisor/Behavior PARA |
| Robert Magdaleno | Custodian |
| Carol Marsden | Food Service |
| Carlene Reuter | Food Service |
| Bea Reyes | Counselors' Secretary |
| Vivian Rojas | Attendance Clerk |
| Marcy Seckinger | Food Service Coordinator |
| Joe Soliz | Custodian |
| Theresa Stands | Home Visitor |
| Becky Thornton | Food Service |
| Carol Whiteley | Special Education PARA |
| Emery Wilson | TLC PARA |

# SCOTTSBLUFF PUBLIC SCHOOI

## 2011-2012 School District Calendar

**Adopted: February 7, 2011; Revised: 05/18/11**

### August 2011

| S | M | T | W | Th | 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 | | T-14; S-10 | |

### September 2011

| S | M | T | W | Th | 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 | |
| | | | | | T-21; S-20 | |

### October 2011

| S | M | T | W | Th | 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 | | | | T-20; S-19 | |

### NOVEMBER 2011

| S | M | T | W | Th | 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 | T-19.5; S-19.5 | | |

### DECEMBER 2011

| S | M | T | W | Th | 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 |
| | | | | T-16.5; S-16.5 | | |

**August**

- 10-11: New Tchr Orientation
- 12 & 17: Teacher Prof Dev Day
- 15-16: Orientation/Testing Dates
- 18: First Day for Students

**September**

- 5: Labor Day
- 26: Teacher Prof Dev Day/No Students

**October**

- 20: End of 1st Quarter
- 21: Teacher Work Day/No Students
- 25&27: P/T Conference (4:00-7:00 PM)
- 26: P/T Conferences (4:00-6:00 PM)
- 28: No School-Students/Teachers

**November**

- 23: Early Release - 11:30 AM
- 24-25: Thanksgiving Holiday

**December**

- 23: End of Semester/11:30 AM Release
- 26-30: Christmas/New Year Holiday

**January**

- 2: New Year Holiday
- 3: Teacher Work Day/ No Students
- 4: Second Semester for Students

**February**

- 17 & 20: Presidents' Day/No Students
- 17 & 20: Teacher Prof Dev Days

**March**

- 8: End of Third Quarter
- 9: Teacher Work Day
- 13&15: P/T Conferences (4:00-7:00 PM)
- 14: P/T Conference (4:00-6:00 PM)
- 16: No School - Students/Teachers

**April**

- 6-12: Easter/Spring Break (Stud/Tchrs)
- 13: Teacher Prof Dev Day-No Students

**May**

- 25: Semester ends for Students/Teachers
- 25: Students Dismissed @ 11:30 AM
- 28: Memorial Day

***May 20 - Senior Graduation (1:30 or 6:00 PM)***

### JANUARY 2012

| S | M | T | W | Th | 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 | | | T-21; S-20 | |

### FEBRUARY 2012

| S | M | T | W | Th | 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 | | T-21; S-19 | |

### MARCH 2012

| S | M | T | W | Th | 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 |
| | | | | | T-21; S-20 | |

### APRIL 2012

| S | M | T | W | Th | 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 | | | | T-16; S-15 | |

### MAY 2012

| S | M | T | W | Th | 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 | T-19; S-18.5 | |

*Parent-Teacher (P/T) Conferences are full days for students

**189 Teacher Contract Days**

**Classified Staff Designated Holidays: September 5; November 24-25; December 26-27; December 30-January 2; April 6-9; May 28; July 4*

| 177.5 Instructional Days (Students) | |
|---|---|
| 1st-9 Weeks - 44 days | 3rd-9 weeks - 45 days |
| 2nd-9 weeks - 41 days | 4th-9 weeks - 47.5 days |
| 1st-Semester - 85 days | 2nd-Semester - 92.5 days |

| Monday-Friday | Start | Dismissal |
|---|---|---|
| Senior High | 8:00 AM | 3:30 PM |
| Bluffs Middle School | 7:50 AM | 3:07 PM |
| Elementary | 8:05 AM | 3:30 PM |

# SECTION I – MISSION AND EDUCATION PHILOSOPHY

**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.

**Educational Philosophy of the School District (from Board Policy 102)**

As a school corporation of Nebraska, the Scottsbluff Public School District, acting through its School Board, is dedicated to promoting an equal opportunity for a quality public education to its students within the limitations of the school district's ability and willingness to furnish financial support to provide for students in cooperation with their parents and the school district community, the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem-solving skills that will assist the students' preparation for life shall be instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

**Scottsbluff Public Schools Board of Education**

Bob Kinsey – President
Ruth Kozal – Member
Mark Lang – Member
Kim Magana – Member
John Selzer – Member
Paul Snyder – Member

**Scottsbluff Public Schools Central Office Administration**

Rick Myles – Superintendent
Mike Mason – Director of Curriculum and Instruction
Lavon Hood – Director of Finance
Wendy Kemling – Director of Student Services

## SECTION II – DAILY SCHEDULE AND PROCEDURES

| | |
|---|---|
| **Breakfast** | **7:20 AM** |
| **Hallways** | **7:45 AM** |
| **Classes Begin** | **7:50 AM** |
| **Dismissal** | **3:07 PM** |
| **Students off Grounds** | **3:17 PM** |

**REGULAR DAILY SCHEDULE**

| Period | Time |
|---|---|
| 1 | 7:50-8:35 |
| 2 | 8:39-9:24 |
| 3 | 9:28-10:13 |
| 4 | 10:17-11:02 |
| 5 | 11:06-11:51 |
| HR8A | 11:06-11:28 |
| HR8B | 11:29-11:51 |
| 6 | 11:55-12:40 |
| HR7A | 11:55-12:17 |
| HR7B | 12:18-12:40 |
| 7 | 12:44-1:29 |
| HR6A | 12:44-1:06 |
| HR6B | 1:07-1:29 |
| 8 | 1:33-2:18 |
| 9 | 2:22-3:07 |

**EARLY RELEASE SCHEDULE**

| Period | Time |
|---|---|
| 1 | 7:50-8:23 |
| 2 | 8:27-9:00 |
| 3 | 9:04-9:37 |
| 4 | 9:41-10:14 |
| 5 | 10:18-10:51 |
| HR8A | 10:18-10:34 |
| HR8B | 10:35-10:51 |
| 6 | 10:55-11:28 |
| HR7A | 10:55-11:11 |
| HR7B | 11:12-11:28 |
| 7 | 11:32-12:05 |
| HR6A | 11:32-11:48 |
| HR6B | 11:49-12:05 |
| 8 | 12:09-12:42 |
| 9 | 12:46-1:19 |

**Entering and Leaving the Building**

**Beginning of School:**

Students should not be on school grounds prior to 7:30 AM. Students who eat breakfast at school will be allowed in the building at 7:20 AM.

**Student Pick Up and Drop Off:**

Parents should make arrangements to pick up and drop off students in the following locations:

8th Grade—West Parking Lot
7th Grade—Main Entrance and Along 23rd Street
6th Grade—Along 2nd 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.

- Sixth grade students will wait on the east side of the annex near the library's reading patio.
- Seventh grade students will wait near the main entrance on the south side of the main building.
- Eighth grade students will wait on the west end of the main 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 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 3:07 PM. Make-up work, special help, after school detention, club meetings, and other school activities begin immediately after 3:07 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 3:17 PM.

**Visitors**

All visitors must report to the main entrance to sign in to receive a visitor's pass. Parents are welcome at all times. Please sign in/out at the main entrance upon entering/exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

**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 parent permission. The parent must come to the office window to pick up their students and sign them out.

**Cafeteria**

Hot lunch may be purchased or students may bring a sack lunch from home. Milk and milkshakes are also available for purchase.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

**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.

***Be Safe—Not likely to cause any physical injury or harm.***

- Follow Cafeteria Safety Guidelines.
  - ✓ Remain in cafeteria area until dismissed or with permission and a pass.
  - ✓ Keep food on tables.
  - ✓ Food is for eating and absolutely nothing else.

***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.
  - ✓ Keep all food in the lunch area.
  - ✓ Clean up your area.

***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.

**Home Room Lunch Period**
Students will have a 22 minute study hall during their lunch period. Students will be involved in study skills, completing assignments, and will have opportunities to watch CNN Student News during this period.

## SECTION III – EMERGENCY INFORMATION

**Severe Weather and School Cancellations (from Board Policy 905.08)**
In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

At the beginning of each school year students, parents/guardians, and staff will be informed of the procedures used to notify them in case of an emergency closure.

For your consideration: Parents/guardians should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning unless a parent/guardian is present to pick the student up. Tornado

safety procedures are practiced regularly by students and staff members. Also, parents/guardians are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

**Emergency Conditions**

Bluffs Middle School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit System, Tornado Warning System, and Critical Incident Response.

## SECTION IV – SCHOOL PROPERTY

**Smoke-Free Environment (from Board Policy 1006.02)**

Scottsbluff Public Schools declares all of our schools' buildings and grounds to be smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are smoke-and tobacco-free and abide by our District's policy.

**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.

Fines are determined on books according to the following criteria:

| **Lost Book:** | **Replacement Cost:** |
|---|---|
| Missing one or both covers: | Same as lost book |
| Loose Cover: | $8.00 |
| Missing Page: | $1.00 per page (up to replacement cost) |
| Torn Page: | $1.00 per page (up to replacement cost) |
| Marks that cannot be erased: | $.50 per mark (up to replacement cost) |

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 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.

**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.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.
2. Officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
3. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as possible.

**Video Surveillance (from Board Policy 801.15)**

The board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the videotapes may be used as evidence in a student disciplinary hearing.

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation shall be disciplined in accordance with the school district policies and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.

Video cameras are used in hallways and exterior of the building to monitor and maintain a safe environment for students and employees.

**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.

**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, IPODS, 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 main office, where the articles can be claimed by the owner. If articles are lost at school, student should report that loss to office personnel.

**Accidents**
Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

**Eye Protective Devices (from Board Policy 905.09)**
The district shall supply eye protective devices for teachers, students and visitors to all shops and laboratories meeting the standard of the American National Standard Practice for occupational and Educational Eye and Face Protection as approved by American National Standard Institute (ANSI).

Every teacher and student shall be required to wear eye protective devices at all times while participating in or observing the following courses of instruction:

1. Vocational, technical, industrial arts, chemical, or chemical-physical involving exposure to:
   a) Hot molten metals or other molten materials;
   b) Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
   c) Heat treatment, tempering, or kiln firing of any metal or other materials;
   d) Gas or electric arc welding or other forms of welding processes;
   e) Repair or servicing any vehicle; or
   f) Caustic or explosive materials; and
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

**Insurance**
Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

**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's office.

# SECTION IV – ATTENDANCE

**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. The tardiness count will start over at the beginning of each semester for semester or year long courses and at the beginning of quarter long courses. The accumulation of tardies will be counted individually for each class the student attends.

Definition of a Tardy – A student will be counted tardy if they are not in their classroom working on starters, filling in their agenda, or picking up materials. If they are walking or running into class when the bell rings, they will be counted tardy.

**Tardy #1** Warning: Teacher will notify and/or visit with the student about his/her tardy.
**Tardy #2** Teacher will conference with student about tardiness. The time of the conference will be at the teacher's discretion.
**Tardy #3-6** Student will serve 15 minutes with teacher either before or after school. Teacher will contact parent/guardian to discuss the situation
**Tardy #7** Office Referral

**Teacher Expectations and Guidelines:**

- Teachers will keep track of tardies on Infinite Campus.
- Teachers are the ones who should dismiss class.
- Teachers will document their parent/guardian contacts.
- Students who fail to serve detention will receive a Low Level Referral for "Non-Compliance."
- The teacher and student will work out the arrangements for the student to serve their detention.

**Tardy vs. Absent**

A student late to class within the first 10 minutes of class will be counted tardy. A student missing more than 10 minutes of class will be counted absent.

**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. Any absence not called in within 48 hours will be listed as an unexcused absence/truancy.

**Student Attendance Referrals to Scotts Bluff County Attorney's Office**
**(Pursuant to Nebraska State Statutes: §79-201 and §79-209)**
The policy at the County Attorney's office will be that we will continue to set up meetings regardless of the reason that the absences are reported in the attendance records at the school. This means that even if the reasons for the absences are documented as illnesses or excused by the school, the County Attorney's office will still meet with students and parents to set up attendance plans to ensure that the student is compliance with the state compulsory attendance laws. The statute requires that all schools make a report to the County Attorney's office when a student is absent more than 20 days per year. Our policy is to continue meeting with school officials and students and families at that point. There are schools who have reported to the County Attorney's office when a student has missed less than 20 days per year and the County Attorney's has met with the school and families in those circumstances. Our office will continue to meet in those circumstances as well.

Upon meeting with the families, students, and school officials, the County Attorney's office will consider the circumstances behind the large number of absences and take action accordingly. The action taken by the County Attorney's office could include filing a juvenile petition for truancy in the Juvenile Court or setting up an attendance plan through our diversion office.

**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 from the office. 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 five to 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 AM and assignments will be available between 3:07-3:45 PM.

**Grade Level Make-Up Work Guidelines**

**6th Grade:**

Some assignments are time sensitive and will not be accepted past given due dates; however, most late papers will be taken with a certain percentage deducted.

1. Items received within one week of the due date will have 10% deducted.
2. Items received after one week of the due date will have 30% deducted.
3. Time sensitive assignments will receive a 0 and will be marked missing in the grade book as these cannot be made up.

**7th Grade:**

1. An assignment is considered late if submitted after the teacher's established due date.
2. The highest grade a student may earn on a late assignment is a 60%.
3. UPDAY is the cutoff date for all late work being turned in. (Generally, UPDAY is one week before the end of the quarter.)

**8th Grade:**

1. An assignment is considered late if submitted after the teacher's established due date.
2. The highest grade a student may earn on a late assignment is a 60%.
3. The assignment will not be accepted after two weeks past the teacher's established due date.

**Transferring In/Out**

For students moving to or from public schools, Federal Law 99.31 states that "no parent signature is required for educational records sent to another educational agency." It is important that parents notify the school if they are transferring to a different district.

# SECTION V – SCHOLASTIC ACHIEVEMENT

**Marking System and Report Cards**

Report cards are issued at the end of each nine weeks. Classes meeting for a full year or for only one nine week period will 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.

**Student Promotion, Retention, or Acceleration (from Board Policy 611.02)**

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.
Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the teachers and the principal, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision will rest with school authorities.

**Class Credit Policy**

Students at Bluffs Middle School take eight classes each day and receive a 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 who have earned less than 14 credits may be retained the following year at that current grade level. Each student's situation will be evaluated by teachers, counselors, and administrators on an individual basis.

We offer students these options to remain in good academic status.

1. Academic support from classroom teacher
2. Special Courses

**Special Courses Offered for Recommended BMS Students**

**Focus Courses** – Students who have been identified as below grade level in reading, math, or writing will be given the opportunity to take a 9-week intervention class called Focus Math, Focus Reading, or Focus Writing. These courses will take the place of a 9-week exploratory. Focus Courses will utilize A+ Learning Systems as a supplemental curriculum.

**Guided Study** – To provide extra support for students who are struggling academically at Bluffs Middle School, students may be placed into a Guided Study rather than an exploratory for nine or more weeks. This will provide extra support from a certified teacher in a structured setting.

**Accelerated Courses** – These courses will be offered in the areas of reading and math for students in grades 6-8 and in language arts for students in grades 7 and 8. Enrollment in these courses is based on teacher recommendation, student grades, and performance on assessments.

**Honors Opportunities**

For the 2011-2012 school year, all BMS students will have the opportunity to pursue Honors Opportunities in Science. 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, either for credit (by completing all honors options for the class) or for personal interest (choosing on an assignment-by-assignment basis).

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.
- Availability to interested students in Science, for one assignment or multiple assignments.
- Notation on the report card of any student who completes the honors requirement for the semester(s).

*Every student can be an honors student at Bluffs Middle School!*

**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 25th and October 27th from 4:00-7:00 PM, October 26th from 4:00-6:00 PM, March 13th and March 15th from 4:00-7:00 PM, and March 14th from 4:00-6:00 PM.

## SECTION VI – GUIDANCE AND HEALTH SERVICES

**Child Find (from Board Policy 604.03.02)**

All children with disabilities residing in Scottsbluff Public Schools, including children with disabilities attending non-public schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related 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 2011-2012 school year are assigned to counselors as follows:

| | |
|---|---|
| **6th Grade** | **Mrs. Glenda Ehler** |
| **7th Grade** | **Ms. Colleen Hoff** |
| **8th Grade** | **Mrs. Sharon Walker** |

## 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 reception area in the main building. 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.**

## Emergency Referral Cards

The information on these cards is vitally important in those instances when a student becomes ill or is injured. The parents or designated persons will be contacted before a child is sent or taken home. Parents will be notified in the event the school nurse's diagnosis indicates that sores or eruptions are infectious. **It is a parental responsibility to keep emergency cards up-to-date with changes of address, home phone numbers or work phone numbers.**

## Physical Education Limitations

If a student is not to participate for more than one day in physical education please provide the school with a note from your doctor. Students with physical limitations such as, 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 six 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 June 1st of each year**.**

## Medications

Students must bring daily medication to the school nurse's office for safekeeping. Medication is taken in the nurse's office. A medication permission form must be completed before your child

may receive medication at school. The Medication Permission form in the Parent-Student 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:**

Prescribed for daily and/or use for the duration of the school year. Medication must be property 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 protocol available at the back of this booklet and 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.**

## Scottsbluff Public Schools Head Lice Administrative Procedures

***INTRODUCTION***

Scottsbluff Public Schools have developed the following head lice administrative procedures. The aim of these procedures is to ensure a consistent, coordinated and cooperative approach to managing head lice in the school community.

***ROLES AND RESPONSIBILITIES***

***The Parents' responsibilities are:***

- to learn about head lice infestation and management by reading the Head Lice Fact Sheet
- to regularly check their child's hair for head lice infestation;
- to treat their child's hair immediately if the child has head lice, using the advice in the Head Lice Fact Sheet;
- to inform the school and other close contacts if their child has a head lice infestation, and to confirm that treatment of their child's hair has commenced.
- to be aware of and follow the school's head lice management protocol

***The School Nurse's role is:***

- to provide information, advice and education to parents and the school community about head lice management;
- to provide additional advice for families experiencing persistent head lice infestation;

***The School's responsibility is:***

- to develop, implement and maintain a head lice management protocol;
- to ensure that parents and staff are aware of the school's head lice protocol, and that parents are provided with a copy of the Head Lice Fact Sheet when their child is enrolled and on request.

***HOW HEAD LICE INFORMATION IS DISSEMINATED***

The School takes the following steps to ensure that accurate up-to-date head lice treatment advice is provided to the school community:

**HEAD LICE FACT SHEET:**

- is included in the student enrollment package;
- is displayed in the school office waiting area, with extra copies available for parents
- is sent home to the parents of a child with head lice
- is regularly promoted in the school newsletter and through other appropriate channels

**Other head lice education and management strategies:**

- **Head Lice Coordinator**
  The Principal and/or School Nurse is the contact person for staff and parents for dealing with head lice issues. S/he is responsible for organizing dissemination of head lice information, arranging head lice education and management activities, and following up head lice Letters to Parents. Parents who require information should contact the Coordinator via the school office.
- **Head lice management information sessions**
  Head lice information sessions are provided annually for staff and parents by the School Nurse, to ensure the school community is well informed.
- **Whole school or class-by-class 'Synchronized Weekend Head Lice Checks'**
  Synchronized weekend head lice checks at home by parents are promoted as necessary. Information about this promotion is provided well in advance via the newsletter and a note home to parents. A short class head lice education session is also undertaken prior to the promotion weekend.

***WHAT HAPPENS WHEN A CHILD IS FOUND TO HAVE HEAD LICE?***

The School undertakes the following steps to ensure that a clearly defined process is followed when a child is found to have head lice:

***One:***

- The student's parent is called to take home his/her child. A Letter to Parents of a Child Found to have Head Lice is sent home with the student. The Letter informs the parents that their child has head lice and advises them that the child must commence head lice treatment before returning to school. A copy of the Head Lice Fact Sheet is on the reverse of this letter.
- If available, translations of the Head Lice Fact Sheet are provided to non-English speaking parents. Alternately, where appropriate, parents are advised by telephone. Interpreter services such as a telephone interpreter service are used if required.

***Two:***

- Once treatment has commenced, the parents of the child with head lice should send the child back to school with the completed Confirmation of Treatment tear-off section of the Letter to Parents. Parents are reminded that treatment must be completed over the 10-day period.
- If the Confirmation of Treatment slip, or similar note, is not returned and the student is not able to confirm that treatment has commenced, then the class teacher informs the School Nurse or Principal. The School Nurse or Principal contacts the parents to check that they have received the Letter to Parents and the Head Lice Fact Sheet.
- If the Letter to Parents and the Head Lice Fact Sheet have been received but no treatment has started, then the parents are asked if they are experiencing any difficulty. Appropriate assistance is offered if parents are experiencing difficulty, e.g. serious financial hardship, or literacy or language difficulty.
- If the parents have no particular difficulty, then they are reminded of their responsibility to the child and to the school community. The parents are advised that the child must not return to school until treatment has begun. Parents must return a note to school with the child, or phone the School Nurse or Principal, to confirm this.

***Three:***

- Where a student again returns to school without treatment having commenced, the School Nurse or Principal may undertake phone contact or arrange a home visit with the parent. The purpose of this is to help identify any undisclosed difficulty, and to assist and advise the parents with the head lice treatment.

***Four:***

- Where a student yet again returns to school without evidence of treatment, the Principal will contact the parents and advise that the student is immediately excluded from school, until treatment has commenced and the school notified. The parents will again be offered assistance by the School Nurse.
- Home work will be provided for the student, with teacher telephone support where appropriate.

***Five – ongoing:***

- Where a student continues to be absent from school without due reason, the matter will be dealt with in accordance with the school's Absenteeism Policy. Head Lice infestation is easily treated and is not a disease. Where all parent support and information has been

provided, and there is no remaining barrier to treatment, failure to treat is not a valid reason for absence from school

**In the last resort only** – where considered appropriate by the Principal, the family may be referred to the Department of Health and Human Services, e.g. where a child is experiencing ongoing psychological distress, or if infected sores result from untreated head lice infestation and the sores remain untreated. Informing parents of this decision prior to referral is at the discretion of the Principal.

***ADDITIONAL KEY POINTS:***

**Hairstyles**

- Students with long hair must wear it tied back, braided and/or pinned.

***Recommended treatments***

- The School advises parents to read the Head Lice Fact Sheet, available free from the school office.

***Checking hair for head lice***

- **Class or whole school 'head checks'**
  School staff and the School Nurse **do not routinely** undertake class head checks for head lice, as this is not an efficient or effective strategy for head lice control. Head lice can move at up to 30 cm per minute. They move rapidly away from searching hands and so an infestation can easily be missed. Most children do not have head lice, so valuable class time is wasted checking such children unnecessarily. In addition, it is the responsibility of individual parents to check their own child's hair for head lice. Screening for head lice is most effectively undertaken by parents combing their child's hair using hair conditioner to slow down the head lice, together with a metal 'nit' comb.
- **Checking a student who is believed to have head lice:**
  In the case of an individual student, the School Nurse may examine a student's hair where there is reason to believe a student may have head lice, i.e. where eggs (nits) or crawling head lice have been sighted or where a child is scratching the head excessively.

  Staff are aware that a 'dry' head check may be unreliable. If, on inspection, no signs of infestation are seen, the parent is nevertheless informed and is asked to check using hair conditioner. A Letter to Parents is sent home to inform parents.

Exclusion of a student from school

- Students found to have head lice may be excluded from school at the discretion of the Principal until treatment has begun and all live head lice are being removed. In practice, this means students can return to school the morning after treatment has commenced, **provided that** effective treatment is completed consistently over the following 10 days. A few remaining eggs are not a reason for exclusion.

# SECTION VII – STUDENT CODE OF CONDUCT AND BEHAVIOR EXPECTATIONS

**Bluffs Middle School Code of Conduct and Behavior Expectations**

Bluffs Middle School staff has developed a Positive Behavior Support (PBS) program which 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 consequences. Reinforcing consequences for "good choices" may include, but are not limited to participation in school-wide activities, verbal praise, school-wide recognition, and positive letters and phone calls to parents by staff members.

Consequences for negative behavior will be based on the PBS 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 to help each child become a responsible citizen. Parent 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 restroom, office, 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.***

**Drugs, Alcohol, or Tobacco Violations**

The use or possession of drugs, alcohol, or tobacco in the building, on the campus, or at any school related activity is not permitted. Students shall not bring any form of drugs, alcohol, or tobacco to school. Any student found using, or in possession of drugs, alcohol, or tobacco on school property will be given appropriate consequences in accordance with the PBS Discipline Matrix. 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.

**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.

**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 7:20 AM – 3:07 PM or while involved in a school sponsored activity.

- Cell phones
- Personal listening devices; hereafter referred to as devices
- Other related electronic media devices; hereafter referred to as devices

Staff guidelines for the confiscation of a cell phone/other devices:

- Phone/device is heard
- Phone/device creates a disruption of any kind
- Student is using the phone/device for any reason (talking, texting, reading, checking messages, viewing, playing, listening, checking time, etc.)

Student response to confiscation:

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

Parental notification & consequences:

- First offense: Students will notify parent/guardian of the situation and take responsibility for having their parent/guardian come to school to pick up their phone/device. Phone/device will only be returned to the parent at the end of the day (after 3:07 PM) with a formal warning given at that time.
- All subsequent offenses: Notification that the 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 PBS Discipline Matrix in the Bluffs Middle School Parent/Student Handbook. 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 phone/device and score of 0 will be recorded.

If a student allows another student to use their phone/device 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 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 phones/devices in their lockers.

By bringing a cell phone, personal listening device, and/or an electronic media device to school, the student and parent give consent for the reasonable search of the cell phone, personal listening device, and/or an electronic media device if school administrators believe the device could reveal information that is in violation of school rules.

**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. videotaping a fight), or is sexually explicit (commonly called sexting) may face additional disciplinary actions as deemed appropriate by administration.

**Dress Code Expectations**

Students at Bluffs Middle School are expected to dress appropriately for school. Below are the dress code expectations.

- No hats, do-rags, or inappropriate headwear.
- No saggy or baggy pants.
- No pajama apparel.
- No revealing clothes or tops.
    - ✓ No midriff showing
    - ✓ No cleavage showing
    - ✓ No spaghetti straps
    - ✓ No A-shirts
    - ✓ No tank tops
    - ✓ No short shorts—shorts must be mid thigh length or longer
- No inappropriate accessories, i.e. chains, gloves, sunglasses, etc.
- No inappropriate slogans or lettering.

  *Examples of Restricted Clothing:*
    - ✓ Homies Apparel
    - ✓ Player 69
    - ✓ Tobacco/Alcohol/Drug Related Apparel
    - ✓ Gang Related Apparel
    - ✓ Vulgar or Offensive (guns, violence, sexual, etc.)
- Wear appropriate footwear.
- No prescription sunglasses may be worn in the building, unless they are transition prescription glasses.

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

- Backpacks, gym bags, coats, and jackets.

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

**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.

**Bluffs Middle School 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.

1. BMS students will sit only in the designated area of the SOUTH section of the EAST grandstand.
2. You may sit in one of the other sections of the WEST grandstand only if you are accompanied by and sit with a parent.
3. 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.
4. 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.
5. If you leave the game you will not be allowed to return.
6. At NO TIME are students to be on the playing field.
7. Students will not sit on or lean over the restraining walls at the back or sides of the stadium.
8. Please keep the aisles clear at all times.
9. Please stand, remove your hat, and be respectful during the playing of the Star Spangled Banner.

**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. You will be asked to leave if you are constantly out of your seat and/or not abiding by any of the above expectations.**

**Student Rights, Emergency Exclusion, Suspension, Expulsion or Reassignment of Students (from Board Policy 504.01a)**

This Board Policy is adopted to comply with the terms of Neb. Statute 79-268 et seq. Much of its language is abbreviated from the Law. Wherein this Policy does not comply with or is in conflict with said statutes, the provisions of said statutes shall nevertheless govern.

The Board of Education hereby authorizes:

1. emergency exclusion;
2. short-term suspension;
3. long-term suspension;
4. expulsion; or
5. mandatory reassignment of any pupil from school for conduct prohibited by law or by the Board's rules or standards.

Rules and standards shall be established by school officials, by delegation, and authorization of the Board of Education through handbooks and publications.

Rules and standards which form the basis for the above matters are set forth in the buildings' parent/student handbooks which shall be distributed at least annually at the beginning of each year, and shall be given to new students as they enter school during the term. Handbooks shall be approved by the Board of Education. A copy of this Policy shall be included in the handbooks.

1. **Definitions:** Board policy hereby provides for five types of exclusions:
   a. Emergency Exclusion: Exclusion for an initial period of up to five days for reasons of health, danger to the person, or disruptive conduct.
   b. Short-Term Suspension: Suspension to last from one to five school days.
   c. Long-Term Suspension: Suspension to last from six (6) to twenty (20) school days.
   d. Expulsion: Exclusion from attendance in all schools in the System in accordance with §79-283, R.R.S. 1943.
   e. Mandatory Reassignment: Involuntary transfer of a student to another school within the System in connection with any disciplinary action.

2. **Emergency Exclusion:**
   a. Any student may be excluded from school for the following circumstances, subject to the procedural provisions of section §79-268 et seq., and if longer than five school days, subject to the provision of subsection (3) of §79-264.
      1) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community; or
      2) If the student's conduct presents a clear threat to the physical safety of himself/herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
   b. An emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than is necessary to avoid the dangers described in subsection (1) of this section.

c. If the superintendent or his designee determines that such emergency exclusion shall extend beyond five days, the school board shall adopt a procedure for a hearing to be held and a final determination made within ten school days after the initial date of exclusion. Such procedure shall substantially comply with the provisions of section §79-266 to 79-287 and such provisions shall be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

The exclusion may last only as long as a clear factual situation warrants it. It may initially last for up to five school days and the following procedure should be followed:

a. The principal should investigate.
b. The student should receive oral or written notice of the charges and the reasons for the exclusion.
c. The student should be told the basis of the evidence used to make the decision.
d. The student should be given an opportunity to present his/her version of the story.
e. Parents should be notified within 24 hours.
f. The principal should try to hold a conference with the parents before or at the time the student returns to school.

3. **Short-Term Suspension:** The principal may suspend a student for as many as five school days for conduct which:
   a. Constitutes grounds for expulsion under the law.
   b. Violates the rules of the Board as outlined in the student handbooks.

   ***The following procedure should be followed:***

   a. The principal should investigate
   b. The student should receive oral or written notice of the charges and the reasons for the suspension.
   c. The student should be told the basis of the evidence used to make the decision.
   d. The student should be given an opportunity to present his/her version of the story
   e. Within 24 hours of such additional time as is reasonably necessary following suspension, a written statement shall be sent to the student and his or her parents or guardian describing the student's conduct, misconduct, or violation of rule and reason for action taken.
   f. The principal should try to hold a conference with the parents before or at the time the student returns to school
   g. Any student who is suspended pursuant to this Section may be given an opportunity to complete any class work, including but not limited to, examinations missed during the period of suspension pursuant to guidelines established for granting such opportunity to suspended students. These guidelines shall be provided to the student and parent or guardian at the time of suspension.

4. **Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:**
   The following conduct constitutes grounds for long-term suspension, expulsion or mandatory reassignment when it occurs on school grounds or during an educational function or event off school grounds.
   a. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
   b. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
   c. Causing or attempting to cause injury to a school employee, any student, or to a school volunteer. Personal injury caused by accident, self-defense, or other action undertaken on

the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.

d. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
e. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
f. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance as defined in §28-401, a substance represented to be a controlled substance or alcoholic liquor as defined in §53-103 or being under the influence of a controlled substance or alcoholic liquor.
g. Public indecency, as defined in Section §28-806, except that this subdivision shall apply only to students at least twelve years of age, but less than nineteen years of age.
h. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur on school grounds not at an educational function or event. For purposes of this subsection, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in section §28-319 and section §28-320.
i. Engaging in any other activity forbidden by the laws of the State of Nebraska, which activity constitutes a danger to other students or interferes with school purposes.
j. Repeated violation of any rules and standards validly established pursuant to Section §79-262, if such violations constitute a substantial interference with school purposes.

5. **Notice of Disciplinary Action** (In cases of long term suspension, expulsion, or mandatory reassignment): The principal or other person who decides to discipline a student must file a written charge and summary of the evidence with the Superintendent of Schools on the date of the decision.

***The following procedure shall be followed:***

a. On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student and his or her parent or guardian informing them of the rights established under the Student Discipline Act;
b. Such written notice shall include the following:
   1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student
   2) The penalty, if any, which the principal has recommended in the charge, and any other penalty to which the student may be subject;
   3) A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student shall have a right to a hearing, upon request, on the specified charges;
   4) A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing
   5) A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian shall have the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substances of their testimony; and

6) A form (504.01 Form 1) on which the student, the student's parent, or the student's guardian may request a hearing to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail as prescribed in section §79-271 and 79-272; and

c. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose, or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

6. **Settlement Not Precluded:** The student, student's parents or guardian may settle the matter with School officials without a hearing prior to having a hearing, and the matter will then be concluded.

7. **The Penalty:** If a hearing is requested within five days, as provided by the law, the matter shall be handled by a hearing examiner. The hearing examiner's report and recommendations shall be reviewed by the Superintendent of Schools and by the Board, if appealed. The Superintendent and Board may change or reduce the penalty, but may not increase it.

8. **The Hearing Examiner:** The hearing examiner shall:
   a. Be any person (including any school employee) who:
      1) has not brought the charges;
      2) will not be a witness;
      3) has no involvement in the charge.
   b. Be appointed by the Superintendent upon receipt of a written request for a hearing.
   c.. Give written notice, within two days of being appointed, of the time and place of the hearing.
   d. Set the hearing within five days of the request, but may extend this time period for good cause.
   e. Not set the hearing on less than two days' actual notice to the parties (without their consent).
   f. Remain impartial.
   g. Be available before the hearing to answer questions on the nature and conduct of the hearing.
   h. Request legal counsel to be present at the hearing if he/she deems it advisable. The hearing examiner may be advised by legal counsel in the conduct of the hearing.
   i. Exclude the student, if he/she deems it advisable, at times when the student's psychological evaluation or emotional problems are being discussed.
   j. Be in charge of the hearing and exclude disorderly persons.
   k. Not be bound by rules of evidence.
   l. Ask witnesses to testify at the hearing, in his/her discretion.
   m. Administer an oath to the witnesses.
   n. Make reasonable efforts to assist in obtaining the presence of witnesses.
   o. Question any witness, in his/her discretion.

p. Conduct one hearing for a group of students, when the facts and charges are substantially the same.
q. Provide separate hearings when a student's rights are substantially prejudiced by a group hearing.
r. File a report of findings and recommendations.
s. Limit the findings and recommendations solely to the evidence presented at the hearing.
t. Explain the recommendations in terms of the needs of the student and the School Board.

9. **The Hearing:** If such a hearing is requested within said five school days of the student's receipt of written notice:
   a. The Superintendent shall appoint a hearing examiner.
   b. Within two school days of being appointed, the hearing examiner shall issue written notice of hearing to be held within five schools days of the school's receipt of the request.
   c. The recommended punishment shall not go into effect. However, a school could exclude a student on an emergency basis or suspend a student for as many as five school days and concurrently initiate procedures for long-term suspension, expulsion or mandatory reassignment.

If a hearing is not requested by the student or the student's parent or guardian within five days following the receipt of written notice, the punishment recommended in the charge by the principal or his or her designee shall automatically go into effect upon the fifth school day following receipt of the written notice by the student or his or her parent or guardian.
If a hearing is requested after five school days of receipt of written notice, but before thirty calendar days, a hearing shall be held and the punishment shall continue in effect pending a final determination.

***Before the Hearing:***

a. Records and statements of witnesses must be made available for examination.
b. The principal shall give the hearing examiner statements, in affidavit form, of persons with information about the student's conduct, but not unless these statements have been made available to the student, the student's parents, guardian or representative prior to the hearing.
c. Witnesses may be asked to attend the hearing by the student, the student's parents, guardian or representative, the principal, or the hearing examiner.

***At the Hearing:***

a. The proceedings need not be conducted by the rules of evidence.
b. The hearing examiner will be in charge and may exclude disorderly persons.
c. The hearing examiner, the student, the student's parents or guardian, the student's representative, if any, and counsel for the Board of Education, if the Board chooses to have counsel present (and the hearing examiner may request the advice of legal counsel) shall attend the hearing.
d. Legal counsel for the Board may advise the hearing examiner in the conduct of the hearing or act as the principal's designee, but the same person may not serve both functions.
e. The student may bring a representative and that person may be an attorney.
f. Witnesses may be questioned by the student, parents, guardian or representative, the principal, the school's legal counsel, or the hearing examiner.
g. Witnesses shall give testimony under an oath administered by the hearing examiner.
h. Witnesses shall be present only when giving information.
i. All persons giving evidence shall have the same immunity as a person testifying in a court case.
j. The student may be excluded from the hearing, at the discretion of the hearing examiner, when the student's psychological evaluation or emotional problems are being discussed.

k. Students may be given a group hearing when the facts and charges in each of their situations are substantially the same.
l. The School District shall record the hearing at its own expense. (A tape recording will suffice).

10. **The Decision:** The hearing examiner's report:
    a. Will include his/her findings and recommendations for action.
    b. Will explain the recommended action in light of the needs of the student and the School.
    c. Must be based on the evidence at the hearing.
    d. Shall be reviewed by the Superintendent who may change or reduce the penalty, but may not increase it.

The decision of the Superintendent and the findings of the hearing examiner shall be communicated to the student, student's parents or guardian, by mail or personal delivery and will take effect upon delivery.

a. Except as herein provided, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (1) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (2) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year subject to the provisions of subsection (c) of this section. Such action may be modified or terminated by the school district at any time during the expulsion period.
b. The expulsion of a student for (1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student except as provided in subdivision (3) of section §79,4,180 or (2) the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.
c. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing examiner after the hearing examiner has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be readmitted for the upcoming school year. If the School Board or Board of Education or a committee of such Board took the final action to expel the student, the student may be readmitted only by the action of the Board. Otherwise, the student may be readmitted by action of the superintendent.
d. A school district that has expelled a student may suspend the enforcement of such expulsion for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect and may, as a condition of such suspended action, assign the student to a school, class, or program which the school district deems appropriate for rehabilitation of the student. Any two or more school boards may join together in providing such schools, classes, or program, and any district may by agreement with another district to send its suspended or expelled students to any school, class, or program, already in operation by such other school. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or

program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation.

e. At the conclusion of the designated period, the school district shall (1) reinstate any student who has satisfactorily participated in the school, class, or program to which such student has been assigned and permit the student to return to the school of former attendance or to attend other programs offered by the district or (2) if the student's conduct has been unsatisfactory, enforce the expulsion action.

11. **Appeal to the Board of Education:** The student, student's parents or guardian may appeal the Superintendent's determination by written request, filed with the Secretary of the Board or the Superintendent, within 7 school days following the receipt of Superintendent's determination.

    The appeal shall be made solely on the record of the hearing, except that new evidence may be admitted to avoid substantial threat of unfairness.

    ***The hearing board shall:***

    a. Meet on or before the next regularly scheduled meeting of the Board of Education.
    b. Be composed of the Board of Education or a designated committee of the Board, consisting of not less than three members.
    c. Record any new evidence.
    d. Take new evidence, if necessary, to avoid the threat of substantial unfairness.
    e. Withdraw to deliberate privately on the record and any new evidence.
    f. Reopen the hearing to receive new evidence if the Board deems it necessary.
    g. Approve or change the Superintendent's decision, but it shall not approve a more severe sanction.
    h. Notify the student and the student's parents or guardian of the Board's final action by personal delivery or certified mail.

12. **Appeal to the District Court:** Any aggrieved party may appeal a final decision in a contested case to the district court of the county where the action was taken. The appeal must be filed within 30 days after service of the final decision by the Board of Education. The record of the case shall consist of:

    a. The charge.
    b. The notice.
    c. The evidence presented.
    d. The hearing examiner's findings and recommendations.
    e. The action of the Superintendent.
    f. Any additional evidence.
    g. Any additional action taken in the case.

**Reporting Student Law Violations**

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises,
3. The Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the

officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

4. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the District to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
   a. Knowingly possessing illegal drugs or alcohol.
   b. Assault.
   c. Vandalism resulting in significant property damage.
   d. Theft of school or personal property of a significant nature.
   e. Automobile accident.
   f. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

# PBS Discipline Matrix

| School-Wide Infractions | Formal Warning/Parent Contact | Detention | | | | In-School Suspension Days | | | | | Out-of-School Suspension Days | | | | | | Hearing for Expulsion |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Number of Days** | | **1** | **2** | **3** | **5** | **1** | **2** | **3** | **4** | **5** | **1** | **2** | **3** | **4** | **5** | **10** | |
| Arson (Setting a fire) | | | | | | | | | | | | | | | | | 1 |
| Attendance Policy Violation | Time For Time | | | | | | | | | | | | | | | | |
| Battery (Physical Attack/Harm) | | | | | | | | | | | | | | | 1 | | 2 |
| Burglary/Breaking and Entering | | | | | | | | | | | | | | | 1 | 2 | |
| Cell Phone/Electronic Device Violation | 1 | | 2 | | 3 | 4 | | 5 | | 6 | | | | | | | |
| Cheating/Academic Misconduct | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → |
| Drug, Alcohol, or Tobacco Violation | | | | | | | | | → | → | → | → | → | → | → | → | → |
| Extortion | | | | | | | | 1 | | 2 | | | | | 3 | | |
| Fighting (Mutual Altercation) | | | | | | | | → | → | → | → | → | → | → | → | → | → |
| Firearm Violation | | | | | | | | | | | | | | | | | 1 |
| Five Low Level Referrals | → | → | → | → | → | → | → | → | → | → | | | | | | | |
| Forgery | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → |
| Gross Teacher Disrespect/Profanity to Staff Member | | | | | | | 1 | | 2 | | | 3 | | | 4 | | 5 |
| Other Object used as a weapon | | | | | | | | | | | → | → | → | → | → | → | → |
| Possession of a Knife | | | | | | | | | | | | | | | 1 | | 2 |
| School Threat (Threat of Destruction or Harm) | | | | | | | | | | | | | | → | → | → | → |
| Serious Disruptive Behavior | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → |
| Sexual Assault | | | | | | | | | | | | | | | | → | → |
| Sexual Harrassment | | | | | → | → | → | → | → | → | → | → | → | → | → | → | → |
| Six Plus Low Level Referrals | | | | → | → | → | → | → | → | → | → | → | → | → | → | → | → |
| Tardy Policy Violation | | | | 1 | 2+ | | | | | | | | | | | | |
| Teasing/Harassing, Bullying | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → |
| Theft (Stealing Personal or Other Property) | | | | | | | | | → | → | → | → | → | → | → | → | → |
| Threat/Intimidation (Causing Fear or Harm) | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → |
| Trespassing | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → |
| Vandalism (Damage to School or Personal Property) | (Reimbursement) | | | | | | 1 | | 2 | | | | | | 3 | | |
| Violation of School Rules (Disobeying School Policy) | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → | → |

The PBS Discipline Matrix 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.

# SECTION VIII – RULES AND REGULATIONS FOR EXTRACURRICULAR ACTIVITIES

**Student Fees (from Board Policy 504.19)**

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or non specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. **Extracurricular activities** means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. **Postsecondary education costs** means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers for any of the following shall be provided for students who qualify for free or reduced-price lunches:

1. Fees and specialized equipment and specialized attire required for participation in extracurricular activities;
2. Admission fees and transportation charges for spectators attending extracurricular activities; and
3. Materials required for course projects where the project becomes the property of the student upon completion.

The superintendent shall establish a Student Fee Fund to ensure that funds collected as fees are properly recorded and deposited. The superintendent shall promulgate regulations

outlining the purposes for which fees are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified courses and activities;
3. Any materials required for course projects if the project becomes the property of the student upon completion; and
4. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.
   a) Equipment or attire fitted for the student and which the student generally wears exclusively and becomes the property of the student, such as dance squad, cheerleading, and show choir uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student.
   b) 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.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for allowing facilities use for NSAA District events to avoid conflict with this policy;
6. Procedures to avoid the direct handling of fees for students receiving postsecondary education credits;
7. Procedures for handling of fees related to summer school or night school;
8. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy;
9. Procedures for admitting students on waiver to extracurricular activities; and
10. Procedures for transportation of student spectators to extracurricular activities and collection of any related fees.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1005.01, Public Complaints.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each student.

**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 Extracurricular 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 third 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 tutoring not to exceed 45 minutes in length, until all grades are passing. Students may attend practice only after attending their tutoring session.
  - 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.
  - Students who fail to fulfill their obligation of attending tutoring may not be allowed to participate in the next public performance, competition, or activity.
- **Academic Probation & Recovery** – Students earning one F may be placed on academic probation & recovery.
  - Students will be assigned to before school tutoring 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 for Athletics/Activity**

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 who are absent due to illness in the afternoon may not participate that evening. Any unexcused absence from a class or classes will disallow participation in practice or competition 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 current NSAA calendar (first day of fall practice) and continue until Sunday of Week 7 of the following year NSAA calendar.

Students participating in or who will participate in extracurricular activities that 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;

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 a Friday and Monday an 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.**

## SECTION IX – NOTIFICATIONS TO PARENTS AND STUDENTS

**Nondiscrimination Statement**
In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326 – W. Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

**Multicultural Policy (from Board Policy 604.04)**
The Scottsbluff Public Schools' Board of Education recognizes the variety and values of the many different ethnic and cultural groups in American life and our community, and the importance of the contribution of these varied peoples to our way of life. The Scottsbluff Public Schools will develop and operate programs which help students develop positive attitudes between people of various origins and cultures.

The Scottsbluff Public Schools will seek to prepare all students for a pluralistic society and to provide students with equal educational opportunities.

**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.

**Complaint Procedures**
The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

1. Complaint Procedure:
   - Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
   - Step 2. Appeal to the principal if the matter is not resolved at Step 1.
   - Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
   - Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.
   - Step 5. Written appeal should be made within five (5) days of the Superintendent's decision.

2. Conditions Applicable to All Levels of Complaint Procedure:
   All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

**Federal Programs Complaint Procedure**

Federal regulations require the Scottsbluff Public Schools Board of Education to have on file written procedures for receiving and resolving any complaint from an organization or individual regarding a violation of a federal statute regulation that applies to federal programs. If you should have such a complaint, copies of the procedure are available at the district office, 2601 Broadway, Scottsbluff, NE.

**Asbestos**

Scottsbluff Public Schools has completed and has on file, in each school building and the Administration Office at 2601 Broadway, each Building Asbestos Management Plan. This plan contains the results of all building inspections and the response action necessary to either abate or encapsulate any asbestos-containing material. Each Building Plan is available for public inspection in the Principal's Office at each building with a master copy available at the Administration Office at 2601 Broadway, Scottsbluff, Nebraska.

**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.

**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 9 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.

**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.

**Notice of Nondiscrimination**

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Bluffs Middle School, and all others who interact with Bluffs Middle School are hereby notified that the Bluffs Middle School does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

**Designation of Coordinator(s)**

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Scottsbluff Public Schools, 2601 Broadway, Scottsbluff, NE 69361, 308-635-6200.

| Law, Policy or Program | Issue or Concern | Coordinator |
|---|---|---|
| Title VI | Discrimination or harassment based on race, color, or national origin; harassment | Superintendent |
| Title IX | Discrimination or harassment based on sex; gender equity | Superintendent |
| Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA) | Discrimination, harassment or reasonable accommodations of persons with disabilities | Superintendent |
| Homeless student laws | Children who are homeless | Superintendent |
| Safe and Drug Free Schools and Communities | Safe and drug-free schools | Superintendent |

**Anti-discrimination & Harassment Policy**

Elimination of Discrimination: The Scottsbluff Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

**Preventing Harassment and Discrimination of Students**

**Purpose:** Scottsbluff Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Scottsbluff Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment:

- In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

  ***Sexual harassment may exist when:***

  - Submission to such conduct is either an explicit or implicit term or condition of employment or of participation and enjoyment of the school's programs and activities;
  - Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.
  - The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
  - Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

***Complaint and Grievance Procedures:***

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is

uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Scottsbluff Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Scottsbluff Public School, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Principal of Bluffs Middle School will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

**Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advice you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

**Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202 4605

**Notice Concerning Directory Information**

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of

those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

***Additional Notice Concerning Directory Information:***
The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assists with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

**Notice Concerning Disclosure of Student Recruiting Information**
The No Child Left Behind Act of 2001 requires Bluffs Middle School to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Bluffs Middle School not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Bluffs Middle School will comply with any such request.

**Notice Concerning Staff Qualifications**
The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Bluffs Middle School will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Bluffs Middle School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

**Student Privacy Protection Policy**

It is the policy of Bluffs Middle School to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

***Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties:***

Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

***Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive:***

The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

***Right of Parents to Inspect Instructional Materials:***

Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

***Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings:***

The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

***Protection of Student Privacy in Regard to Personal Information Collected from Students:***
The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

***Parental Access to Instruments used in the Collection of Personal Information:***
While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

***Annual Parental Notification of Student Privacy Protection Policy:***
The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such polices.

***Notification to Parents of Dates of and Right to Opt-Out of Specific Events:***
The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

- The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).
- Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,
- Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by applicable State law, and (3) surveys administered to students in accordance with the Individuals Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

***Definition of Surveys of Matters Deemed to be Sensitive:***
Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## 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 are encouraged to support the implementation of district policies and regulations.
3. Parents 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 upon request.
5. Parents 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. Parents' 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 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 request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents 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 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 will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

## Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

**No Stigmatization or Segregation of Homeless Students:**
It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

**Homeless Coordinator:**
The Superintendent or designee shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

**Enrollment of and Services to Homeless Children:**
A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining

necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is Bluffs Middle School, and the homeless child continues to live in Bluffs Middle School, transportation to and from the school of origin shall be provided by Bluffs Middle School; and (2) if the homeless child lives in a school other than Bluffs Middle School, but continues to attend Bluffs Middle School based on it being the school of origin, the new school and the Bluffs Middle School shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

**Student Fees**

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or nonspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. **Extracurricular activities** means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. **Postsecondary education costs** means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or pre-kindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers for any of the following shall be provided for students who qualify for free or reduced-price lunches:

1. Fees and specialized equipment and specialized attire required for participation in extracurricular activities;
2. Admission fees and transportation charges for spectators attending extracurricular activities; and
3. Materials required for course projects where the project becomes the property of the student upon completion.

The superintendent shall establish a Student Fee Fund to ensure that funds collected as fees are properly recorded and deposited. The superintendent shall promulgate regulations outlining the purposes for which fees are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:
1. Any non-specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified courses and activities;
3. Any materials required for course projects if the project becomes the property of the student upon completion; and
4. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.
   a. Equipment or attire fitted for the student and which the student generally wears exclusively and becomes the property of the student, such as dance squad, cheerleading, and show choir uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student.
   b. 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.

The superintendent shall also promulgate regulations authorizing and governing the following areas:
1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for allowing facilities use for NSAA District events to avoid conflict with this policy;
6. Procedures *to avoid the direct handling of fees* for students receiving postsecondary education credits;
7. Procedures for handling of fees related to summer school or night school;
8. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy;
9. Procedures for admitting students on waiver to extracurricular activities; and
10. Procedures for transportation of student spectators to extracurricular activities and collection of any related fees.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1005.01, Public Complaints.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each student.

Legal Reference: Neb. Constitution, Art VII, Sect. 1
Neb. Statute 79-215 (tuition)
79-241 (option student busing)
79-605 (nonresident busing)
79-611 (transportation fees)
79-734 (books, equipment and supplies)
79-2,104 (student files)
79-2,125 to 2,134 (student fees law)
79-1104 (before-and-after-school services)
9-1106 to 1108 (learners with high ability)

Cross Reference:

| | |
|---|---|
| 505.05 | Fines for Lost or Damaged Items |
| 506 | Student Activities |
| 507.01 | Student Records Access |
| 801 | Transportation |
| 802.05 | Free or Reduced Cost Meals Eligibility |
| 1005.01 | Public Complaints |

***See #504.19 Form***

Approved: 03/11/02 Reviewed: Revised:

SCOTTSBLUFF PUBLIC SCHOOLS
Scottsbluff, Nebraska

**STUDENT FEE WAIVER PROCEDURES**

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:

1. **Participation Fees or Specialized Equipment or Attire:** The end of the first week of practice for a particular sport or activity.
2. **Course project materials:** The district may choose to allow students to purchase course projects through completion of a purchase request form, typically prior to beginning the project.

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

The school district will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook.

Approved: Reviewed: Revised:

SCOTTSBLUFF PUBLIC SCHOOLS
Scottsbluff, Nebraska

**STUDENT FEES Course Project Purchase Form**

Amendments to the Public Elementary and Secondary Student Fee Authorization Act prohibit the district from requiring students to furnish materials for standard course projects. In general, all course projects will remain the property of the district. However, it is the district's policy to allow students to purchase their projects provided they have agreed to such a purchase prior to beginning work on the project.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED PRIOR TO BEGINNING THE PROJECT TO ALLOW PURCHASE BY THE STUDENT.

**PLEASE PRINT**

To Be Completed By The Instructor:

Course: _____ Expected Completion Date_____

Project: _____

Estimated Cost: _____ Instructor's Signature _____

I _____ agree to purchase this project and/or all project materials
Student's Name

following the project's expected completion date.

_____
Student's Signature

I permit my student to purchase this project and/or all project materials following the project's expected completion date.

_____
Parent/Guardian's Signature

SCOTTSBLUFF PUBLIC SCHOOLS
Scottsbluff, Nebraska

**<u>STUDENT FEES</u> Student Fee Waiver Application**

The school 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 school district to waive specific student fees for your child, you must fill this form out in its entirety and submit it, along with any required documentation, to the office of the Principal.

**Part 1:** Name of the child on whose behalf you are requesting a fee waiver:

**Part 2:** Specific fee(s) for which you are requesting a waiver:
*See Student Fee List in respective student handbooks

_____

_____

_____

**Part 3:** Eligibility. Select ONE of the following:

a. ☐ Check here if your child is eligible for fee waivers because he or she is a foster child.

Please attach official documentation from the agency sponsoring the child.

b. ☐ Check here if you child is eligible for fee waivers because you receive Food Stamps, FDPIR or TANF for the child.

Please attach a copy of one of the following:

- A Food Stamp, FDPIR or TANF Certification Notice that shows dates of certification
- A letter from Food Stamp or Welfare Office confirming your receipt of Food Stamps, FDPIR of TANF
- An ATP (Authorization to Participate) card with an expiration date. Do not send your EBT card.

c. ☐ Check here if you are claiming your child is eligible because your household income is less then 180% of poverty level.

Please complete the following:

| **NAME**<br><br>(list everyone in your household) | **Last month's income and how often it was received**<br><br>Example: $100/twice a month or $100/every other week | | | | **Check if no income** |
|---|---|---|---|---|---|
| | **Earnings from work before deductions** | **Welfare, child support, alimony** | **Pensions, retirement, Social Security** | **Other** | |
| | **$__/** | **$__/** | **$__/** | **$__/** | ☐ |
| | **$__/** | **$__/** | **$__/** | **$__/** | ☐ |
| | **$__/** | **$__/** | **$__/** | **$__/** | ☐ |
| | **$__/** | **$__/** | **$__/** | **$__/** | ☐ |
| | **$__/** | **$__/** | **$__/** | **$__/** | ☐ |
| | **$__/** | **$__/** | **$__/** | **$__/** | ☐ |

Please attach documents verifying the amount of money your household received last month from each source. The documents you provide must show the **name** of the person who received the income, the **date** it was received, **how much** was received and how often it was received.

**Acceptable documentation includes:**

**Jobs:** Current paycheck stub or pay envelope that shows how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as a ledger or tax books.

**Social Security, Pensions, or Retirement:** A notice of eligibility from state employment security office, check stub, or letter from Workers' Compensation Court.

**Welfare Payments:** A benefit letter from a welfare agency.

**Child Support or Alimony:** A court decree, agreement, or copies of checks received.

**Other income (such as rental income):** Information that shows the amount of income received, how often it is received, and the date received.

**No income:** A brief note explaining how you provide food, clothing and housing for your household and when you expect an income.

**Part 4: Signature and verification**

An adult household member must sign this application.

**PLEASE READ THIS CERTIFICATION BEFORE SIGNING:**

I certify that all information on this application is true and that all income is reported. By my signature on this document, I give school authorities permission to disclose my child's eligibility for fee waivers to school personnel as necessary to affect the fee waiver. I understand that any clothing, equipment, or other materials used by my child during his or her participation in the activity for which student fees have been waived are and will remain the property of the school district.

**Sign here:** _____

**Date:** _____

**PLEASE RETURN THIS FORM TO THE SECRETARIES IN THE OFFICE.**

| Department/ Class | Items | Student Responsibility | Fee Waiver (will become the property of the school) |
|---|---|---|---|
| School supplies | Pencils | X | |
| | Pens | X | |
| | Colored Pencils | X | |
| | Notebooks | X | |
| | Paper | X | |
| | Folders | X | |
| | 1 box Kleenex | X | |
| | Math supplies (as needed) | X | |
| Family Consumer Science | Projects | X or | X |
| Industrial Technology | Projects | X or | X |
| Physical Education | Gym shorts | X | |
| | T-shirt | X | |
| | Gym Shoes | X | |
| | Towel | X | |
| Band | Instrument | X or | X |
| | Shirt (7th & 8th) | X or | X |
| Choir | Swing Choir outfit (as needed) | X or | X |

SCOTTSBLUFF PUBLIC SCHOOLS
Scottsbluff, Nebraska

# MANDATORY DRUG TESTING POLICY FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES (GRADES 7-8)
# MISSION STATEMENT

The Board of Education for Scottsbluff Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. This policy statement should qualify our position on student drug and alcohol use. Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

1) To provide for the health and safety of all students;
2) To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
3) To identify students who use illegal drugs and/or alcohol; and
4) To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

## DEFINITIONS

**DPA:** A national certified Drug Program Administrator, which shall use a certified laboratory in testing of samples.

**Drugs:** Any substance considered illegal by Nebraska Statute, i.e., Uniform Controlled Substances Act, section 28-401 et seq., or which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances. For purposes of this policy, drugs shall include the illegal use of alcohol.

**Drug Program Coordinator:** The Drug Program Coordinator shall be the School Principal or the designee.

**MRO:** Medical Review Officer.

**School Year:** From the first day classes commence in the fall, unless the activity begins prior to the first day of classes, in which event it shall include from the first day of practice through and including the last day of classes in the following spring.

**Activity Programs***:* Any activity that meets the guidelines of an extracurricular activity at Scottsbluff Public Schools, which shall include the following:

Basketball Cross Country Football
Track Volleyball Wrestling
Show Choir Jazz Band

**Participant:** Any student who participates in any extracurricular activity as herein before set forth shall be a participant**,** and his/her name shall be included in the participant pool. A participant shall enter the participant pool upon signing the attached consent form EXHIBIT A and returning said sign consent form to the School Principal. A participant shall remain in the selection pool for an entire year (365 days) from the date the consent form is returned to the School Principal. A participant may be subject to testing at any time during said 365 day period. Any student who tests positive will continue to be tested through the summer months (Page 3, Procedure, 1.D). A student will be removed from the testing pool if he/she has quit or been cut from an activity. Quitting the activity must occur prior to being selected for testing to be removed from the testing pool of students.

**Sample Collection:** Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing. If the student is absent an alternate will be selected, in sequential order, from an alternate list provided by the Drug Program Administrator. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.

**Drug Program Administrator**: The Board will choose a nationally certified Drug Program Administrator (DPA) for the purpose of determining through random selection the student(s)/ participant(s) to be tested. This will be accomplished by the use of a "Student List" identifying the student by number only. The DPA, by use of a certified laboratory, shall also process sample results and maintain privacy with respect to test results and related matters.

**Medical Review Officer "MRO":** The school will utilize an MRO to review all laboratory-reported positive tests. The role of the MRO is critical to protecting the interest of the students. The MRO serves a critical role in determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. The MRO will demonstrate his/her knowledge by being certified by an MRO Accreditation body. The parent or the guardian will be contacted by the MRO or his/her assistant. The MRO will report results of verified positives and/or warrant health and safety issues to the student and to the designated school representative through the DPA.

**Scope of Tests:** The drug screen tests for one or more illegal drugs and/or alcohol. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.

**Non-Punitive Nature of Policy:** No student shall be penalized academically for testing positive for illegal drugs or alcohol. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

**DRUG SCREENING PROCEDURES**

**General Policy:** Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can affect judgment and reflexes which can create unsafe conditions for students, especially those involved in sports or any activity covered in this policy. Even when not readily apparent, the effect can have serious results for students engaged in activities. Drug-using students participating in extracurricular activities are a threat to co-participants, other students, and themselves, and may make injurious errors. For these reasons, the Board has adopted a policy that all students participating in extracurricular activities must remain substance-free.

**Prohibitions:** All students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, improperly used medications or any mind/mood altering or intoxicating substances present in their system.

**Alcohol Use / Possession:** All students participating in extracurricular activities are prohibited from possessing or use of alcohol.

**After School Hours Conduct: After-school-hours** use of drugs, alcohol, or any other prohibited substances is illegal. All students participating in extracurricular activities should realize that these regulations prohibit all illicit drug use during and away from school activities.

**Procedure:**

**1. All Current Students Participating in Extracurricular Activities**

**A.** Random Testing

The Board authorizes random unannounced screening of all students participating in extracurricular activities. The list of students participating in extracurricular activities contained in the random pool will be updated upon receipt of a signed consent form. Students participating in extracurricular activities who have been selected will be required to report to the designated collection site for testing.

**B.** Consent
Each student wishing to participate in any extracurricular activity and the student's custodial parent or legal guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to this policy as EXHIBIT A. No student shall be allowed to participate in any extracurricular activity absent such consent.

**C.** Removal From the Random Testing List
Students who quit or are cut from an activity, prior to being selected for random testing, may request their name be dropped from the testing list. A request form must be signed by the student and his/her parents to be dropped. However, students may volunteer to remain in the pool even though they are not part of the activity.

**D.** 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.

**2. Testing Procedures**

**A.** General Guidelines
The Board and the DPA shall rely, when practical, on the guidance of the Federal Department of Transportation, Procedures for Transportation Workplace Drug Testing Programs, 49 C.F.R. Parts 40.1 through 40.39, and on the further guidance of the Omnibus Transportation Employee Testing Act provided in 49 C.F.R. Parts 382, 391, 392 and 395.

**B.** Substances
Substances that students participating in extracurricular activities may be randomly tested for: alcohol, amphetamines, cannabinoids, cocaine, opiates, synthetic opiates and PCP, and other substances, such as but not limited to steroids, barbiturates, and benzodiazepines without advance notice as part of tests authorized by the Board for safety purposes. Such tests will be coordinated with the Drug Program Coordinator.

**C.** Testing Procedure
The Board reserves the right to utilize breath, saliva or urinalysis testing procedures. Urine, and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).

**3. Collection Sites**
The Drug Program Coordinator will designate the collection site(s) at the school where individuals may provide specimens.

**4. Collection Procedures**
The Board and the DPA have developed and will maintain a documented procedure for collecting, shipping and accessing all specimens. The Board and the DPA will utilize a standard Custody and Control Form for all students participating in extracurricular activities testing. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will be used for specimen transportation. Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure that is reasonable. All alcohol testing will be performed by a certified Breath Alcohol Technician (BAT). Where the Board has an employee collect the specimen, the Board will provide instruction and training to that employee.

**5. Return of Results**
The DPA will transmit by a secure method the results of all tests to the DPA's MRO. The MRO will be responsible for reviewing test results of students. Prior to making a final decision, the MRO shall give the individual an opportunity to discuss the result either face-to-face or over the telephone. The DPA shall then promptly tell the principal of the school which student(s) tested positive.

**6. Request for Retest**
A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. Students involved in the program may, upon a non-negative test result, request that the split sample be tested (within 72 hours of being notified of the final testing result) at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO. Students participating in extracurricular activities are required to pay the associated costs for an additional test in advance. However, the costs will be reimbursed if the result of the split sample test is negative.

**Positive Results:** Whenever a student's test results indicate the presence of an illegal drug (positive test), the following will occur: If the sample tests positive, the custodial parent or legal guardian will be notified and a meeting will be scheduled with the School Principal (Drug Program Coordinator), the student, and the custodial parent or legal guardian.

**First Positive Test:**

• DPC meeting with parent/s and student;
• Student notified of a requirement to have a drug and alcohol assessment and take part in counseling sessions as dictated by the substance abuse professional after the assessment.
• 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.
• Follow-up drug testing, a minimum of once a month, will commence after the first parent 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):**

• DPC meeting with parent/s and the student;
• 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;
• An additional five sessions of drug counseling must be completed with form submitted by 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
• 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):**

• DPC meeting with parent/s and student;
• 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.
• Follow-up drug testing will continue for 12 months from the date of the parent and student meeting with the DPC. The 12 month period carries into the high school if the student is in the 8th grade.

**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.

**Appeal:** A student participating in extracurricular activities who has been determined by the principal or Drug Program Coordinator to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

**Record Keeping and Confidentiality:** All records pertaining to participants shall be kept separate from the student records. The record keeping and results of all testing will be held in the strictest confidence. These records will be accessible only to the Drug Program Coordinator or his designee. Records pertaining to a particular student will be destroyed upon his/her promotion from BMS. However, the records of any student under follow-up testing due to a positive test, or if the student is under suspension at the time of promotion, will be given to the DPC at Scottsbluff High School.

**SEVERABILITY**

Should any sentence, clause, provision, or paragraph of this entire policy be deemed unlawful or unconstitutional, it is intended that, insofar as may be practicable, the remaining portions of this policy shall remain in full force and effect.

Approved: 08/07/06 Reviewed: 12/04/06 Revised: 05/21/07

# SCOTTSBLUFF PUBLIC SCHOOLS
## Scottsbluff, Nebraska

## MANDATORY DRUG TESTING POLICY FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES CERTIFICATION OF UNDERSTANDING

I have read and understand the contents of the Scottsbluff Public Schools' Mandatory Drug Testing Policy for Students Involved in Extracurricular Activities. I understand by signing this document and also the General Authorization Form that I will abide by the terms and conditions of the Scottsbluff Public Schools District's Mandatory Drug Testing Policy for Students Involved in Extracurricular Activities

_____ _____
Student Signature Date

_____ _____
Parent or Guardian Signature Date

# SCOTTSBLUFF PUBLIC SCHOOLS
## Scottsbluff, Nebraska

## MANDATORY DRUG TESTING POLICY FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES GENERAL AUTHORIZATION FORM

I understand that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the policies, standards, rules and regulations set forth by the Scottsbluff Public Schools.
I also authorize the Scottsbluff Public Schools District to conduct a breath, saliva, or urinalysis to test for drugs and/or alcohol use. I also authorize the Scottsbluff Public Schools District to conduct random tests during the current school year. I also authorize the release of information concerning the results of such a test to the Scottsbluff Public Schools District, Western Pathology Consultants, Inc., and to the parents or guardians of the student.
This shall be deemed a consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties named above.

_____ _____
Student Signature Date

_____ _____
Parent or Guardian Signature Date

DOCTOR'S SIGNATURE MUST BE ON BOTH SIDES OF SHEET

# *PHYSICAL EXAMINATION REQUIREMENTS*

## SCOTTSBLUFF – GERING PUBLIC SCHOOLS

**(Revised February 2011)**

"The Board of Education shall require evidence of a physical examination by a qualified physician with six months prior to the entrance of a child into the **beginner grade** and the **seventh grade**, or in the case **of a transfer from out-of-state** to any other grade of the local school, provided no such examination shall be required of any child whose parent or guardian shall object thereto in writing." School Law 79-214 (1999)

Each student participating in interscholastic athletics is required to have a complete physical examination (Nebraska School Activities Association requirement) to be given after May 1 of each year. This certifies that the athlete is qualified for the entire school year May 1 through the following closing day of school or the current year.

NAME:_____SCHOOL _____

ADDRESS: _____AGE_____SEX: M _____ F_____

## PHYSICAL FINDINGS

Height_____ Weight _____
Blood Pressure _____Pulse _____
Vision Screening Report, if given: _____
OD _____ OS _____
With Glasses:
OD _____ OS _____
Does the student now have or previously had: _____
Diabetes_____ Seizures _____
Heart Disease _____ Ulcers _____
Hearing Loss _____ Chicken Pox____YR____
Hepatitis _____Mononucleosis _____
Asthma _____
Urinalysis (if recommended) _____
Hemoglobin (if recommended) _____

Heart _____
Thyroid _____
Lungs _____
Abdominal Organs _____
Orthopedic Exam:
Neck _____
Spine _____
Upper Extremities _____
Lower Extremities _____
Knees _____
Feet_____
Evidence of Scoliosis: NO_____YES_____
Evidence of Hernia: NO_____YES_____

## RECORD OF IMMUNIZATIONS: (Please give dates – Month and Year)

| DPT /HIB: | DT | HBV | POLIO |
|---|---|---|---|
| Series#1 _____ /_____ | Series #1 _____ | Series #1_____ | Series #1 _____ |
| Series #2_____ /_____ | Series #2 _____ | Series #2_____ | Series #2 _____ |
| Series #3 _____ /_____ | | Series #3_____ | Series #3_____ |
| Booster #1 _____ /_____ | Booster #1 _____ | | Booster #1 _____ |
| Booster #2 _____ /_____ | Booster #2 _____ | | Booster #2 _____ |

MMR #1_____MMR #2_____Measles ____ Mumps _____ Rubella _____ TB _____ Varicella #1_____ Varicella #2_____

**Tdap** (7th Grade only)_____ (Required as per NE State Statute)

DOES THE STUDENT HAVE ANY ALLERGIES? _____
OPERATIONS OR SIGNIFICANT INJURIES (Please List) _____
HEAD INJURIES_____
REQUIRED MEDICATION ON A DAILY OR EPISODIC ROUTINE _____
SIGNIFICANT FINDINGS AND REMARKS _____
_____

Please Check Classifications:

_____Regular: Student may participate in the regular program of physical education, recreation, intramural, athletics or related activities.

_____Adapted: Student has a condition which might risk sustaining injury from participation in the regular program or needs a special adapted program as indicated by the consulting physician. Re-examination each year.

_____ _____
Date Examining Physician

**CERTIFICATION FOR INTERSCHOLASTIC ATHLETICS: (Please complete on Back)**

**(over)**

# CERTIFICATION FOR INTERSCHOLASTIC ATHLETICS

I certify that I have on this date examined this student and that on the basis of the examination requested by school authorities and the student's medical history as furnished to me, I have found no reason which would make it medically inadvisable for this student to compete in supervised athletic activities – **EXCEPT THOSE CROSSED OUT BELOW.**

| | | | |
|---|---|---|---|
| BASEBALL | FOOTBALL | SOFTBALL | VOLLEYBALL |
| BASKETBALL | GOLF | TENNIS | SWIMMING |
| CROSS COUNTRY | SOCCER | TRACK | WRESTLING-estimated weight level:_____ |
| GYMNASTICS | | | OTHERS:_____ |

## SPORTS CANDIDATES' QUESTIONNAIRE

**(to be completed by parent or physician)**

**(Circle one)**

1. **History of diabetes in family .....YES.....NO**
2. **History of epilepsy or other seizures disorders .....YES.....NO**
3. **Has had illness requiring medical attention .....YES.....NO**
4. **Has had illness lasting more than a week .....YES.....NO**
5. **Is under a physicians care now .....YES.....NO**
6. **Takes medication now .....YES.....NO**
7. **Wears glasses or contact lenses .....YES.....NO**
8. **Has had a surgical operation .....YES.....NO**
9. **Has been in hospital (except for tonsillectomy) .....YES.....NO**
10. **Do you know of any reason this person should not participate in sports? ..... YES.....NO**

**Please explain any "yes" answers to the above questions:** _____

_____

_____

**After review of the medical history and as indicated by the above record, I herewith certify that this student has passed the physical examination successfully and is physically able to participate in interscholastic athletics. I certify that I am qualified to conduct all phases of the health examination of the above named student.**

**Activities student should not participate in:** _____

REMARKS: _____

_____

_____

_____ _____

Date Examining Physician signature

**DENTAL EXAM**

**(Optional)**

Teeth_____

_____

Cavities: _____

Hygiene:_____

Remarks: _____

_____

_____

_____

Dentist Signature

_____

Date

## RECEIPT OF 2011 – 2012 BLUFFS MIDDLE SCHOOL PARENT/STUDENT HANDBOOK

This signed form acknowledges receipt of the 2011-2012 Bluffs Middle School Parent/Student Handbook. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

**Drug-Free Schools Statement:** Receipt shall also serve to demonstrate that you as parent or guardian of a student attending Bluffs Middle School have received notice of the standards of conduct of this District expected of students concerning the absolute prohibition against 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 as described in Board Policy or administrative regulation. This notice is being provided to you pursuant to the Safe and Drug-Free Schools Law and 34 C.F.R. part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this District fully understand the District's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

**Student Signature:**_____ **Date:**_____
**Parent/Guardian Signature:**_____ **Date:**_____

### INTERNET E-MAIL AGREEMENT

I understand and will abide by the procedures and Acceptable Use Policy for access to Internet/E-Mail of the Scottsbluff Public Schools. I further understand that any violation may result in access privileges revocation, school disciplinary action, and /or legal action.

In consideration for the privilege of using the Scottsbluff Public Schools Internet/Email and in consideration for having access to the information contained on it. I hereby release the Scottsbluff Public Schools from any and all claims of any nature arising from my use of the network system. As a parent, I accept full responsibility for my child's use of the Internet/E-Mail system.

**Student Signature:**_____ **Grade:**_____ **Date:**_____
**Parent/Guardian Signature:**_____ **Date:**_____

### FIELD TRIP PERMISSION

I hereby give permission for my son or daughter to participate in school field trips.

**Parent/Guardian Signature:**_____ **Date:**_____

### STUDENTS IN THE MEDIA

I hereby give consent for the release of my child's name, image, and comments for inclusion in school district newsletters, brochures, annual reports, or in news coverage.

**Parent/Guardian Signature:**_____ **Date:**_____
**Parent/Guardian Email Address:**_____ **Date:**_____

### ASTHMA/ALLERGY PROTOCOL

I am aware of the school policy that provides a protocol to follow by school personnel to administer EpiPen/albuterol to a student when it is determined that the student is suffering a life-threatening asthma or systemic allergic reaction. After considering the school policy and the best interest of my child:

_____I **DO** wish to have my child(ren) administered albuterol or medication from an Epi-Pen by school personnel.

OR

_____I do not wish to have him/her administered albuterol or medication from an Epi-Pen by school personnel under any circumstances.