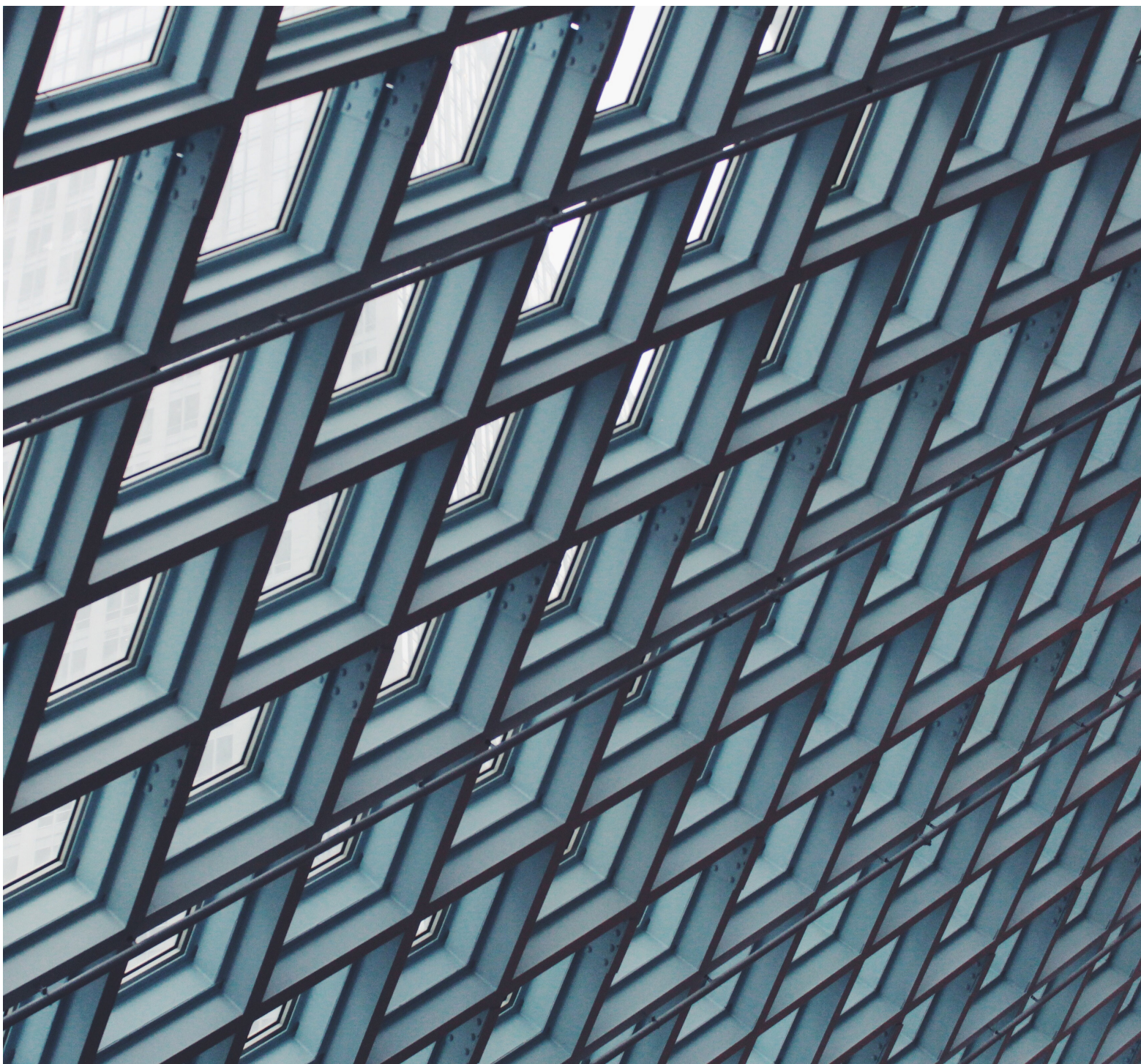




# Bellevue Public Schools



## Student & Family Handbook Code of Conduct 2024–2025

All Bellevue Public Schools are accredited by the Nebraska Department of Education and Cognia, a global accreditation agency.

**BELLEVUE PUBLIC SCHOOLS**  
**2600 Arboretum Drive**  
**Bellevue, Nebraska 68005**

Dear Students & Families:

Bellevue Public Schools has a proud tradition of excellence. Thank you for taking the time to review this Student & Family Handbook (Code of Conduct). To maintain this tradition we all must work together to ensure our schools are safe, healthy, productive places to learn. A positive attitude, self-respect, and respect for others, clear communication, and knowledge of expectations and standards are some of the foundational blocks that make our schools great. This handbook is a guide to these items and more. Bellevue Public Schools sets high standards, strives for fairness, and expects accountability for students, parents/guardians, and staff. We look forward to working with you to achieve the best educational experience for our students.

Dr. Jeff Rippe  
Superintendent



## BELLEVUE PUBLIC SCHOOLS DIRECTORY

|                                      |   |                |
|--------------------------------------|---|----------------|
| Bellevue East High School .....      | Dr. Jeff Wagner, Principal .....          | (402) 293-4150 |
| 1401 High School Drive               | Attendance.....                           | (402) 293-4152 |
|                                      | Counseling.....                           | (402) 293-4151 |
|                                      | Nurse .....                               | (402) 293-4169 |
|                                      | Deans .....                               | (402) 293-4162 |
| Bellevue West High School .....      | Mr. Kevin Rohlf, Principal.....           | (402) 293-4040 |
| 1501 Thurston Avenue                 | Attendance.....                           | (402) 293-4048 |
|                                      | Counseling.....                           | (402) 293-4053 |
|                                      | Nurse .....                               | (402) 293-4058 |
|                                      | Deans .....                               | (402) 293-4089 |
| Lewis & Clark Middle School .....    | Mr. Chad Price, Principal .....           | (402) 898-8760 |
| 13502 S. 38th Street                 | Registrar .....                           | (402) 898-8762 |
|                                      | Attendance.....                           | (402) 898-8761 |
|                                      | Counseling 7th.....                       | (402) 898-8768 |
|                                      | 8th.....                                  | (402) 898-8767 |
|                                      | Nurse .....                               | (402) 898-8769 |
| Logan Fontenelle Middle School ..... | Mr. Doug Schaefer, Principal .....        | (402) 293-4360 |
| 701 Kayleen Drive, South             | Registrar .....                           | (402) 293-4362 |
|                                      | Attendance.....                           | (402) 293-4361 |
|                                      | Counseling 7th.....                       | (402) 293-4366 |
|                                      | 8th.....                                  | (402) 293-4369 |
|                                      | Nurse .....                               | (402) 293-4310 |
| Mission Middle School.....           | Dr. Jenny Powell, Principal .....         | (402) 293-4260 |
| 2193 Wayne Street                    | Registrar .....                           | (402) 293-4261 |
|                                      | Attendance.....                           | (402) 293-4260 |
|                                      | Counseling 7th.....                       | (402) 293-4266 |
|                                      | 8th.....                                  | (402) 293-4267 |
|                                      | Nurse .....                               | (402) 293-4268 |
| Avery Elementary .....               | Mr. John Campbell, Principal .....        | (402) 293-4460 |
| 2107 Avery Road                      |   |                |
| Belleaire Elementary .....           | Mrs. Nikki Schubauer, Principal .....     | (402) 293-4510 |
| 1200 West Mission Avenue             |   |                |
| Bellevue Elementary.....             | Mrs. Stephanie Kastrup, Principal .....   | (402) 827-1840 |
| 12001 Timberridge Drive              |   |                |
| Bertha Barber Elementary .....       | Ms. Joni Weibe, Principal.....            | (402) 293-4560 |
| 1402 Main Street                     |   |                |
| Betz Elementary .....                | Mrs. Molly Wolfe-Koehler, Principal ..... | (402) 293-4585 |
| 605 West 27th Avenue                 |   |                |
| Birchcrest Elementary .....          | Mr. Ron Oltman, Principal.....            | (402) 293-4635 |
| 1212 Fairfax Drive                   |   |                |
| Central Elementary.....              | Ms. Joni Weibe, Principal.....            | (402) 293-4685 |
| 510 West 22nd Avenue                 |   |                |
| Fairview Elementary .....            | Dr. Kelly Gomez, Principal .....          | (402) 827-5950 |
| 14110 Tregaron Drive                 |   |                |

|   |                                       |                |
|---|---------------------------------------|----------------|
| Fort Crook Elementary .....<br>12501 South 25th Street      | Mr. Jason Ramirez, Principal.....     | (402) 293-4710 |
| LeMay Elementary.....<br>2726 Kennedy Drive                 | Dr. Meredith Mohanty, Principal.....  | (402) 293-4760 |
| Leonard Lawrence Elementary.....<br>13204 South 29th Street | Mr. Chad Zavala, Principal.....       | (402) 293-4880 |
| Peter Sarpy Elementary .....<br>2908 Vandenberg Avenue      | Ms. Jessica Loghry, Principal.....    | (402) 293-4795 |
| Twin Ridge Elementary.....<br>1400 Sunbury Drive            | Dr. Dana Martin, Principal.....       | (402) 293-4845 |
| Two Springs Elementary.....<br>3001 Spring Boulevard        | Ms. Mallory Peterson, Principal ..... | (402) 293-5070 |
| Wake Robin Elementary .....<br>700 Lincoln Road, South      | Ms. Traci Costlow, Principal.....     | (402) 293-4955 |
| CHAP Center.....<br>1201 Gregg Road                         | Ms. Jill Swenson, Principal.....      | (402) 293-4930 |
| Frank Kumor Career Center .....<br>2812 Arboretum Drive     |                                       | (402) 293-4000 |
| Support Center<br>2820 Arboretum Drive                      |                                       |                |
| ACE & B.E.S.T. Programs .....                               | Ms. Jenny Lynch, Principal.....       | (402) 827-6167 |
| Food Service.....   |                                       | (402) 293-5030 |
| Lied Activity Center.....<br>2700 Arboretum Drive           |                                       | (402) 293-5000 |
| Transportation Center.....<br>2824 Arboretum Drive          |                                       | (402) 293-5050 |
| Welcome Center.....<br>2600 Arboretum Drive                 |                                       | (402) 293-4000 |
| Activities/Athletics.....                                   |                                       | (402) 293-4011 |
| Attendance and Discipline .....                             |                                       | (402) 293-4018 |
| Early Childhood Center.....                                 |                                       | (402) 827-8549 |
| Enrollment/Transfers .....                                  |                                       | (402) 827-8554 |
| Special Education.....                                      |                                       | (402) 293-4024 |

### **Safe2Help Nebraska 1-833-980-7233**

All calls are anonymous and confidential. Hotlines are available 24 hours a day, 7 days a week. **Have the courage to make the call!** If you are having thoughts of suicide, feel depressed, are having personal problems or problems at home, or if you know someone who is, or if you just feel the need to talk anonymously to a counselor. Text messaging and email are available to teens who are uncomfortable making a phone call.

**National Suicide Prevention Lifeline 1-800-273-TALK(8255) | [suicidepreventionlifeline.org](https://suicidepreventionlifeline.org)** Call 24/7

### **TIPS Report Incident**

Bellevue Public Schools has implemented a web-based incident reporting tool called TIPS. For additional information please go to the Bellevue Public Schools website and click on TIPS Report Incident.

# Bellevue Public Schools

## 2024 - 2025 School Calendar

|                          |  |
|--------------------------|--|
| July 29 - August 1 ..... | New Teacher Orientation  |
| August 2 .....           | Professional Work Time (Flex Day)                                |
| August 5 .....           | Professional Learning/Work Time                                  |
| August 6 .....           | Professional Learning  |
| August 7 .....           | Professional Work Time   |
| August 8 .....           | First Day for Students   |
| August 9 .....           | First Day for Returning Students Grades 10-12                    |
| September 2 .....        | Labor Day (no school)  |
| September 13 .....       | Professional Learning/Work Time (no school)                      |
| October 10 .....         | End of First Quarter   |
| October 11 .....         | Professional Learning/Work Time (no school)                      |
| October 14-17 .....      | Parent/Student/Teacher Conference Week                           |
| October 18 .....         | No School  |
| November 11 .....        | Veterans' Day Observance (no school)                             |
| November 25-29 .....     | Thanksgiving Break (no school)                                   |
| December 20 .....        | End of Second Quarter  |
|                          | Professional Work Time (early dismissal)                         |
| Dec. 23 – Jan. 3 .....   | Holiday Break (no school)  |
| January 6 .....          | Professional Learning/Work Time (no school)                      |
| January 7 .....          | School Resumes   |
| January 20 .....         | Martin Luther King, Jr. Day (no school)                          |
| February 10-13 .....     | Parent/Student/Teacher Conference Week                           |
| February 14 .....        | No School  |
| February 17 .....        | Professional Learning (no school)                                |
| March 14 .....           | End of Third Quarter   |
|                          | Professional Work Time (early dismissal)                         |
| March 17-21 .....        | Spring Break (no school)   |
| April 17 .....           | Professional Work Time (early dismissal)                         |
| April 18 .....           | No School  |
| May 22 .....             | End of Fourth Quarter  |
|                          | Professional Work Time (last day for students - early dismissal) |
| May 23 .....             | Professional Work Time (Flex Day)                                |
| May 24 .....             | High School Graduation   |
| June 2-20 .....          | Summer School  |
| June 19 .....            | Juneteenth (no school)   |

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## **Section I – Need to Know**

### **Absences**

Parents/Guardians are asked to contact the school office if a student is going to be absent. Phone numbers for all schools are listed in the front of this handbook. If the parent/guardian does not inform the school of the absence, school staff will attempt to contact the parent/guardian to verify the student's safety.

### **Alternative Education (A.C.E.)**

The Academic Center of Excellence (A.C.E.) was created to better meet the needs of BPS students who have been unsuccessful in their regular education program. Students 9-12 that are accepted into the A.C.E. program will attend school at the Support Center, 2820 Arboretum Drive. This is not a punishment program, instead it is intended to help students become successful graduates of high school and prepare them for their next steps after high school.

Enrollment process:

Students will be referred to an Academic Center of Excellence screening Committee. The committee may include: a Social Worker/Counselor/Administrator from current school, A.C.E Principal/Counselor and the available staff at A.C.E. Students that meet the established criteria are recommended to A.C.E. in one of the following categories:

Credit deficient and at risk of dropping out: a risk of dropping out due to current learning environment, attendance, social/emotional, or behavioral issues, challenging life issues, substance abuse, traumatic events, or teen pregnancy.

Alternative learner: transitioning from another alternative education program (outside the district).

### **Animals in Schools**

Due to health concerns, furred and feathered animals are not allowed in classrooms. Service animals are allowed. Therapy dogs are allowed if utilized by school personnel or outside agencies that have been approved by the building principal.

### **Bicycles**

Each school has an established practice with the safety of students as its first consideration. Students are permitted to ride bicycles to school, and if necessary, school officials will revoke the privilege if safety violations occur. For safety, please provide a lock for bicycles. The school is not responsible for lost or damaged bicycles.

### **Cell Phone and Non-district Electronic Device Plan**

Rationale:

To ensure a positive, supportive and disruption-free learning environment, the Bellevue Public Schools will implement the following cell phone and non-district electronic device plan beginning the 2024-2025 school year. There are numerous recent studies that have concluded that excessive cell phone use causes adverse mental health and social-emotional outcomes in addition to a lack of academic engagement. The Bellevue Public Schools will implement the following consistent electronic device expectations across the school district to help reduce the number of outside distractions including cyberbullying during the school day to maximize instructional time.

#### Grade-level Expectations

High School:

- The district cell phone and non-district electronic device plan is in effect during school hours.
- Personal cell phones and non-district electronic devices are prohibited from bell to bell during classroom blocks.
- Students will be reminded regularly that they are to enter the classroom with cell phones and non-district electronic devices silent and out of sight.
- Students may use their devices before/after school, passing periods and lunch.
- Schools are not responsible for the loss or damage of cell phones or non-district electronic devices.
- Parents/guardians who need to communicate information to their children during school hours are encouraged to contact the main office.
- District-issued iPads need to be fully charged and available for classroom use.
- Students who need to have electronic devices in order to monitor health conditions will continue to follow their individualized, documented plans that have been communicated through the school.

#### Middle and Elementary Schools:

- All middle school and elementary school students will keep cell phones and non-district electronic devices turned off and kept in their backpacks during the school day.
- Schools are not responsible for the loss or damage of cell phones or non-district electronic devices.
- Parents/guardians who need to communicate information to their children during school hours are encouraged to contact the main office.
- District-issued iPads need to be fully charged and available for classroom use.
- Students who need to have electronic devices in order to monitor health conditions will continue to follow their individualized, documented plans that have been communicated through the school.

#### High School Classroom Procedure

If a student uses an electronic device during the high school block the following sequence of consequences will be applied. (Compliance at any step will prevent movement to the next step.)

1. Step 1: Staff will ask the student to put their electronic device in the teacher designated storage location in the classroom. (Does not count as an electronic device infraction if the student complies with the teacher's request.) If the student complies, the student will get their device back at the end of the block. Repetitive daily teacher warnings may result in parent/guardian contact and/or classroom consequence. If the student does not comply, move to Step 2.
2. Step 2: The teacher will contact the office, send the student down with their device, and the device will be collected to remain in the office for the remainder of the day. The teacher will put a referral in SWIS as an Administrator-managed Technology Violation. If the device is turned into the office, the student will return to class. If the student does not comply, move to Step 3.
3. Step 3: Parent/Guardian will be contacted for further intervention. If the device is not turned in, the student will not be allowed to return to class.

Habitual Non-Compliance - Students that consistently fail to meet these expectations and receive repetitive office referrals will be subject to a daily check in of cell phones or non-district electronic devices and further progressive discipline.

#### **Checking Out of School**

Bellevue Public Schools is committed to protecting students entrusted to its custody. Administrators exercise caution in releasing students during the school day. These procedures are followed at each campus when students are checked out of school.

#### *Checking Out of School During the School Day-Part Day Absences*

Students leaving campus for any reason throughout the normal school day must check out in advance through the Attendance Office. The following expectations and procedures have been established to ensure the safety of our students:

- Definite and satisfactory identification, such as a driver's license or picture ID, is required of any person authorized to talk with a student or to take a student from school. An authorized person is one who is a parent/step-parent/guardian, one who has written authorization from the student's parent/guardian, or one who is authorized by a legal order to take possession of a student.
- A teacher may not allow a student to leave school without securing the permission of the principal or a designee.
- A principal or his/her designee will verify a telephone call from a person representing himself/herself as a parent/guardian. If a request for the release of a student is denied by the principal, the parent/guardian will be notified.
- When checking a student out of school, a parent or guardian must report to the attendance office or main office.
- High school students who have a car on campus must obtain an early dismissal pass to leave campus during the school day. These students must check out through the appropriate office before leaving the campus.
- **Parents/Guardians who request that a student be allowed to leave the campus for medical or family matters must do so, in writing or by personal contact, and get approval from the principal or designee. The principal or designee will verify the request.**
- Students leaving campus for any reason must check out at the Attendance Office. Students must sign in at the Attendance Office when they return to campus. Students leaving campus for any reason and not checking out through the Attendance Office will be considered truant for that particular class period. A parent/guardian phone call will NOT clear a truant or unverified absence when a student has left campus

without authorization. Students must be in school at least half the school day in order to practice or participate in a game, practice, rehearsal, performance or activity. Requests for exceptions must be made in advance through the Attendance Office.

**Please give the office at least a 2 hour notice, or call in the morning, at 7:30 a.m., on the day of the absence to check your student out.** A pass will be issued to your student during the day. Please advise your student to go to the attendance office to pick up an off-campus pass before school, at break or between classes. Your child will be instructed to meet you outside the front office. If you check out your student without advanced notice, please be aware that your wait can take 20 minutes or more.

#### *Checkout During the Year*

Family transfers make it necessary for some students to leave Bellevue during the year. The following procedures apply:

1. You must present a signed request from your parent/guardian to the registrar's office on or before the last day of attendance. Verbal notice from students will not be honored.
2. The registrar's office will issue a withdrawal form to be signed. The withdrawal form includes space for grades to date, semester to assist the next school in your placement.
3. The withdrawal form signed by teachers, librarian, nurse's office, kitchen staff and principal's office for final clearance. A copy of the withdrawal form and a transfer form will be sent with you to the next school.

#### *Authorization for Early Checkout with Credit*

Occasionally families find it necessary to leave the community too late in the year to enroll and complete the year at the next school. You may, in such cases, obtain authorization from the principal to complete credit early. The school system usually sets a date when the authorization cannot be granted with final decision left to the principal's discretion.

You must obtain authorization early enough to complete the extra work necessary, i.e., at least two weeks ahead of their withdrawal date for early completion. Teachers may not give advanced assignments without authorization.

#### *End-of-Year Checkout*

You are required to go through checkout procedures at the end of the year. Forms are made available to each student. The basic procedure requires that each of our teachers, librarian, nurse's office and kitchen staff must sign your checkout form indicating all books and school materials and equipment have been returned to the school and all fines and fees paid. The form must be completed and turned in by every teacher as a counter check, pay fines, fees, etc. Your report card and transcript will be held if you fail to complete all checkout procedures satisfactorily.

#### **Child Abuse and Neglect [\*BOE]**

All adults are required by law to report any suspected case of child abuse or neglect to the law enforcement agencies.

Nebraska State Law LB 28-710 says: "Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child to be: (a) placed in a situation that endangers his or her life or physical or mental health; (b) cruelly confined, or cruelly punished; (c) deprived of necessary food, clothing, shelter, or care; (d) left unattended in a motor vehicle, if such minor child is six years of age or younger; (e) sexually abused; or (f) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions."

#### **Early Childhood Programs**

##### *Preschool*

The preschool program is for children 3 to 5 years of age who receive special education services and for students who are 4 years of age (by July 31) who qualify through a screening process. These preschool programs do not have a fee. For more information, please call (402) 293-4941.

Preschool Program locations: Avery, Belleaire, Bellevue, Bertha Barber, Betz, Birchcrest, Central, Fairview, Fort Crook, LeMay, Peter Sarpy, Two Springs Elementary Schools, and the BPS Welcome Center.

Preschool Program Hours: Morning Class 8:45 - 11:30 a.m.

Afternoon Class 11:30 a.m. - 2:15 p.m.

BPS Welcome Center Preschool Program Hours: Monday, Tuesday, Thursday: 9:00 a.m. - 1:00 p.m.



### *Early Childhood Center (BPS Welcome Center)*

The Early Childhood Center is a special place for children and their families where parents/guardians learn how to be their child's best, first teacher. Parents/Guardians help their children learn about the world through play, music, arts and books. Families with children ages birth to eight, who live in the Bellevue Public Schools' attendance area, are active duty military families, or current BPS Staff members are welcome. There is no fee for this program. For more information please call (402) 827-8549.

Early Childhood Center Hours During the School Year: Monday-Friday: 8:30 a.m. - 4:00 p.m.

### **Elementary School Parties**

Three classroom parties, sponsored by the Parent-Teacher Associations, are approved for all Bellevue elementary schools.\* Sending treats for birthdays or other parties is not permitted.

*\*All food items served to students must be commercially bought. Healthy alternative snacks are recommended. Food items can be approved or denied by the building principal or school nurse.*

### **Birthday Parties**

Birthday parties are one of the highlights of childhood, for both the celebrant and the guest. However, there are inevitably situations where not all children are invited. Every attempt is made to protect children from uncomfortable situations that make them feel excluded because as children they are often unable to understand those difficult realities. We ask for the parent/guardian's help in this matter by not sending birthday invitations to be passed out before/after school, during school day or at recess. We ask that you mail them, hand deliver them to the friend's home, or via phone invitation.

### **Emergency Procedures**

*Evacuation (Fire)* - Teachers will review the exit routes from each class at the beginning of the school year. It should be assumed that whenever the fire alarm sounds there is a fire and everyone must evacuate the building. Each school will practice fire drills during the year utilizing the CrisisGo app.

*Shelter (Tornado)* - Students and staff will be notified via the intercom/CrisisGo in the event of a tornado watch. At this time the teachers will review the emergency plan and explain the procedures to be followed in the event of a tornado warning. The entire student body will be moved to designated areas in the event of a tornado warning.

### **Weather Closures [\*BOE]**

Many factors are taken into consideration when deciding to close schools, but the main factor is safety of students and staff. Bellevue Public Schools utilizes an alert notification system to send critical announcements, such as emergency/weather closures or individual school closures, to families 24 hours a day via phone calls, emails, text messaging, and mobile app. If you are instructed to pick up your student at a location other than their school due to a school closure, you will be asked to present a photo ID before the student will be released.

All families should make advance arrangements for their students in case of school closures and for the rare situation when it is necessary to close an individual school because of emergency situations. Students should know where to go if a parent/guardian will not be home and how to contact parents/guardians. In cold weather, students should be dressed appropriately. No one can predict when a fire alarm might go off or when buildings might have to be evacuated due to an emergency or a tornado drill. The option to keep students home when weather conditions are extreme is always at the discretion of a parent/guardian and the school understands and respects these decisions. Parents/guardians can contact the school and notify of a student absence.

Other resources to update you on school closures include the Bellevue Public Schools website, Bellevue Public Schools social media accounts, and local news listings (TV and online) during emergency/weather closures.

### **Family Engagement**

Bellevue Public Schools recognizes that families are a student's first and most influential teachers. They share the school's commitment to the educational success of their students. To educate all students effectively, our staff, parents/guardians, and community members must work together to achieve this goal. Bellevue Public Schools is fortunate to have the support of many groups that work directly with Bellevue Public Schools and the Board of Education to ensure students receive the best education possible. Family and community members volunteer their time to serve on numerous advisory committees. We actively encourage family engagement at the school and district level. For opportunities and additional information, please refer to [www.bellevuepublicschools.org](http://www.bellevuepublicschools.org)

## Field Trips

Field trips may be planned by the teacher for specific educational goals. Parents/guardians will be informed of planned field trips in advance. If you have questions or concerns regarding the scheduled field trip, please contact your child's teacher. Students who do not go on a scheduled field trip during the school day are expected to be in school. Students are subject to all school rules on excursions and field trips. Field trips are a privilege and not a right. Students may be excluded from a field trip if they have not exhibited responsible behaviors at school.

## Food Service

### *Elementary*

Breakfast is available for **\$1.75** at all schools.

Lunch is **\$2.65**, lunches consist of one main hot dish, fruit or vegetable, and milk or an alternative lunch option. Check with your individual school for the times. The lunch period includes a 20-minute lunch and a 20-minute recess.

### *Middle School*

Breakfast is available for **\$1.90** at all schools. Students may select from a standard menu or ala carte items.

Lunch is **\$3.00**, lunches consist of a choice of one of two main hot dishes, fruit or vegetable, and milk.

### *High School*

Breakfast is available for **\$2.00** at all schools. Students may select from a standard menu or a la carte items.

Lunch is **\$3.25**, lunches consist of a choice of one or two main hot dishes, fruit or vegetable, and milk.

Breakfast and lunch is a prepaid program. Checks should be made out to Bellevue Public Schools. Parents/Guardians have the option to use the MySchoolBucksProgram. MySchoolBucks is an online service for parents/guardians to prepay and/or monitor their students' breakfast, lunch, and a la carte food items purchased at school. Access the MySchoolBucks through the BPS website or mobile app.

The following rules are to be followed by students in the lunchroom:

1. **Students are not allowed to share their I.D. numbers/cards or money with other students.**
2. Students are to report misuse of their I.D. number/card to the office as soon as possible.
3. Students, who find an I.D. card, are to turn it in to the office.
4. Students are welcome to bring their own lunch, but they must eat in the cafeteria/multipurpose room.
5. **Parents/Guardians may drop off lunch for their child only.**

## Free and Reduced Meal Recipients

The Bellevue Public Schools comply with federal guidelines for school lunch programs. Regulations state that students who qualify for the school lunch program for free and reduced meals must be the sole user of the card and that the user only receives one breakfast and one lunch per day. Abuse of these regulations may cause a student to lose free and reduced meal privileges.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating 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, S.W., Washington, D.C. 20250-9410, or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## Graduation

Seniors who have completed all of the academic requirements, have paid all fines and are in good standing will be allowed to walk at graduation. Students must wear the appropriate cap and gown, without decoration, signage or other alterations. Students may not wear any apparel that is not part of the school's official cap and gown.

## Homework

Homework is an important and required component for student achievement. Students are expected to dedicate focused time outside of school hours toward the completion of homework. Parents/Guardians shall not be expected to play a "formal teaching role" in homework. Parents/Guardians can, however, support this aspect of their children's education by establishing regular times for homework completion and identifying specific places in the home where students can work with minimum distractions.

Teachers shall provide feedback for the homework assigned. Some homework assignments may be evaluated for completeness, while others may be evaluated for accuracy.

### *Time Guidelines for Homework (Grades 7–12)*

90 minutes per night, four to five times per week.

Advanced courses identified as Honors, Advanced Placement, may require additional time commitments. Expectations may include pre-course assignments which may count as a homework grade toward the marking period grade. Some Advanced Placement courses also require preparatory work to be completed during summer months.

### **Insurance**

The school district does not carry accident insurance on children. Accident insurance is available for students at a minimal cost to parents/guardians. The application forms are available at the beginning of the school year.

### **Kids' Time Program**

The Bellevue Public Schools Foundation offers Kids' Time to help address the needs for care and supervision of your child(ren) before and after school. Kids' Time is open to children enrolled in Kindergarten through the end of sixth grade in the Bellevue Public Schools. If you have questions or want to enroll your child in the program, please contact (402) 827-1858.

### **Lockers**

#### *Middle School*

All students will be assigned two lockers: one locker for PE and one locker for their other classes. Students will be assigned a locker by their team teachers. Only the built-in lock should be used on the lockers. Private locks will be removed. Lock your locker at all times. The security of books, etc. is your responsibility. Keep the combination confidential. Do not share your locker or combination with anyone. Student lockers or other student storage facilities are school property, jointly accessible to the student and school officials. Lockers may be subject to search at the discretion of school officials. There will be periodic locker checks. Keep your locker neat and organized. Damage to your locker as a result of misuse will be the responsibility of the parent/guardian.

#### *High School*

Students may be assigned a locker upon request and all students in Physical Education will be assigned a gym locker. Schools officials reserve the right to periodically inspect school property including lockers and desks. School officials also reserve the right to search an individual if reasonable or necessary to maintain order and safety. You are not to change lockers without permission of the counselors' secretary. Private locks on school lockers are not to be used. Private locks will be removed. You are encouraged to lock your locker at all times. The security of books, etc., is your responsibility. If you have a gym locker, it should be locked at all times when you're not there. Turn the dial after you lock your lock. Keep the combination confidential.

### **Lost and Found**

The best assurance against loss is to mark clothing and all books with your name and keep your locker locked. The loss of an article of high value should be reported to the teacher and the school office. Items found will be kept in the lost and found which is located in the office. Lost items should be turned in to the teacher or office. All accumulated articles will be cleared periodically. Items of clothing not claimed are donated to a local agency.

### **Media Center**

The Media Center houses books, magazines, and sound recordings for your educational and recreational reading and listening. The staff strives to provide the resources that will enable you to complete assigned class work and materials that allow you to pursue your own special interests. Materials must be checked out at the circulation desk. Please see your school librarian for specific checkout policies.

### *Charges for Damaged or Lost Materials*

Replacement cost will be charged for damaged or lost materials.

### **Non-Custodial Parents**

The school district assumes that all parents have all the rights and privileges of custodial parents unless presented with a certified copy of a court order or a decree limiting those rights.

### **Parent-Teacher-Student Associations**

Parent-Teacher Associations (PTA) are active organizations in the elementary schools. Parent-Teacher-Student Associations (P.T.S.A.) are active organizations in the secondary schools. Parents/guardians are urged to develop an interest in their respective school's organization. Parents/guardians will receive notification of meeting times and dates.

## **Parking (High Schools)**

Students must have a valid parking permit, displayed on their mirror, and must park in designated areas. Students that do not park in a legal parking space will receive a parking violation. Parking instructions will be given to students when they receive their parking permit. Students should not be in the parking lot during the school day without permission and should not loiter in the lot before or after school.

## **PBIS**

The teachers, students, staff and administration strive for an atmosphere of cooperation, mutual respect and safety. We believe in actively seeking ways to help students become more responsible for their own behaviors. To this end, the staff will praise and recognize good behavior as often as possible and they will address misbehavior as an opportunity to teach one of several important social skills for success at school and in society in general.

### *What is PBIS?*

PBIS stands for Positive Behavioral Interventions and Supports.

### *School-Wide Expectations and Rules:*

- Essential part of the school's culture and language
- Apply to all staff, students and settings across campus
- Are taught like the academic core curriculum
- Are reinforced/rewarded when exhibited as academic accomplishments are rewarded

### *Core Curriculum Goals:*

- Prevent problem behavior
- Promote appropriate behavior
- Increase instructional time
- Enhance school safety
- Build a positive school culture

Teachers are responsible for maintaining an environment free of disruption which interferes with the teaching/learning process. Teachers will handle minor problems and use PBIS in the common areas of the school. Each student begins the school year with a clean record in regard to disciplinary referrals. Discipline referral information recorded in the office is to serve as an anecdotal record for the use of administrators when working with students and parents/guardians to address recurring discipline problems.

### *Boys Town Education Model®*

Bellevue Public Schools utilizes the Boys Town Education Model® framework to create safe and effective learning environments with the goal of maximizing student success by creating a healthy school culture and reducing disruptive behaviors.

The Boys Town Education Model focuses on three main interconnected areas:

- A complete social skills curriculum that empowers students to make better decisions
- A consistent referral process that values teaching social skills and replacement behaviors
- A behavior-management approach that is proactive rather than reactive

Students are taught social skills from the Boys Town Education Model and have multiple opportunities to practice and refine these skills throughout their school day. The particular skills a building focuses on are in alignment with the current needs and goals of the individual building.

## **Pictures**

Bellevue Public Schools contract with an outside photographer/company to have pictures taken of all students each fall. Students who are absent on picture day may have their picture taken on retake day. Information regarding pictures is distributed at each school. Purchasing student picture packages are optional.

## **PowerSchool**

PowerSchool is an easy-to-use tool for communicating student progress that will allow you to take an even more active role in your child's education. Parents/guardians of elementary, middle and high school students have online, timely, and secure access to their child's grades, attendance, and more through the PowerSchool portal site. Contact your school to register for PowerSchool.



## **Safety and Security**

Our goal as a district is to provide and sustain a safe and secure learning environment for all students and staff. BPS supports efforts in enhancing each school's emergency response and crisis management plan, as well as implementing and evaluating activities that address the four phases of crisis management, i.e. **prevention, preparedness, response, and recovery**. This is designed to build capacity by offering information for planning, implementing, evaluating, and sustaining emergency management programs in each school.

### *Video Cameras*

All school buildings and property have video camera equipment. Our systems have been installed to increase security, identify safety hazards and protect student, staff and school property. The video camera system records activity in public areas of the school only. The equipment may not be monitored at all times.

## **School Resource Officers (SROs)**

For many years now, the district and the City of Bellevue have mutually agreed to assign school resource officers (SROs) from the Bellevue Police Department to Bellevue East and Bellevue West High Schools. One additional officer will rotate between Lewis & Clark, Logan Fontenelle, Mission, CHAP, and A.C.E. The district also utilizes one TAR (Threat Assessment and Reduction) SRO that is shared amongst all BPS schools. SROs, along with other officers from the Bellevue Police Department, routinely visit other schools within the district, in an effort to bridge the gap between our youth and law enforcement. The district and the city feel that our youth should have a positive relationship with our officers and that the SROs should be a resource and be used as an educational tool for our students and staff. The SROs are also at the schools for the protection of our students, staff and visitors. SROs do handle criminal activities that occur on school grounds, but are also there to assist in educating, counseling and mentoring youth about various topics, in an effort to prevent criminal activity. SROs go through specialized training, which include but not limited to a Basic SRO course, Advanced SRO course, De-escalation training, teen brain development, drug and alcohol training, suicide prevention training, Mental Health First Aid, sexual assault training, active shooter training, etc. SROs go through extensive yearly training in an effort to keep up with the ever-changing societal trends so that they can relate to and better serve our youth. The district and the city both look forward to this continued partnership in an effort to help shape our youth and keep them on a path towards success.

A school official, school resource officer (SRO) and/or security guard may have contact with a student for a variety of reasons. Many of these contacts are often positive in nature. If a school official is questioning a student regarding a situation, the parents or guardians will be notified within a reasonable amount of time. Parents or guardians may not be notified prior to their child being questioned for various reasons, which include but not limited to, a delayed response in questioning may allow for an illegal or dangerous act to occur or continue, the case involves an allegation of abuse, school officials attempting to get as much information as possible to determine each child's involvement in a situation so accurate information can be gathered and relayed. In various situations, school officials may utilize SROs as a resource to speak with students and educate them on various topics in an effort to prevent and/or stop something from occurring before it manifests into a criminal matter. If a situation is deemed to be criminal in nature, students will be afforded all of their legal rights as required by law. If criminal in nature, a school official will notify a parent or guardian as soon as possible unless the officer requests that police be the one to notify a parent or guardian.

When students are referred to an SRO for the investigation of a criminal matter, the students will be afforded all of their legal rights as required by law. Students may be referred to the SRO for the following offenses, but not limited to, assaults, drug offenses, sexual assaults, threats, distribution of nude photographs, bullying, weapons, vandalism, traffic offenses, disruption to the education environment, etc. If a student is referred to an SRO for prosecution, it does not mean that a criminal arrest will be made in every situation. Every situation will be reviewed on a case by case basis, and an appropriate decision will be made by the SRO or another officer in place of the SRO. If a decision is made that there will be a criminal arrest, in most cases, students will be issued a criminal arrest citation and released to a parent or guardian. If a decision is made that a student will be detained at a detention facility, the parent or guardian will be notified of this decision. In cases where a student is 18 years old or older, and legally considered an adult in criminal matters, parents will be notified, even if not mandatory.

## **Standard Response Protocol (SRP)**

### *Student Safety*

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

## **SRP**

Bellevue Public Schools follows the safety program that includes the Standard Response Protocol (SRP). SRP is based on these five actions: Hold, Secure, Lockdown, Evacuate, and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA or on the CrisisGo application:

Hold – In your room or area. Clear the halls.

Secure – Get inside. Lock outside doors.

Lockdown - “Locks, Lights, Out of Sight”

Evacuate - “To the Announced Location”

Shelter - “Using Announced Type and Method”

## ***Training***

Please take a moment to review these actions. Students and staff are trained and the schools use these drills and actions over the course of the school year. Additional information can be found on the BPS website or [iloveguys.org](http://iloveguys.org)

## **School Hours**

### ***Elementary***

Regular Hours: 8:00 a.m. – 2:50 p.m.

Early Dismissal: 8:00 a.m. – 12:50 p.m.

Children may remain at school to do school work or participate in school activities or for disciplinary reasons, under the supervision of a teacher. However, elementary children generally are instructed to go directly home after school. In the event that a child would remain after normal dismissal time, parents/guardians will be notified. There is no adult supervision on the playground before and after normal school hours. Parents/Guardians/Visitors are requested to first check in at the office upon entering the building.

### ***Middle School***

Regular Hours: 8:30 a.m. – 3:35 p.m.

Early Dismissal: 8:30 a.m. – 1:35 p.m.

Check your child’s schedule for specific times of each period. In order to maintain a safe environment, everyone must enter through the front door. All other doors will be locked. Supervision begins at 8:00 a.m. Students participating in activities after school are to bring any items they plan to take home to the gym locker room. The main building will be locked at 4:00 p.m. Students will not have access to their regular lockers after this time. Students are not to enter the building for practices, rehearsals, meetings, etc. in the evenings or the weekends until a sponsor/adult is present. Parents/Guardians/Visitors are requested to first check in at the office upon entering the building.

### ***High School***

Regular Hours: 7:50 a.m. – 3:00 p.m.

Early Dismissal: 7:50 a.m. – 1:00 p.m.

Check your child’s schedule for specific times of each period. Parents/Guardians/Visitors are requested to first check in at the office upon entering the building.

## **School Phones/Messages**

Telephones in the school offices are for business purposes and may be used by students with permission only in an emergency. A message from parents/guardians will be relayed, unless it is an emergency, in which case the student will be called to the office immediately.

## **Special Education**

A comprehensive program for students with disabilities is available to all students residing in the Bellevue School District. The district provides individualized special education services to students with a verified disability in a variety of settings.

## **Student Health**

The student health program is coordinated by a school nurse who may be assigned to more than one school. A health paraprofessional certified in First Aid and CPR is present in the health office during school hours. Nurses and health paraprofessionals are not permitted to make medical diagnoses. When necessary, the school nurse, parents/guardians and the child’s physician will develop a health plan for students with health needs. A new health action plan is required each school year to be completed on or after May 1 for the next school year. Parents/guardians are asked to inform the school of any changes that occur in their child’s general health or physical limitations. Updates can be made via student verification form.

### *Health Screenings*

As required by state law, students in preschool and kindergarten through fourth grade, seventh and tenth grade along with all new enrollments will participate in health screening for height, weight, vision, hearing and dental conducted by a school health screening team. The grades screened will be in compliance with the guidelines from the Nebraska Department of Health and Human Services. Parents/Guardians will be notified in writing of the need for further evaluation. These routine school screenings are not intended to replace regular medical and dental check-ups. Parents/guardians who do not wish for their child to be included in a health screening must provide the school principal a statement, signed by a physician, stating the child has undergone a physical inspection assessing the required areas within the past 6 months.

### *Injury at School*

In case of an injury at school, emergency first aid will be administered and parents/guardians will be notified. If the school is unable to contact a parent/guardian, the emergency contact provided by parents/guardians will be used. It is important that parent/guardian and emergency contact numbers are current.

**Please note: It is the parent/guardian's responsibility to make sure the school has current medical information and to notify the school if there is a change of address, phone numbers, or email accounts.**

### *Exclusions from School for Illness*

Children who become ill, or have symptoms of illness (vomiting, diarrhea, temperature of 100.4° or greater) at school will be sent home after parents/guardians have been contacted.

Students may not return to school until they are fever free for twenty-four hours without fever-reducing medication. Students who have been ill should stay home until symptoms of illness, vomiting, diarrhea, etc. are gone for 24 hours.

A child with a suspicious skin rash or who has been absent from school because of a communicable disease may be required to present a statement from a doctor upon returning to school.

### *Communicable Diseases*

Bellevue Public Schools follows the guidelines from the Nebraska Department of Health and Human Services.

Chicken Pox: Student must stay out of school until all lesions are disappearing (at least five days from the appearance of the first lesion).

Colds: Exclusion unnecessary. May attend school if no fever (without the use of fever-reducing medications) and symptoms are able to be managed (sneezing, coughing, runny nose, sleepiness).

Conjunctivitis (Pink Eye): Exclude symptomatic cases. May return with documentation from a physician that the child is no longer infectious or when the eye is normal in appearance.

Diphtheria: Exclude cases. Return with a documented physician approval.

Enterobiasis (Pinworm, Thread-worm, Seatworm): Exclude until treated as documented by physician.

Fifth Disease: Exclude until fever and malaise are gone. May return with rash; no longer contagious once rash appears.

Hand, Foot and Mouth: Exclude during acute phase and until fever-free for 24 hours without use of fever-reducing medication.

Hepatitis A: Exclude no less than 7 days after onset of jaundice. Return with documented physician approval.

Herpes Simplex (Type 1): Exclusion unnecessary.

Impetigo: Exclude until brought under treatment and acute symptoms resolved.

Influenza: Exclude for duration of illness.

Measles (Rubeola): Exclude for duration of illness and for no less than 4 days after onset of rash.

Meningitis (bacterial): Exclude until antibiotic course has been initiated and symptoms have fully resolved, and may return with medical clearance.

Meningitis (viral): Exclude from onset of symptoms until full resolution, and may return with medical clearance.

MRSA (staph bacterial infection): Exclusion unnecessary unless directed by physician.

Mumps: Exclude 5 days from onset of swelling in the neck.

Pediculosis (head or body lice): Parents of students with live lice are to be notified and the child treated prior to return to school.

Pertussis (Whooping Cough): Exclude until physician approves return per written documentation.

Poliomyelitis (Infantile Paralysis): Exclude until physician approves return.

Ringworm (Tinea Infections): If affected areas cannot be covered with clothing/dressing during school, exclude until treatment started.

Rubella (German Measles): Exclude for duration of illness and for no less than 4 days after onset of rash.

Scabies: Exclude until the day after treatment is started.

Shingles/Herpes Zoster: Exclude children with shingles/zoster if the vesicles cannot be covered until after the vesicles have dried.

Streptococcal Infection (Scarlet Fever, Scarletina, Strep Throat): Exclude until afebrile and under treatment for 24 hours.

Tuberculosis Pulmonary: Exclude. May return with documented physician approval.

Parents/Guardians of students who are known to have a serious communicable disease such as hepatitis, HIV, or AIDS are encouraged to consult with the school principal so that a plan can be made which is appropriate to the child's needs. Information of this type is confidential.

In the event of a global pandemic (Coronavirus), the Bellevue Public Schools will collaborate with county and state health department officials and medical experts in developing procedures for mitigating the spread of any virus in the schools.

#### *Immunizations [\*BOE]*

Nebraska State Law 79-217 requires that each student be protected against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, chicken pox, Hepatitis B, and Hib by immunization prior to enrollment. Contact your student's school health office for the specific requirements or the most current information regarding Nebraska requirements may be found at: <https://dhhs.ne.gov/Immunization/School-Summary-RR-English.pdf>. Waivers may be granted for medical or religious reasons.

In the event of a disease outbreak, students that are not fully immunized may be excluded from school as directed by the Nebraska Department of Health and Human Services. Students not meeting the requirements of the law shall be excluded from school until such time as they are in compliance.

#### *Physical Examination*

A physical examination by a physician, physician assistant, or advanced practice registered nurse-nurse practitioner is required for all students entering kindergarten, seventh grade and those transferring from an out-of-state school district. The date of the physical must have been within six months prior to enrollment. Parents/guardians shall have up to 30 days following the date of enrollment to present evidence of the physical examination or a written objection to the physical examination. The cost of the physical examination shall be the responsibility of the parent/guardian.

All middle school and high school students participating in athletics must have an athletic physical. An athletic physical qualifies as a regular physical, but a regular physical does not qualify as an athletic physical.

#### *Visual Examination*

A visual evaluation by a physician, physician assistant, advanced practice registered nurse-nurse practitioner or optometrist is required for all students entering kindergarten or transferring from an out-of-state school district. The visual evaluation must consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. The date of the visual evaluation must have been within six months prior to enrollment. Parents/guardians shall have up to 30 days following the date of enrollment to present evidence of the physical examination or a written objection to the visual evaluation. The cost of the visual evaluation shall be the responsibility of the parent/guardian.

#### *Medications [\*BOE]*

The Board of Education believes that the responsibility for prescription, possession, and administration of a student's medicine lies with the parent/guardian and the physician. However, the Board also recognizes that certain situations may occur in which it is necessary for medicines to be administered to a student during the regular school day. In such cases the following procedures shall be followed:

##### **A. Written Approvals**

1. Short-term medication, prescription and nonprescription, two weeks or less requires the parent/guardian's written permission.
2. Long-term medication (longer than two weeks), prescription and non-prescription, require both the parent/guardian's and the doctor's written permission.

##### **B. Safeguards for Storage**

1. It is encouraged for the parent/guardian to deliver and pick up medications. Medications may be transported by a student as permitted by the parent/guardian.
2. All medications at school will be stored securely.
3. The school principal or his/her designee will accept and store medications. No more than a 30-day supply of medication will be accepted to facilitate storage and administration.
4. Parents/guardians are responsible for keeping track of the expiration date of all medications. Expired



medication will not be given at school.

5. Medication not picked up by the last day of school will be disposed of by the health office.

#### C. Conditions of Administration

1. Prescription medication will be brought to the school in the original prescription container with a pharmaceutical label which must state the student's name, medication, dose and the manner of administration. The pharmacy can provide a labeled container for school and for home.
2. Non-prescription (over-the-counter) medications must be brought to the school in the original packaging.
3. Except for emergency situations, only the school principal or his/her designee will administer or supervise the administration of medicine.
4. Only the amount of medicine prescribed by the physician will be dispensed at any one time. We suggest you consult your physician on the timing of medication. Some prescriptions can be written to eliminate the need for giving medication during school hours.
5. The person administering the medication will ascertain that the student actually consumed the prescribed medicine while in the observation of the person administering the medicine.
6. The person administering the medication will maintain a record of students who receive medication and log each dosage.
7. The school district retains the discretion to reject requests for administration of medication and/or medical attention. With authorization of a student's physician, a parent or guardian may submit a written request to allow the student to manage their diabetes, asthma or anaphylaxis condition while at school or during a school-related activity. A medical management plan consisting of multiple components is required. Contact the school nurse for details.

Medications may be administered to students for life-saving purposes using Epipen, albuterol via a nebulizer or Narcan.

#### *School Based Health Center - Mobile Services (SBHC-MS)*

To ensure students are healthy and ready to learn, the Bellevue Public Schools partners with OneWorld Community Health Centers (OWCHC), UNMC, Creighton University (Creighton), Children's Nebraska Medical Center (Children's) or other contracted service providers to provide quality health care School Based Health Center - Mobile Services (SBHC-MS) for all students. SBHC-MS locations will be determined based on needs in the district. The SBHC-MS are staffed by licensed physician assistants and/or advanced practice registered nurses who can diagnose, treat and prescribe medications for acute and chronic illnesses that keep children out of the classroom. Additionally, they can provide school and sports physicals, physical and behavioral health services, and administration of state required immunizations.

With parent(s)/ guardian(s) consent, any BPS student and their siblings may use the services provided in the SBHC-MS at no out-of-pocket cost. The relationship with a student's medical home is not disrupted if the SBHC-MS is utilized by the student. The SBHC-MS is available as a convenient medical home and accepts Medicaid, Kids Connection, commercial insurance, and can provide a sliding scale for uninsured children.

To enroll, the "School Based Health Center - Mobile Services Enrollment and Consent Form" must be completed by a parent(s)/guardian(s) and returned to school. For enrollment forms and more complete information about hours, services and cost, please visit or call your school nurse for assistance.

#### *Restrictions on Physical Activity*

The school district recognizes that physical activities might have to be limited for some students due to certain health conditions.

Temporary Restrictions – (three successive days or less): the building administrator may exclude a student from short-term physical activity by a written note from the parent/guardian.

Long-Term Restrictions – (four successive days or more): the building administrator may, upon receiving a written request from a physician, exclude a student from long-term physical activity.

#### *Concussion Awareness [\*BOE]*

Training to recognize the symptoms of concussions and brain injuries and how to seek their proper medical treatment shall be made available to coaches of the district's athletic teams.

The district will provide information on concussions and brain injuries to athletes and their parents or guardians prior to the beginning of practice or competition including at least:

1. The signs and symptoms of concussions;
2. The risks posed by sustaining a concussion; and

3. The action a student should take in response to sustaining a concussion including the notification of coaches.

A student participating on a school athletic team shall be removed from a practice or game when reasonably suspected of having sustained a concussion or brain injury in that activity after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

The injured student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games until the student:

1. Has been evaluated by a licensed health care professional;
2. Has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
3. Has submitted the written and signed clearance from the licensed health care professional to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian; Has passed the District's ImPact Test.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity as required above, the parent or guardian of the student shall be notified by the school of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

It is the responsibility of the superintendent to implement this policy.

#### *Seizure Safe Schools Act*

Each school shall have at least one employee at each school who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the US Food and Drug Administration.

Prior to the administration of a seizure rescue medication prescribed to treat seizure disorder symptoms by a school employee, a student's parent or guardian shall: Provide the school with a written authorization to administer the medication at school. Each seizure action plan shall be distributed to any school personnel or volunteers responsible for the supervision or care of the student for whom such seizure action was created.

Additional training will be required for schools that have a student enrolled who has a seizure rescue medication or medication prescribed to treat seizure disorder symptoms. Each certificated school employee shall participate in a minimum of one hour of self-study review of seizure disorder materials at least once in every two school years.

#### *Extended Illness*

When a student is ill and it appears he/she will miss three or more days of school, parents/guardians are encouraged to request assignments through the principal's office so that the student may keep up with classes. If a student misses two weeks or more of school due to illness, injury, hospitalization, or surgery, a formal Homebound Instruction Program may be appropriate. Contact the principal for more information about this program.

#### **Student I.D. Cards**

High School students will be issued a digital student I.D. card that includes information for their activity pass, lunch, library, and late start/early out.

#### **Student Transportation**

##### *Student Conduct on Buses*

The privilege of students to ride a school bus is contingent upon following the expectations outlined in this handbook. The driver of the school bus shall be in charge of the bus during the ride and while students are entering or leaving the vehicle. Students shall be required to conform to all regulations concerning discipline, safety, and behavior while riding on the school bus. The driver shall notify appropriate authorities if a student persists in violating the established rules of conduct. After due warning has been given to the student and/or parents/guardians, the privilege of riding the bus may be withheld from the student. Violation of district policies and regulations while on the school bus may result in student discipline up to and including suspension or expulsion, in accordance with district policy.

##### *Bus Transportation Guidelines*

Bellevue Public Schools provides transportation to K-8 students who live more than two miles and 9-12 students who live more than four miles from their assigned home school. Overcrowding in some attendance areas may require that some students be transported to another school. Also, during the year children may ride

a bus on a field trip. To provide a safe environment for all students riding the bus, the following rules have been established. Students not adhering to these rules may lose their bus privileges.

Prohibited actions include:

1. Standing in a moving bus
2. Placing any part of the body or any articles out the window
3. Throwing items
4. Eating, drinking or smoking on the bus
5. Fighting or intentionally provoking fights in or around the bus
6. Excessive noise
7. Profane or obscene language or actions
8. Littering
9. Defacing or damaging the bus (inside or out)

When students leave the bus and intend to cross the street they will walk to a distance of approximately 12 feet in front of the bus and stop. A student should not proceed to cross the street or highway after leaving a bus until the driver has checked the traffic and signaled to them that it is safe to cross.

### *Authorized Passengers*

No one except school personnel, supervisory personnel, monitoring personnel and school children regularly assigned to a student transportation vehicle may ride in such vehicles.

While all school rules apply, the following guidelines also apply to students receiving district transportation:

All students must be at the designated bus stop at the scheduled time. Buses must leave the bus stop at the designated time and will not return for students who miss the bus. It is advisable that students be at their bus stop five minutes prior to the pick-up time. While waiting for the bus, students should stay on the sidewalk when one is available or at least 10 feet back from the roadway. Students must also respect the property of the homeowners in the area of the bus stop.

Students must remain seated while the bus/ vehicle is in motion. All riders are expected to conduct themselves in a manner which will not distract the attention of the driver or disturb other riders on the bus/vehicle.

Students are to assist in keeping the bus clean, sanitary and orderly. The aisle and doorways are to be kept free of any obstructions, including books, lunches, coats, packages and band instruments. When departing the vehicle, all items which were carried on are to be removed.

### **Technology**

The computer facilities provided by the school represent powerful and expensive tools for the use of students and teachers, but only when they are functioning properly. As such, it is important to have the cooperation of everyone involved with their use.

This involves certain rules necessary to provide the greatest educational benefit for the maximum number of students. Students are required to abide by all rules relating to the use of the school's computers and computer networks and must sign a one-time computer usage contract. Such rules may be posted in the classroom, on the network, or given by the teacher. Those rules include, but are not limited to, the following. Students may not tamper with keyboards or other hardware, nor may they tamper with any software on any school computer system (they may not change existing software nor may they add unauthorized software to any computer system), nor may they alter any other students' programs or data. Such tampering shall be considered vandalism.

Students are not to make unauthorized copies of programs or documents, and doing so shall be considered stealing. Students are to use the school's computers only at authorized times, under supervision of a staff member. Vandalism, stealing, unauthorized use of computers will result in punishment including, but not limited to, a range of such things as demerits for minor abuse, suspension from school, remuneration for repair services or damage, to long-term denial of access to computers, removal from a class, and/or loss of credit for the class in cases of repeated or severe abuse.

### *District Guidelines*

Students are specifically prohibited from engaging in activities relating to the following:

1. Access, receipt, transmission, or display of offensive material or messages including, but not limited to, sexually explicit images, messages, cartoons; use of ethnic slurs or racial epithets; defamatory, abusive, obscene, profane, and/or threatening language; inaccurate information; encouragement of use of controlled substances; or illegal material.
2. Use of technology for solicitation or proselytization for commercial, religious, political, personal or any other non- educational activity.
3. Use of technology which violates local, state, or Federal law. This includes attempts to gain unauthorized

access, from within or outside of the district, to proprietary computer systems including, but not limited to, network file servers.

4. Introduction, transmission or creation of any computer “virus” using school district computing hardware.
5. Any financial obligations incurred by persons using district technology are the responsibility of that user. If a student applies for an account to an online technology service such as “Internet” through the district, the student’s parent/guardian must sign a “User Account” agreement with the institution providing the service. The parent/guardian signature indicates that the parent/guardian recognizes that guidelines for that service exist, the child will follow those guidelines, and approval for the child to access an online service using school district technology has been given. Persons who violate any of the district guidelines are subject to disciplinary measures.

### **Textbooks**

Textbooks are supplied at no cost to you and are checked out by the teacher in each class. Teachers will record the book number at the time of checkout and you are responsible for checking in the same book at the end of the term showing only normal wear. If a student loses a book during the year, they may check out another book if one is available by: (1) obtaining the book number and name of the book from your teacher, (2) paying for the book at the principal’s office. Please save your receipt in case the book is found. Money will be refunded whenever the book, properly numbered, and the receipt with the same number are presented to the principal. It is the responsibility of each student/family for any damages of textbooks.

### **Universal Screening**

The Bellevue Public Schools utilizes the SRSS-IE (Student Risk Screening Scale for Internalizing and Externalizing Behaviors) 3 times per school year. The screener is completed by teachers with the intention of proactively identifying students in need of additional support.

### **Visitors [\*BOE]**

All visitors must check in at the school office. Parents/guardians are encouraged to visit their child’s school during school hours, however, permission will be given by the principal after consultation with the teacher(s) involved in the activity. Visitor permits are not issued to allow friends or relatives to attend classes with a student throughout the day. Such visits may create a situation detrimental to the learning atmosphere for both the student and the classes visited. Unauthorized individuals on school property will be reported to the administration and possibly reported to the police.

## Section II – Curriculum

Bellevue Public Schools curricular programs adhere to the Nebraska Department of Education requirements and state standards. Parents/Guardians have the right to review classroom materials and textbooks. If more information is desired, parents/guardians may obtain it from the building principal.

### Elementary

#### Assessment

The following list of assessments (tests and other achievement measures) represents the balanced assessment system of the Bellevue Public Schools. The results of these assessments are utilized to measure student achievement and learning as well as to make curricular and program decisions.

- NSCAS (Nebraska Student Centered Assessment System) Growth assessments are administered to students in grades 3, 4, 5, and 6. These assessments are required by the district and the state. The data from these assessments are used for required reporting of student achievement and identifying the need for individual reading improvement in grade 3 as required by the Nebraska Reading Improvement Act (2018). It is also used in the district to guide instructional decisions and to analyze program effectiveness as part of our continuous improvement processes. Teachers use this data to plan classroom instruction, identify the need for more intensive instructional intervention or enrichment and to assist students in setting individual learning goals throughout the school year. The tests are administered in the spring as follows: Grade 3 English language arts and mathematics; Grade 4 English language arts and mathematics; Grade 5 English language arts, mathematics, and science; Grade 6 English language arts and mathematics.
- NWEA MAP Growth is an adaptive, nationally normed assessment administered to grades K through 6 and is used for required reporting of student achievement. It is used for identifying the need for individual reading improvement in grades K-3 in conjunction with MAP Growth Reading Fluency as required by the Nebraska Reading Improvement Act (2018) as well as for district level and building level continuous improvement decision-making. Teachers use this data to plan classroom instruction, identify the need for more intensive instructional intervention or enrichment, and to assist students in setting individual learning goals throughout the school year. The MAP Growth tests are also aligned to the Nebraska College and Career Ready Standards and the district curriculum. Students in grades K-2 are assessed in the Fall, Winter, and Spring in the areas of reading and math. Students in grades 3-6 are assessed in the Fall and Winter in the areas of reading and math.
- NAEP (National Assessment of Educational Progress) is administered in selected years to some students within the district. Districts, schools, and students are randomly selected by the federal government to participate in this testing on a year by year basis as part of an ongoing system of assessment to determine what America's students know and can do in various subject areas

In addition to the assessments mentioned above, students will be administered curricular assessments throughout the school year to measure progress and achievement toward the district curriculum learning objectives aligned to the Nebraska College and Career Ready Standards. District common formative and summative tests are administered to students in grades K-12 in all subject areas to determine each student's mastery level of the objectives in the curriculum. Continued efforts are made to assist students in achieving each of the learning objectives. Students' performance will be reported using the four performance levels listed below. The corresponding performance level descriptors provide an explanation of each level.

#### Performance Level and Description

**Advanced** - Demonstrates broad, in-depth understanding of complex concepts and skills.

**Proficient** - Can extend understanding by making meaningful connections among important ideas of concepts.

**Progressing** - Demonstrates partial understanding of basic concepts and skills.

**Beginning** - Demonstrates minimal understanding of rudimentary concepts and skills.

#### Counseling Program

The Bellevue Public Schools' elementary counseling program provides support for students and families in the areas of personal/social growth, academics, and career. Implementation of the program involves the students and staff, families and the community. The primary areas of the elementary counseling program and services are:

- Educational development
- Self-knowledge and the skills to interact positively with others
- Career planning and exploration

The goals of the school counseling programs are to help all students:

- Develop and work toward realistic educational goals that correlate a relationship between their interests, abilities, efforts and achievements.
- Develop and demonstrate social skills which enable them to interact appropriately with others.
- Develop competencies in non-stereotypical career exploration and planning which are consistent with their desires, interests, personalities, skills and goals.
- Support teachers, administrators, parents/guardians and community with regard to school counseling issues by providing consultation, information and/or referral.

### **Course Offerings**

Bellevue Public Schools students will participate in instructional programs for English Language Arts, Math, Social Studies, Science, Physical Education, Health, Art, Library, Counseling, and Music.

### **Drug Abuse Prevention**

The use, misuse, or abuse of drugs and alcohol has serious physical, psychological, social, and legal ramifications for young people and their families, peers, schools and communities. The Bellevue Public Schools encourages young people to abstain from the use of illegal drugs and alcohol. The Drug Abuse Prevention Curriculum includes the following components: relationships with family, peers, community and outside influences; drug information about alcohol, marijuana, tobacco, over-the-counter drugs, prescription drugs, and street drugs; steps in decision-making, communication, goal setting, alternative choices, refusal skills, and values; and self-awareness, personal wellness, self-esteem, and growth and development. Parents/Guardians and community members are also encouraged to support the drug-free life for students.

### **English Learners Program**

The English Learners (EL) program in the Bellevue Public Schools serves students who speak a language other than English at home. The goal of the EL program in Bellevue is to support our EL students and teach them academic independence in their classroom. Our teachers are providing a source of support as the students seek to understand and adapt to their new cultural and academic setting. Teachers work to develop an appreciation of their students' strengths within the school setting and to ensure full access to the range of educational opportunities available in our schools.

English learning students with "less than reasonable proficiency in English" are assigned to an EL program for all or part of their school day. English learners with "reasonable levels of proficiency in English" will receive pull-out services a few days a week with an EL teacher. The objective of the EL program is to help English learners learn English and to raise EL students' academic progress in order to meet academic achievement standards. Our teachers utilize English language development materials to meet the needs of English learners and prepare them to transition into the mainstream classrooms. Interactive, content-based lessons integrate listening, speaking, reading and writing.

### **Grading Procedures**

#### *Report Cards*

Report Cards are distributed at the end of each nine-week quarter either at Parent/Student/Teacher Conferences or sent home. Final report cards will be mailed to parents/guardians.

#### *Progress Reports*

Your child's progress can be monitored by you anytime online via Bellevue Public Schools' PowerSchool Parent Portal. Access to your account will be communicated to you from your school's office. Parents/guardians may contact their child's teacher if they need more information.

### **Grading**

The Bellevue Public School District believes that the primary purpose of grading is to measure and communicate student achievement. Therefore, guidelines have been established to ensure that the factors influencing a student's grade accurately reflect student achievement of academic standards.

As part of the school district grading protocol, students will be expected to complete all assigned work. A series of schoolwide and classroom level interventions will be utilized to support students and teachers in reaching the highest level of academic achievement. In short, the school's response to incomplete student work will be to seek to encourage additional time and support. A special effort will be made on summative tasks and/or larger scale class assessments/projects.

Students are graded on the basis of E, S, I and N in Kindergarten through third grade and A, B, C, D and F in grades four through six. The charts below illustrate both approaches to reporting student learning.



### **Kindergarten through Grade 3**

E - Excellent  
S - Satisfactory  
I - Improving  
N - Needs Improvement

### **Grade 4 through Grade 6**

| <u>Mark</u>       | <u>Percentage</u> |
|-------------------|-------------------|
| A                 | 90 – 100%         |
| B                 | 80 – 89%          |
| C                 | 70 – 79%          |
| D                 | 60 – 69%          |
| F                 | Below 60%         |
| Needs Improvement |                   |

### **High Ability Learner Program**

A commitment exists in the Bellevue Public Schools to recognize the individual characteristics of each student and to advance to the fullest all aspects of each student's development.

The high ability learner is the individual who exhibits exemplary abilities, displays commitment to tasks initiated, and possesses the ability to solve problems and think creatively beyond what is considered normal among age-group peers. Varied approaches to learning provide opportunities for these students to develop their talents and interests.

An elementary through high school program for the high ability learner is maintained through informal and formal identification and differentiated, individualized plans for each identified high ability learner.

#### *High Ability Learner Program Identification*

Bellevue Public Schools provide a service for students objectively identified as academically gifted. Students qualify for the High Ability Learner Program (HAL) by meeting established criteria on items in Bellevue's multiple-faceted identification process. Formal identification of HAL students is initiated during the third grade.

Bellevue Public Schools follows the district HAL services transfer procedures for students with documented formal identification with high ability/gifted learning needs from other school districts. Criteria for qualifying for HAL services vary from state to state and from school district to school district.

### **Homework**

Homework is the time students spend outside the classroom in assigned activities to practice, reinforce or apply newly-acquired skills and knowledge. The average amount of homework suggested by the District should not exceed 10 minutes per grade level.

### **Instructional Materials**

District curriculum committees review and recommend for purchase the materials used in the instructional process. These materials are available for parent/guardian review. Parents/guardians may request that their child not study a given book or literary work.

### **Instrumental Music**

Instrumental music is available for students in the sixth grade. Meetings are held early in the school year to help students and their parents/guardians select an instrument. Lessons are held during school time with the students leaving their classroom for a brief time. Students begin lessons on a once or twice a week basis. Once the student is familiar with the instrument, the student will be scheduled for a band class each day. Instruments taught include flute, oboe, clarinet, alto and tenor saxophone, trumpet, French horn, trombone, baritone horn, tuba, mallet percussion and snare drum.

### **Special Education**

A comprehensive program for students with disabilities is available to all students residing in the Bellevue School District. The district provides individualized special education services to students with a verified disability in a variety of settings.

### **Support for Literacy**

*Reading Specialist:* Each elementary school has a Reading Specialist whose role is to coach all classroom teachers and their students in maximizing reading growth.

*School Library:* Students are encouraged to engage in self-selected reading through the school day and at home. The media center provides an abundance of books and audio-visual materials for literary appreciation and information acquisition; and, with the use of a Lexiles leveling system, School Librarians are able to assist students in selecting materials best suited for them. In addition, the School Librarian works with the Reading Specialist and classroom teacher to provide instruction in content-area reading. The School Librarian also provides instruction in research skills and 21st century information literacy.

*Parent Involvement:* Parents/Guardians are the center of a child's life and the child's first teacher. It is important to the Bellevue Public Schools that we have a strong partnership with our parents/guardians. Positive reinforcement of good reading and writing habits in the home will encourage successful literacy experiences for the child.

*Student Involvement:* Parents/Guardians and teachers should encourage students to take an active role in their own literacy development. Research shows that if students are actively involved in self-evaluation and reflection of learning, they are more motivated and engaged in the learning process.

## **Title I**

The Title I Program is a federally-funded program which provides financial assistance to school districts to meet the educational needs of educationally deprived students in school attendance areas with high concentrations of children from low income families. This assistance is provided to improve the educational opportunities of eligible children by helping them succeed in the regular program, attain grade level proficiency, and improve achievement in basic and more advanced skills that all children are expected to master.

School districts qualify for a basic Title I grant based upon the number of students living in low income homes. Title I schools in those districts are chosen on the basis of the percentage of students receiving free or reduced meals. Schools which have more than the district average of students receiving free or reduced meals are designated as Title I schools and are eligible to receive a program funded by Title I. Schools with the highest percentage of students receiving free and reduced meals are served first.

The Title I program offered by the Bellevue Public Schools includes a preschool program for eligible four-year-old children, as well as school-wide services at qualifying buildings.

## **Middle School**

### **Assessment**

The following list of assessments (tests and other achievement measures) represents the balanced assessment system of the Bellevue Public Schools. The results of these assessments are utilized to measure student achievement and learning as well as to make curricular and program decisions.

- NSCAS (Nebraska Student Centered Assessment System) assessments are administered to students in grades 7 and 8. These assessments are required by the district and the state. The data from these assessments are used in the district to guide instructional decisions and to analyze program effectiveness as part of our continuous improvement processes. Teachers use this data to plan classroom instruction, identify the need for more intensive instructional intervention or enrichment and to assist students in setting individual learning goals throughout the school year. Tests are administered in the spring in the areas of English language arts, mathematics, and science. The tests are administered as follows: Grade 7 English language arts and mathematics; Grade 8 English language arts, mathematics, and science.
- NWEA MAP Growth is an adaptive, nationally normed assessment administered to students in grades 7 and 8. The data from these assessments are used in the district to guide instructional decisions and to guide district level and building level continuous improvement decision-making. Teachers use this data to plan classroom instruction, identify the need for more intensive instructional intervention or enrichment, and to assist students in setting individual learning goals throughout the school year. The MAP Growth tests are also aligned to the Nebraska College and Career Ready Standards and the district curriculum. Students are assessed in the Fall and Winter in the areas of reading and math.
- NAEP (National Assessment of Educational Progress) is administered in selected years to some students within the district. Districts, schools, and students are randomly selected by the federal government to participate in this testing on a year by year basis as part of an ongoing system of assessment to determine what America's students know and can do in various subject areas.

In addition to the assessments mentioned above, students will be administered curricular assessments throughout the school year to measure progress and achievement toward the district curriculum learning objectives aligned to the Nebraska College and Career Ready Standards. District common formative and summative tests are administered to students in grades K-12 in all subject areas to determine each student's mastery level of the objectives in the curriculum. Continued efforts are made to assist students in achieving each of the learning objectives. Students' performance will be reported using the four performance levels listed below. The corresponding performance level descriptors provide an explanation of each level.

### **Performance - Level Description**

**Advanced:** Demonstrates broad, in-depth understanding of complex concepts and skills.

**Proficient:** Can extend understanding by making meaningful connections among important ideas of concepts.

**Progressing:** Demonstrates partial understanding of basic concepts and skills.

**Beginning:** Demonstrates minimal understanding of rudimentary concepts and skills.

## Course Offerings

### *Seventh Grade Course Offerings:*

Requirements: Language Arts English, Language Arts Reading, Mathematics, Science, World History (Age of Exploration to 1850), Guided Study, Health, and Physical Education.

Electives: Band, Chorus, Art, Tech/Living, Introduction to World Language, and JAG (Jobs for America's Graduates).

### *Eighth Grade Course Offerings:*

Requirements: Language Arts English, Language Arts Reading, Mathematics, Science, American History, Guided Study, Physical Education, and Career Skills Investigation (CSI).

Electives: (year) Band, Chorus, German I, Spanish I, (semester) Art, Living 8, Technology 8, Chorus, and JAG (Jobs for America's Graduates).

## English Learners Program

The English Learners (EL) program in the Bellevue Public Schools serves students who speak a language other than English at home. The goal of the EL program in Bellevue is to support our EL students and teach them academic independence in their classroom. Our teachers are providing a source of support as the students seek to understand and adapt to their new cultural and academic setting. Teachers work to develop an appreciation of their students' strengths within the school setting and to ensure full access to the range of educational opportunities available in our schools. English learning students with "less than reasonable proficiency in English" are assigned to an EL program for all or part of their school day. English learners with "reasonable levels of proficiency in English" will receive pull-out services a few days a week with an EL teacher.

The objective of the EL program is to help English learners learn English and to raise EL students' academic progress in order to meet academic achievement standards. Our teachers utilize English language development materials to meet the needs of English learners and prepare them to transition into the mainstream classrooms. Interactive, content-based lessons integrate listening, speaking, reading and writing

## Grading Procedures

### *Report Cards*

Report Cards are either handed out at Parent/Student/Teacher Conferences or are mailed home. Final report cards will be mailed to parents/guardians.

### *Progress Reports*

Your child's progress can be monitored by you anytime online via Bellevue Public Schools' PowerSchool Parent Portal. Access to your account will be communicated to you from your school's office. Parents/guardians may contact their child's teacher if they need more information.

## Grading

Bellevue Public Schools believes that the primary purpose of grading is to measure and communicate student achievement. Therefore, guidelines have been established to ensure that the factors influencing a student's grade accurately reflect student achievement of academic standards. As part of the school district grading protocol, students will be expected to complete all assigned work. A series of schoolwide and classroom level interventions will be utilized to support students and teachers in reaching the highest level of academic achievement. In short, the school's response to incomplete student work will be to seek to encourage the student to complete the work by providing additional time and support. A special effort will be made on summative tasks and/or larger scale class assessments/projects.

Students are graded on the basis of A, B, C, D and F. The chart below illustrates guidelines for grading percentages.

### **Grade 7 through Grade 8**

| <u>Mark</u> | <u>Percentage</u> |
|-------------|-------------------|
| A           | 90 – 100%         |
| B           | 80 – 89%          |
| C           | 70 – 79%          |
| D           | 60 – 69%          |
| F           | Below 60%         |

## **Honor Roll**

Everyone who earns a 4.25 mark point average or higher on a 5-point scale will be on the honor roll after each grading period. A 4.25 mark point average is roughly equal to a B+ average.

## **Homework and Study Habits**

The school program is developed with supervised study as a part of the daily program. A student who uses his/her time wisely at school will have a minimum of required work to do at home. However, most of the students find it necessary to spend some time other than regular school hours on their assignments. Students should develop a method of studying and practice it regularly. The school provides each student an assignment notebook. After school programs are available to assist students with homework.

## **Suggested Standards for Written Work**

The following are suggestions for written work which is turned into the classroom teacher for grading:

1. Basic capitalization, punctuation, and spelling rules are followed.
2. Neat and legible handwriting or typed copy is used.
3. Standard rules for sentence and paragraph construction are used.
4. Course and student's name should be written on all assignments.

## **Teams**

Seeking ways to help middle level students become more successful academically, emotionally and socially during their "middle years" continues to be our focus.

To this end, students will be assigned to participate on CORE teams. Groups of students will share the same CORE teachers for part of their school day. CORE classes will include Math, Science, Language Arts, Social Studies, and Guided Study.

We feel there are many advantages to this approach: having a set of teachers who will know a group of students and their needs very well; flexible scheduling to provide special learning environments; coordination of instruction for maximum use of learning needs of students; and, increased effectiveness in communicating with parents/guardians and other support staff to facilitate student needs.

We believe that this organizational approach and personalization of instruction will enhance the transition of students to middle school and begin to prepare them for high school. It will also provide students with an excellent instructional program via teachers who coordinate their efforts to know students well.

# **High School**

## **Academic Excellence Certificates**

Seniors who received an academic letter each year in grades 9 – 11 while in Bellevue Public Schools and are in the top 10% of their class for the first semester of their senior year, or students whose cumulative Grade Point Average for each semester of attendance in a Bellevue High School would place them in the top 10% of their class, will receive an Academic Excellence Certificate at a spring Honors Recognition Program.

## **Academic Letters**

An academic letter may be earned by being in the top 10% for any given school year.

## **Assessment**

Assessments (tests and other achievement measures) are administered as part of the balanced assessment system used in the Bellevue Public Schools. Assessments are used to assist in the understanding of academic strengths and weaknesses. The results of these assessments are good measures of achievement and learning. This information is also valuable to teachers and administrators as well as to parents/guardians since the results of assessments can be used to make educational decisions regarding educational programs. The assessments in the high schools are as follows:

- The ACT is administered to students as part of the Nebraska Student Centered Assessment System (NSCAS). This is a regular ACT test administration required by the state for all students in the 11th grade (3rd year high school graduation cohort) and is administered in the spring of each school year. Tests are administered in the areas of English, mathematics, reading, science, and writing. Students receive a score report explanation from the state as well as an official ACT score report that can be used for college application purposes. This assessment is required by the district and the state and is at no cost to the students. The data from this assessment are used in the district to guide instructional decisions and to analyze program effectiveness as part of our continuous improvement processes.

- A Practice ACT is administered each fall to students in grades 9-11. This administration is a simulation of the actual ACT administration using a retired ACT test or PreACT test that is scored at the district level to provide students with feedback on individual subtests as well as composite performance. The data from this assessment is also used to guide instructional decisions and to inform the continuous improvement process at the building level.
- ACT and SAT National Test Administration: Many colleges and universities require the ACT (American College Test) and/or SAT (SAT Reasoning Test formerly called the Scholastic Aptitude Test). Students may register at their own expense to take the ACT or SAT on designated national test administration dates. ACT will be administered at no cost to all public school 11th grade students, except those identified as needing alternate assessment, as part of the Nebraska Student Centered Assessment System (NSCAS).
- PSAT: This test is offered to junior students and helps to predict scores on the SAT. The PSAT is also the National Merit Examination and is often used to apply for scholarships.
- Advanced Placement (AP) Exams are available to students who have completed AP coursework. Students enrolled in AP classes are encouraged to take the exam for the corresponding course. AP courses are available in a wide variety of subjects. Advanced Placement exams are administered each year in May through the College Board.

Please note that the AP Exams, ACT National Test Administration, SAT, and PSAT are a matter of financial cost to parents/guardians.

Students and their parents/guardians should confer with a school counselor during their junior year regarding their college choice so that they may know about the required tests for college admission. The counselors can also assist in regard to test preparation materials for these tests.

In addition to the assessments mentioned above, students will be administered curricular assessments throughout the school year to measure progress and achievement toward the district curriculum learning objectives aligned to the Nebraska College and Career Ready Standards. District common formative and summative tests are administered to students in grades K-12 in all subject areas to determine each student's mastery level of the objectives in the curriculum. Continued efforts are made to assist students in achieving each of the learning objectives. Students' performance will be reported using the four performance levels listed below. The corresponding performance level descriptors provide an explanation of each level.

#### Performance - Level Description

**Advanced:** Demonstrates broad, in-depth understanding of complex concepts and skills.

**Proficient:** Can extend understanding by making meaningful connections among important ideas of concepts.

**Progressing:** Demonstrates partial understanding of basic concepts and skills.

**Beginning:** Demonstrates minimal understanding of rudimentary concepts and skills.

#### Frank Kumor Career Center

The Frank Kumor Career Center provides a variety of opportunities and supports for career-exploration and college-choice programs. These programs, along with direct instruction from the Frank Kumor Career Center Counselor and classroom teachers, can help you explore occupations, colleges, and career/college preparation strategies. Frank Kumor Career Center programming is provided via classroom lessons/presentations, small group meetings, and one on one counseling.

#### Changing Scheduled Classes

The selection of a student's program is a serious undertaking. A tentative plan for your entire high school program should be made at the beginning of your high school years. Students and parents/guardians are encouraged to give registration adequate time and attention. Feel free to seek information from your counselors and teachers.

In most cases, **Spring Registration is final** due to the need to hire appropriate staff to teach courses. Careful planning makes this possible and eliminates the need for most drops, adds, or schedule changes. We realize that a few mistakes are made and thus some schedule changes will be necessary. Proper planning considers individual goals and abilities as well as anticipated school activities and activities out of school.

The following guidelines will be used in making schedule changes:

- Students should make schedule changes for the upcoming school year by May 15 of the current school year. Changes can be made by contacting the counseling office.
- Schedule changes requested in the current school year will only be given consideration within the first six days of the semester. Classes dropped after the first week of school can only be replaced with a study hall.

- Any student requesting a schedule change must have permission of the parent/guardian, teacher and counselor. Decisions will be based on class availability, reason for the request, and the amount of disruption it may cause to the rest of the student's schedule.
- Students requesting to change the difficulty level of a class (i.e. from AP to regular) must have approval of the building principal. Course level changes will only be considered prior to the sixth week of school.

Classes dropped after the 11th week of progression during a given semester will receive a failing grade.

### Grade Point Average and Tiered Diploma System

Bellevue Public Schools implements a tiered diploma system to expand recognition for graduates who have achieved at a high level and actively participated in challenging coursework throughout their high school career. The high schools will not recognize a valedictorian at graduation, but instead recognize students who earn a diploma with distinction or high distinction. Additionally, the high schools will not publish class rank data and will utilize a weighted 4.0 scale to calculate grade point averages. The process for determining grade point average is as follows: Each grade a student receives in any course is given a mark point value. The mark point value varies depending on the level of the course, whether Advanced Placement, advanced, regular, or basic. Advanced courses are denoted by the letter "A" and Advanced Placement courses by the letters "AP." The mark points are listed below:

|       | Advanced Placement Course | Advanced Course | Regular and Basic Course |
|-------|---------------------------|-----------------|--------------------------|
| Grade | Mark Point                | Mark Point      | Mark Point               |
| A     | 5                         | 4.5             | 4                        |
| B     | 4                         | 3.5             | 3                        |
| C     | 3                         | 2.5             | 2                        |
| D     | 2                         | 1.5             | 1                        |
| F     | 0                         | 0               | 0                        |

The following requirements reflect changes to the number of credits required for a tiered diploma resulting from a change to a Block Schedule:

| Highest Distinction                      |      | Distinction                              |      | General Diploma                          |     |
|--|------|--|------|--|-----|
| GPA                                      | 4.25 | GPA                                      | 3.75 | GPA                                      | N/A |
| Total Credits for Class of 2025 & beyond | 54   | Total Credits for Class of 2025 & beyond | 52   | Total Credits for Class of 2025 & beyond | 50  |
| Adv/AP Credits                           | 24   | Adv/AP Credits                           | 16   | Adv/AP Credits                           | N/A |

### College Entrance and Scholarships

The school counselors are a source of information to students and their parents/guardians in regard to any future education. It is advisable to get to know the assigned counselors as soon as possible, so they are able to assist in decision-making regarding future educational plans.

In general, most scholarships are awarded to the top 10% percent of the graduating seniors who show financial need. Only a few scholarships are awarded to students without consideration of financial need. Loans may be available to capable students. A scholarship paraprofessional is on staff to assist with scholarship searches and applications.

### Counseling

The Bellevue Public Schools High School Counseling staff is dedicated to providing every student with the knowledge and skills necessary for academic success and personal growth. We are committed to helping students reach their full potential in academics, careers, personal and social skills in school. Our mission is to provide a comprehensive guidance program to assist all students in becoming independent individuals with the knowledge and attitudes to become responsible citizens and lifelong learners.

The counseling services provided by Bellevue Public Schools are designed to assist you to make the most effective use of your assets and set reasonable and attainable goals.

The counselor's role concerns helping you obtain valid information about yourself, your vocational and educational interests, your aptitudes and abilities, to assist you in making decisions. The counselor assists you to make choices by helping you consider alternatives to any course of action.

You are permitted to visit a counselor during any study hall or before or after school.

### *How to See Your Counselor*

Students are welcome to stop by the counseling office without an appointment before school, break, lunch and after school with any questions they may have.

Parents/Guardians can call to set up an appointment to meet with a counselor. Counselors are also readily accessible via email and phone.

The Counseling Department helps students to make decisions and accept responsibility for their decisions. Students meet with counselors in individual and group sessions, classroom visits, mediations and referrals to outside agencies, if needed.

## **Grading Procedures**

### *Report Cards*

Report Cards are distributed at the end of each nine week quarter either at Parent/Student/Teacher Conferences or sent home. Final report cards will be mailed to parents/guardians.

### *Progress Reports*

Your child's progress can be monitored by you anytime online via Bellevue Public Schools' PowerSchool Parent Portal. Access to your account will be communicated to you from your school's office. Parents/guardians may contact their child's teacher if they need more information.

## **Grading**

Bellevue Public Schools believes that the primary purpose of grading is to measure and communicate student achievement. Therefore, guidelines have been established to ensure that the factors influencing a student's grade accurately reflects student achievement of academic standards. As part of the school district grading protocol, students will be expected to complete all assigned work. A series of schoolwide and classroom level interventions will be utilized to support students and teachers in reaching the highest level of academic achievement. In short, the school's response to incomplete student work will be to seek to encourage the student to complete the work by providing additional time and support. A special effort will be made on summative tasks and/or larger scale class assessments/projects. Students are graded on the basis of A, B, C, D, and F. If a student is assigned to the Sarpy County Education Program (SCEP), Project Recovery or Night School, all grades will be either Pass (P) or Fail (F). The chart below illustrates guidelines for grading percentages.

### **Grade 9 through Grade 12**

| <u>Mark</u> | <u>Percentage</u> |
|-------------|-------------------|
| A           | 90 – 100%         |
| B           | 80 – 89%          |
| C           | 70 – 79%          |
| D           | 60 – 69%          |
| F           | Below 60%         |

## **Graduation Requirements**

### *Credit Requirements:*

Students graduating in 2025 must earn a minimum of 50 credits.

### *Course Requirements:*

|                    |   |  |
|--------------------|---|--|
| Science            | 6 credits   | Includes Life Science (e.g. Biology), Physical Science (e.g. Chemistry, Physics), and Earth and Space Science standards (e.g. Earth and Space Science course or integrated into Biology, Chemistry, and Physics) |
| English            | 8 credits   |  |
| Mathematics        | 6 credits   |  |
| Social Studies     | 6 credits   | (Must include American History, World Studies, Economics, and American Government courses)   |
| Personal Finance   | 1 credit  |  |
| Computer Science   | 1 credit  | (This is a new requirement starting with the class of 2028 per Nebraska LB1112 passed on April 18, 2022.)  |
| Health             | 1 credit  |  |
| Physical Education | 2 credits   | (a maximum of six P.E. credits will count for graduation)  |
| Electives          | 20 credits - Classes of 2025 and 2026<br>19 credits - Class of 2027 |  |
| Total:             | 50 credits  |  |



## **FAFSA Requirement**

Beginning in the school year 2024-2025, per Nebraska LB705, there is a new requirement that each public high school student shall complete and submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) prior to graduating from high school. A student will not be required to submit a FAFSA, if a Nebraska Department of Education opt-out authorization form for declining to complete and submit the FAFSA is filled out, signed, and submitted prior to graduation. The opt-out authorization forms will be provided by the schools.

## **Honors Night**

Honors night is held prior to commencement each year. Its purpose is to honor students with the many different awards and presentations. It is at Honors Night when the valedictorian of the senior class is announced. In past years the number of awards has been many and has covered every aspect of school activity with members of each class receiving the various awards.

## **Honor Cords**

The faculty realizes the importance of recognizing academic and co-curricular accomplishments. A variety of clubs and organizations provide opportunities to earn such recognition in the form of colorful cords. These cords are often awarded at the end of the school year at functions such as Honors Night and individual organization banquets. Students who earn these cords are encouraged to wear them at Baccalaureate.

## **President's Award**

The purpose of the President's Award for Educational Excellence is to recognize and reward educational excellence. Criteria for selection are (1) a grade point average of 4.5 or higher, (2) an achievement test score in the 85th percentile or higher in math or reading, and (3) senior standing.

## **Registrar**

The registrar's office is located in the counseling area. The registrar's office is the school records center and is concerned with the following items:

1. Keeping correct addresses, telephone numbers and other information about students; (a change in any of the above information should be reported to the registrar's office.)
2. Sending transcripts of student's records to other schools when the parent/guardian gives permission;
3. Approving good driver discounts; and
4. Other miscellaneous record maintenance.

## **Regulations and Requirements**

All credits attempted are recorded on your permanent record. Students must be enrolled in a minimum of four subjects/classes all semesters. Exceptions must be requested through the principal.

All required courses must be completed with a passing grade or repeated the following years. Exceptions are unusual.

Grade level assignment at the senior high level is determined by the number of years a student has attended at any senior high school. For example, a student in their second year of high school will be labeled as a sophomore. Students that have not met the requirements for graduation at the end of their fourth year of high school (senior year) will continue to be labeled as seniors in subsequent school years until graduation requirements are obtained or the student is no longer enrolled.

## **Trade, Technical and Vocational Schools**

Many students are interested in trade or technical Schools. The Center on Education and the Workforce estimates that 65 percent of all occupations will require some form of postsecondary training and education. For students disinterested in a traditional four-year degree, vocational education provides the training necessary to become qualified professionals in a variety of trades. This type of learning, also known as career and technical education (CTE), blends academic and technical instruction to prepare graduates for direct entry into the workforce. It is wise to begin planning entrance into any school early.

## **Section III – Activities & Athletics**

### **Middle School**

Interschool athletics are available for girls in volleyball, swimming, basketball, track and cross country, girls wrestling and for boys in football, swimming, basketball, wrestling, track and cross country. Some additional activities include jazz band, show choir, spirit team, student council, and National Junior Honor Society. Students should see the sponsor of the National Junior Honor Society to learn more about selection criteria.

Intramural athletics include basketball for boys, and volleyball and basketball for girls.

All students, regardless of ability, will be placed on a team. All practices and games are held outside school hours.

#### **Accident Insurance**

Student athletes must be covered by accident insurance prior to participation on any team. Student athletes are eligible to purchase insurance made available by the district.

#### **Sports Physical**

Before a student may report for practice sessions, a physical examination must be on file in the school office which includes a signature from a parent/guardian granting permission to play and a physician stating that the student has received a sports physical. A physical examination by a physician, physician assistant, or advanced practice registered nurse-nurse practitioner is required. Physical examinations may be taken any time beginning May 1 of each school year. Reduced rates, dates and locations for athletic physicals will be communicated to athletes and parents/guardians.

#### **Sportsmanship**

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship. Bellevue Public Schools has adopted the following sportsmanship guidelines:

1. Keep cheers positive. There should be no profanity or degrading language/gestures.
2. Avoid actions that offend visiting teams or individual players.
3. Show appreciation of good play by both teams.
4. Learn the rules of the game in order to be a better-informed spectator.
5. Treat all visiting teams in a manner in which you would expect to be treated.
6. Accept the judgment of coaches and officials.
7. Encourage other spectators to participate in the spirit of good sportsmanship.
8. Obey the instructions of school employees and officials supervising the extracurricular activity.

Athletes and spectators are expected to uphold the sportsmanship guidelines. Those who do not follow the guidelines may be removed from current and/or future school events.

#### **Dress and Appearance**

The participants should be neat, clean, well-groomed and should represent the Bellevue Public School District in a positive manner. The length and style of hair should not present a hazard to the participant during practice or competition.

In addition, the participant must comply with national, state, or conference rules on dress and appearance which pertain to that particular activity. Participants will be required to conform to team uniform standards for practice and competition.

#### **Attendance**

A student must be in attendance for a minimum of four (4) scheduled class periods in order to participate in an activity that day. Exceptions: Medical appointments, school business/activities, or an approved absence by the activity director in cooperation with the building principal.

Participants are expected to attend practice/ events unless the absence is approved by the coach/sponsor or the activity director. Absence from practice, contests, or events will affect participation time and may result in suspension from the activity. School sponsored performances/events take precedence over practices when students are involved in more than one activity.

#### **Activity Transportation**

The School District will provide transportation to activities whenever possible. Parents/Guardians may provide transportation for their own child if prior arrangements/approval has been made with the coach/sponsor.

## Hazing

Hazing or initiation by any school organizations, groups, clubs, teams or individuals are prohibited. Anyone engaging in hazing or initiation behavior will be subject to disciplinary action up to and including expulsion.

Hazing is any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person or the coercing of any such activity.

In addition, the use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, is disruptive of a positive learning environment and will not be tolerated.

## Extracurricular & Co-Curricular Infractions/Penalties

Participation in extracurricular and co-curricular activities in the Bellevue Public Schools is a privilege. All students are expected to follow state, conference and district rules as a participant in an activity. Students involved in or cited for inappropriate behavior or illegal activities (in or out of school), as substantiated by school personnel or law enforcement officials, are subject to consequences.

- A. Failure to follow school rules or other inappropriate behavior within the community will affect participation time and may result in suspension from the activity. The duration of the suspension will be determined by the school administration in cooperation with the coach/sponsor.
- B. A student may not participate in practices, contests, competitions, or activities while serving a discipline related in-school or out-of-school suspension.
- C. Students, who wish to participate in activities, may not possess or consume tobacco, alcohol or drugs.

Violation of behavior standards will result in the following consequences:

- 1. Tobacco – Use or possession of tobacco in any form including vapor products (e-cigarettes) during the season will result in a one week suspension from ALL games, practices and activities. The student will return on probation. A second offense during the same season will result in suspension from the team or activity for the remainder of the season.
  - 2. Misdemeanor Charges – A student charged with a misdemeanor during the season, as substantiated by law enforcement officials or school personnel, will result in a one-week suspension from ALL games, practices and activities. The student will return on probation. A second offense during the season will result in suspension from the team or activity for the remainder of the season.
  - 3. Felony Charges – A student charged with a felony during the season or out of the season, as substantiated by law enforcement officials, will result in immediate suspension from all games, performances, events, practices and activities until the matter is resolved to the satisfaction of the Bellevue Public School District's administration.
  - 4. Use of or possessing illegal drugs, inhalants, synthetic drugs, look-alike drugs, drug paraphernalia, drugs not prescribed by a physician, any non-FDA approved supplements, or alcohol, as substantiated by law enforcement officials or school personnel will result in immediate suspension from all games, performances, events, practices and activities for the remainder of the season or activity. In the case of a co-curricular class, the student may be reassigned to a different class and suspended from school in accordance with school district policy. Readmission to active status for the next activity must be accompanied by a verified completion of a Bellevue Public School District approved education program. The student, parent/guardian and activity director must complete an application for "Alternative to Exclusion from Activities" to participate in the education program. A second offense during the school year will result in suspension from all activities for the remainder of that school year. Readmission to active status for the following year's season or activity must be accompanied by a verified completion of a Bellevue Public School District approved education program. The student, parent/guardian and activity director must complete an application for "Alternative to Exclusion from Activities" to participate in the education program.
- D. Dismissal from an activity – Short-term suspensions, temporary exclusion from practice sessions, competitions or meetings may be initiated by the coach or sponsor. The activities director will be notified

of the disciplinary action as soon as possible. Suspension for the remainder of the season will be initiated with a short-term suspension by the sponsor/coach. At that time, the activities director, principal and sponsor/coach will review the alleged violation. Final authority concerning exclusion from the activity rests with the principal. If the suspension is warranted for the remainder of the season, the student and his/her parents/guardians will be informed by the activities director or principal. In all cases where a participant is removed from an activity before the end of the season, he/she loses his/ her lettering privileges and any other honors or recognitions pertaining to that activity.

- E. Civil Rights – Compliance requirement. No person, on the grounds of race, color, national origin, age, handicap, sex, or religion shall be excluded from participation in or be subjected to discrimination in any program or activity.

#### **Procedures for the Establishment of Recognized School Sponsored Student Organizations**

1. Applications for charter shall be properly and fully completed by a staff member who is qualified to serve as the sponsor and shall be made to the building principal or designee. Application will include a statement of objectives and affiliations with outside groups, if any. If the application is approved, the administration reserves the right to appoint another staff member other than the applying staff member to serve as the sponsor.
2. If approved by the building principal or designee, the organization request shall be submitted to the appropriate director.
3. All sponsored student organizations must be approved by the Superintendent of Schools or designee before the organization can begin. The building principal or designee and Superintendent of Schools or designee will use the conditions and criteria established by the school district.
4. Following the approval or disapproval, the principal or designee will communicate the decision to the certified staff member who completed the application.

#### **Procedures for Non-Sponsored Student Organizations to Meet on School Property**

1. Any non-sponsored student organization seeking to meet on school premises during non-instructional time shall submit a written application to the principal or designee. Applications shall include at least the following:
  - a. Name of the organization.
  - b. Name of the student(s) who in the name of the club(s) are authorized to apply for use of school premises.
  - c. Name(s) of the staff monitor(s).
  - d. A general statement of the purposes and activities of the organization.
  - e. A description of the qualifications for membership, if any, and the reasons for the qualifications.
  - f. A statement that the organizing students have read, understand and agree to comply with all district policies, regulations, and rules included in the applicable student handbook.
2. All requests for non-sponsored student organizations will be approved or denied by the principal or designee. The principal or designee will use the conditions and criteria established by the school district.
3. Following the approval or disapproval, the principal or designee will communicate the decision to the individual(s) completing the application.
4. If non-sponsored student organizations do not receive approval from the principal or designee to use school premises, or if the organization's approval is terminated, the student organization may appeal the decision to the Superintendent of Schools or designee.

#### **Concussion Awareness**

Training to recognize the symptoms of concussions and brain injuries and how to seek their proper medical treatment shall be made available to coaches of the district's athletic teams. The district will provide information on concussions and brain injuries to athletes and their parents or guardians prior to the beginning of practice or competition including at least:

1. The signs and symptoms of concussions;
2. The risks posed by sustaining a concussion; and
3. The action a student should take in response to sustaining a concussion including the notification of coaches.

A student participating on a school athletic team shall be removed from a practice or game when reasonably suspected of having sustained a concussion or brain injury in that activity after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The injured

student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games until the student:

1. Has been evaluated by a licensed health care professional;
2. Has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
3. Has submitted the written and signed clearance from the licensed health care professional to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian; has passed neurological testing.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity as required above, the parent or guardian of the student shall be notified by the school of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student. It is the responsibility of the superintendent to implement this policy.

## High School

Bellevue East and Bellevue West are members of the Metro Conference which includes Creighton Prep, Elkhorn South, Millard North, Millard South, Millard West, Marian, Omaha Benson, Omaha Buena Vista, Omaha Burke, Omaha Bryan, Omaha Central, Omaha North, Omaha Northwest, Omaha South, Omaha Westview, Papillion La Vista, Papillion La Vista South, and Westside.

### Accident Insurance

Student athletes must be covered by accident insurance prior to participation on any team. Student athletes are eligible to purchase insurance made available by the district.

### Activities Fees

#### *Activity Card*

- All students who participate in high school athletics must purchase an activity card to participate.
- Activity cards also allow a student admission to all regular season home contests.
- High School activity cards will cost \$60 for the school year.
- The purchase of a high school activity card will enable a student to tryout for and, if they make the team, participate in the following athletic opportunities: Cross Country, Football, Golf, Softball, Tennis, Volleyball, Basketball, Swimming and Diving, Wrestling, Baseball, Soccer, Bowling, and Track and Field.

#### *Metro Admission Prices*

- Adult: \$7 Student: \$5 Varsity Football
- Adult: \$6 Student: \$4 All Other Sport
- Conference, district, and state tournament admission prices may vary.

### Activities/Organizations

Bellevue Public Schools has a number of activities available to students. These activities have opportunities for students to attend events, competitions, give performances, and publish work for others to review. Students wishing to participate in activities should see the sponsor of the activity or the Activities Director to learn more about the selection criteria and/or expectations for involvement.

### Activity Transportation

The School District will provide transportation for participants to activities whenever possible. Parents/Guardians may provide transportation for their own child if prior arrangements/approval has been made with the coach/sponsor. For certain activities located within or in close proximity to Bellevue Public Schools, students MAY be asked to provide their own transportation.

### Athletics

| Fall                           |               | Winter      |              | Spring                       |              |
|--------------------------------|---------------|-------------|--------------|------------------------------|--------------|
| <u>Boys</u>                    | <u>Girls</u>  | <u>Boys</u> | <u>Girls</u> | <u>Boys</u>                  | <u>Girls</u> |
| Football                       | Volleyball    | Basketball  | Basketball   | Soccer                       | Soccer       |
| Cross Country                  | Cross Country | Swimming    | Swimming     | Track                        | Track        |
| Tennis                         | Golf          | Bowling     | Bowling      | Golf                         | Tennis       |
|                                | Softball      | Wrestling   | Wrestling    | Baseball                     |              |
| Unified Bowling (Boys & Girls) |               |             |              | Unified Track (Boys & Girls) |              |

Football, boys' and girls' track, boys' and girls' soccer, wrestling, boys' and girls' basketball, boys' and girls' cross country, boys' and girls' golf, boys' baseball, girls' softball, boys' and girls' swimming, volleyball, boys' and girls' tennis, boys' and girls' bowling, cheerleading, and dance team compose the athletic activities of Bellevue Public Schools.

Participation in the senior high school activities program should be considered a privilege.

As a participant you may expect to build several personal characteristics which will be helpful to you in your later life. These include self-respect, self-confidence, decision-making and problem-solving skills, a sense of belonging to something greater than yourself-your team and your school. Some of you may attain scholarships. It is certain that your participation will in some way help you grow into a constructive member of society in ways that you may not now realize.

You must commit as much effort in practice as you do in a contest. You must train yourself to be disciplined both in and out of the public arena. You must think of others in terms of how you can contribute to their success, which is also yours.

Your coach/sponsor takes on these same responsibilities. It is that person's duty to see that you attain your highest potential. It is also his/her duty to instill in the team the best performance it can produce. The coach/sponsor will establish training rules and rules of conduct and discipline which are intended to serve the goals of bringing you and your team to your highest potential. These rules are imposed upon you with the hope that you will adopt them as your own rules for life and, thereby, become self-disciplined.

### **Athletic Physical Exam**

Before a student may report for practice sessions for a sports season, a physical examination must be on file in the school office which includes a signature from a parent/guardian granting permission to play and a physician stating that the student has received an athletic physical. A physical examination by a physician, physician assistant, or advanced practice registered nurse-nurse practitioner is required. Physical examinations may be taken any time after May 1 of each school year. Reduced rates, dates and locations for athletic physicals will be communicated to athletes and parents/guardians.

### **Sportsmanship**

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship. Bellevue Public Schools has adopted the following sportsmanship guidelines:

1. Keep cheers positive. There should be no profanity or degrading language/gestures.
2. Avoid actions that offend visiting teams or individual players.
3. Show appreciation of good play by both teams.
4. Learn the rules of the game in order to be a better-informed spectator.
5. Treat all visiting teams in a manner in which you would expect to be treated.
6. Accept the judgment of coaches and officials.
7. Encourage other spectators to participate in the spirit of good sportsmanship.
8. Obey the instructions of school employees and officials supervising the extracurricular activity.

Athletes and spectators are expected to uphold the sportsmanship guidelines. Those who do not follow the guidelines may be removed from current and/or future school events.

### **Dress and Appearance**

The participants should be neat, clean, well-groomed and should represent the Bellevue Public School District in a positive manner. The length and style of hair should not present a hazard to the participant during practice or competition.

In addition, the participant must comply with national, state, or conference rules on dress and appearance which pertain to that particular activity. Participants will be required to conform to team uniform standards for practice and competition.

### **Attendance**

A student must be in attendance for a minimum of two (2) scheduled block class periods in order to participate in an activity that day. Exceptions: Medical appointments, school business/activities, or an approved absence by the activity director in cooperation with the building principal.

Participants are expected to attend practice/ events unless the absence is approved by the coach/sponsor or the activity director. Absence from practice, contests, or events will affect participation time and may result in suspension from the activity. School sponsored performances/events take precedence over practices when students are involved in more than one activity.

## **Academics**

All participants in activities/athletics must have passed four (4) classes the immediate preceding semester.

A participant who fails to pass four classes during the spring semester may make up no more than two classes during the summer in an accredited program. Such work must be completed and the grades recorded on school records prior to September 1 or the opening day of school, whichever comes first, in order for the student to be eligible for activity/athletic participation in the fall semester.

Students who have not passed 4 classes may be allowed to participate in activities provided they have received permission from the activity director in cooperation with the building principal and are placed on an academic contract. This does not preclude the NSAA academic standards set for varsity level activities.

Individual groups or teams may adopt stricter grading standards if the coach/sponsor submits recommendations and justification in writing to the building activity director. Approval must be received from the activity director in cooperation with the building principal before the standards are initiated.

## **Extracurricular & Co-curricular Infractions/Penalties**

Participation in extracurricular and co-curricular activities in the Bellevue Public Schools is a privilege. All students are expected to follow state, conference and district rules as a participant in an activity.

Students cited for illegal activities or inappropriate behavior (in or out of school) are subject to consequences.

- A student may not participate in practices, contests, competitions, or activities while serving a discipline related in-school or out-of-school suspension.
- Students, who wish to participate in activities, may not possess or consume tobacco, alcohol or drugs.
- Violation of behavior standards will result in the following consequences:
  - A. Tobacco – Use or possession of tobacco in any form, including e-cigarettes, during the season will result in a one-week suspension from ALL games, practices and activities. The student will return on probation. A second offense during the same season will result in suspension from the team or activity for the remainder of the season.
  - B. Misdemeanor Charges - A student charged with a misdemeanor during the season, as substantiated by law enforcement officials or school personnel, will result in a one-week suspension from ALL games, practices and activities. The student will return on probation. A second offense during the season will result in suspension from the team or activity for the remainder of the season.
  - C. Felony Charges - A student charged with a felony during the season or out of the season, as substantiated by law enforcement officials, will result in immediate suspension from all games, performances, events, practices and activities until the matter is resolved to the satisfaction of the Bellevue Public School District's administration.
  - D. Use of or possessing illegal drugs, inhalants, synthetic drugs, look-alike drugs, drug paraphernalia, drugs not prescribed by a physician, any non-FDA approved supplements, or alcohol, as substantiated by law enforcement officials or school personnel will result in immediate suspension from all games, performances events, practices and activities for the remainder of the season or activity. In the case of a co-curricular class, the student may be reassigned to a different class and suspended from school in accordance with school district policy. Readmission to active status for the next activity must be accompanied by a verified completion of a Bellevue Public School District approved education program. The student, parent and activity director must complete an application for "Alternative to Exclusion from Activities" to participate in the education program. A second offense during the school year will result in suspension from all activities for the remainder of that school year. Readmission to active status for the following year's season or activity must be accompanied by a verified completion of a Bellevue Public School District approved education program. The student, parent and activity director must complete an application for "Alternative to Exclusion from Activities" to participate in the education program.
  - E. Dismissal from an activity – Short- term suspensions, temporary exclusion from practice sessions, competitions or meetings may be initiated by the coach or sponsor. The activities director will be notified of the disciplinary action as soon as possible. Suspension for the remainder of the season will be initiated with a short- term suspension by the sponsor/coach. At that time, the activities director, principal and sponsor/coach will review the alleged violation. Final authority concerning exclusion from the activity rests with the principal. If the suspension is warranted for the remainder of the season, the student and his/her parents/guardians will be informed by the activities director or principal. In all cases where a participant is removed from an activity before the end of the season, he/she loses his/her lettering privileges and any other honors or recognitions pertaining to that activity.



- F. Civil Rights – Compliance requirement. No person, on the grounds of race, color, national origin, age, handicap, sex, or religion shall be excluded from participation in or be subjected to discrimination in any program or activity.

### **NSAA Rules of Eligibility**

The following rules of eligibility and training are determined in the Nebraska School Activities Association, the Metro Conference, and the Bellevue Public Schools. While these rules are meant for all activities, they apply especially to athletics, cheerleaders, drill squads, music, journalism, forensics, and debate. Numbers 8 and 14 apply only to athletics.

In order to represent a Nebraska high school in interscholastic activities competition, a student must abide by eligibility rules of the Nebraska school activities association. A summary of the major rules is given below. Contact the principal or activities director for an explanation of the complete rule.

1. Student must be an undergraduate.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition. Home school students from authorized Rule 13 schools must be continuously enrolled in a minimum of five credit hours of instruction per semester at the school the student represents in interscholastic competition.
6. Student must have been enrolled and received twenty hours in school the immediate preceding semester.
7. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two- year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents/guardians, shall render the student ineligible for ninety school days.
9. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/ she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days. Student eligibility related to domicile can be attained in the following manners:
10. If the change in domicile by the parents/guardians occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents/guardians established their domicile and be eligible. If the parents/guardians moved during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility. If a student has been attending the same high school since initial enrollment in grade nine, he/she may remain at that high school and retain eligibility, or he/she is eligible at a high school located in the school district where his/her parents/guardians established their domicile. If the parents/guardians of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents/guardians established their domicile. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
11. Nebraska students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the school year prior to May 1; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1. The student would, however, become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such

student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. \*(Refer to 3.5.1.1 for exception in Swimming & Diving.)
14. A student shall not participate on an all-star team while a high school undergraduate.
15. A student must maintain his/her amateur status.

### **Concussion Awareness**

Training to recognize the symptoms of concussions and brain injuries and how to seek their proper medical treatment shall be made available to coaches of the district's athletic teams. The district will provide information on concussions and brain injuries to athletes and their parents or guardians prior to the beginning of practice or competition including at least:

1. The signs and symptoms of concussions;
2. The risks posed by sustaining a concussion; and
3. The action a student should take in response to sustaining a concussion including the notification of coaches.

A student participating on a school athletic team shall be removed from a practice or game when reasonably suspected of having sustained a concussion or brain injury in that activity after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The injured student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games until the student:

1. Has been evaluated by a licensed health care professional;
2. Has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
3. Has submitted the written and signed clearance from the licensed health care professional to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian; has passed neurological testing.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity as required above, the parent or guardian of the student shall be notified by the school of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student. It is the responsibility of the superintendent to implement this policy.

### **National Honor Society (NHS)**

The Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of: Scholarship, Service, Leadership, and Character. These criteria for selection form the foundation upon which the organization and its activities are built.

Scholarship: Students who have a cumulative grade point average of 85 percent, B, 3.25 (on a 4.0 scale) or equivalent standard of excellence, or a higher cumulative average set by the local school's Faculty Council, meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character.

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and person who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, respect for others, and generally maintains a good clean lifestyle.

Citizenship: The student who demonstrates citizenship understands the importance of civic involvement, has a high regard for freedom, justice, and democracy, and demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.

Specific standards for these criteria may vary from one school to the next. Variations are acceptable as long as they do not fall below the national standards set by the National Council of the NHS. All chapters are required to write down the criteria and procedures used in their local selection processes.

The Honor Society adviser maintains copies of the local procedures and has them available upon request. Any student in grades 10-12 in a school with both an official charter of the National Honor Society and an affiliation with the national office is eligible for consideration for membership in NHS.

### **Non-Sponsored Organizations**

Secondary school students are permitted to organize and conduct meetings of non-sponsored student organizations. These organizations are voluntary, student initiated, and directed. School personnel regularly attend these meetings in a supervisory capacity to ensure compliance with school policy and regulations. The fact that these organizations are permitted to conduct meetings does not constitute an expression of school district support for the purposes, goals, objectives, activities, beliefs, or opinions of the organization. Non-sponsored student organizations wishing to meet will need the approval of the Activities Director.

## Section IV – Clubs and Organizations

### Middle School Clubs

The following clubs may be offered if there is enough student interest and participation.

Art Club: Students will explore a wide range of art processes. Students have the opportunity to work, “in-depth”, with techniques that offer challenges to student concepts of creative expression.

Book Club: Group activities are provided for book and literature loving students. Guidance in reading selections, activities related to reading, discussion of topics and encouragement to develop life-long reading habits will be offered.

Creative Writing Club: The creative writing club promotes and encourages students and staff to explore different areas of creative writing that extend beyond and enrich the writing component of the English curriculum.

Drama Club: This club is open to students who are interested in gaining more knowledge and experience in theater. Students do not need any experience in theater, nor do they have to be taking a speech/drama course to participate. Join—because FUN needs no dress Rehearsal.

Diversity Club: Students are involved in developing a greater appreciation of many cultures. Students will plan activities to create cultural harmony and understanding.

Drug-Free Youth Club/S-Troop “Too Good for Drugs” : The purpose of this club is to provide an organization for all students who are committed to a drug and alcohol-free lifestyle. They will also promote a “drug free” atmosphere at school.

Math Club: Critical thinking and computational skills will be promoted throughout the year. Members will participate in several school and regional math activities.

Science Club: An appreciation of science issues in today’s world shall be enhanced. Members will study scientific trends in life and earth science.

Service Club/Builder’s Club: This offers a great chance to be involved in a service organization. Its purpose is to discover needs and stimulate service for the school and the community. In this way, better human relationships may be developed.

Strategic Games Club: The strategic games club focuses on strategies specific to a variety of intellectual games that extend beyond and enrich the math and science curriculum.

World Language Club: Members will develop a greater understanding of language and will gain insights into the history and customs of other countries.

### High School Clubs and Organizations

Student organizations hold an important role in school activities. If you choose to participate, you are expected to be eligible according to standards established by the Nebraska High School Activities Association or specific standards established by the particular organization. All organizations have constitutions filed with the Principal.

### Conflicts

An ever increasing number of activities, family commitments and emergencies will result in some scheduling conflicts. For many of these conflicts acceptable solutions can be found. We cannot, however, guarantee that a solution satisfactory to all parties involved can be reached in time.

In general, scheduling conflicts should be reviewed on an individual basis with the sponsor(s) of the organization(s) involved. The Activities Director in charge of scheduling activities can assist you in identifying and contacting the appropriate school Personnel.

### School Dances

The school extends to you the opportunity for class or school dances. In general these dances are to be held on Friday. Saturday night dance may be held with the understanding that additional expense is involved. This must be borne by the sponsoring group. Students are admitted only by presenting student identification.

Dances are generally for Bellevue students only. (*Middle school students are not allowed to attend high school dances.*)

Bellevue Public School students may not be permitted to bring dates older than twenty years of age to any school dance or prom. All students from other schools, graduates, or other out-of-school dates as well as out-of-class dates must be cleared by the building administration in advance of the dance. Any student leaving the dance for any reason before the dance is over will not be readmitted. The administration reserves the right to deny access to any non-student to a school dance.

Sponsoring groups will arrange with the Activities Director to provide adequate staff supervision.

The closing hour shall be no later than 11:00 p.m. Dances shall not be more than three hours in length. Homecoming and Prom are considered formal dances where you are expected to dress up. Formal dress does not mean that females are required to wear “formals” and males are required to wear “tuxedos.”

There are usually two special events each year that recognize chosen students as the royalty at each of the dances. There will be a cost associated with these events. (See Activities Fees)

#### *Homecoming (High Schools)*

This special event is centered around one of our home football games, usually in September or October. The Homecoming King and Queen preside at the homecoming dance. Students in good standing and their dates may attend.

#### *Junior-Senior Prom (High Schools)*

This annual farewell dance for the seniors, provided by the juniors, takes place in March, April, or May of each year. Juniors and seniors in good standing and their dates may attend.

### **Student Exchange Programs**

Bellevue often receives students on an exchange program from foreign countries. Students are encouraged to welcome those students to the senior high school. Families who become involved with exchange students must make advance application before such students arrive. See the principal to discuss District Policy and Regulations.

### **Student Meetings**

Student groups, other than those sponsored by the school, wishing to meet will need the approval of the Activities Director.

## Section V – Policies and Laws

### Asbestos Hazard Emergency Response Act

Bellevue Public Schools, in compliance with the Asbestos Hazard Emergency Response Act, employed the Institute for Environmental Assessment to inspect all Bellevue school buildings. These licensed environmental specialists inspected the buildings and developed an in-depth management plan which (1) identified any building materials in school facilities which contained or was suspected of containing asbestos; (2) determined the condition of the material; and (3) recommended a time-frame for handling such material. This management plan has been incorporated into the district's plans for facility maintenance and the initial actions recommended by the plan have been completed. The district intends to implement the remainder of the plan within the time-frame recommended.

Trained school personnel, with the assistance of environmental specialists, are continuing to monitor any remaining asbestos or suspected asbestos- containing material to assure no health hazards exist for building occupants. In addition, a formal written surveillance is conducted every six months and a complete re-inspection conducted at least every three years.

A copy of the management plan is available in the individual buildings and may be reviewed during regular school hours. We will continue to take all necessary steps to ensure that our children, our staff, and our patrons have a healthy, safe environment in which to learn and work.

### Emergency Response to Life-Threatening Asthma or Systemic Allergy (Anaphylaxis) Protocol

This regulation requires that our school (or early childhood education program) be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a life-threatening asthma attack or systemic allergic reaction (anaphylaxis).

The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing relief (commonly found in metered-dose inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by a local physician.

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to our school staff. For each student with a known allergy or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life-threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school.

If you have questions or concerns about the protocol or your student's health issues, please contact the principal of your child's school.

### Attendance [\*BOE]

The attendance policy will refer to **Satisfactory Attendance** as missing 5% or less of the school year; **At Risk Attendance**: missing between 6-9% of school; **Chronic Absence**: missing 10% or more of school; **Severe Chronic Absence**: missing 15% of the school year and **Habitually Chronic Absence**: Missing 15% year after year. Truancy: refers to being absent without permission. If any student becomes At Risk attendance status, the school shall render all services to address barriers to attendance. The attendance officer may report to the county attorney when a student becomes Severely Chronically Absent (more than 20 days) with documented efforts of the collaborative plan that had been created to reduce the barriers identified to improve regular attendance. The school will notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. The county attorney may be involved at any stage in this process to address excessive absenteeism. If a student becomes ill during the school day, he/she will be sent to the nurse. **Office personnel will follow health procedures set forth by the school nurse to determine if a child should return to class or be sent home.** If it is deemed necessary for a child to leave school, a parent/guardian will be contacted to come to school to pick up their child.

The parent or guardian will need to sign their child out in the school office. **Children need to be fever-free for 24 hours prior to returning to school.** Students are not permitted to stay in the nurse's office for the school day. The student's absence will be recorded as a **Medical Illness (MI) as an excused absence** in PowerSchool. (The school administration has the ultimate authority in all attendance-related matters and reserves the right for discretionary deviation from the aforementioned attendance policies.) Illness Absence Calling your child in ill/sick does not mean they will be marked as Medical Illness (MI), **unless medical verification is provided.** Medical verification (including physical or mental illness) means that a physician or medical professional has treated an illness or injury and has verified to the attendance office that because of the illness or injury, the student was unable to attend school. **Official medical notification (which includes the physician or medical professional name, phone number, and specific dates of illness to be excused from school) must be submitted to the attendance office upon the student's return to school within two (2) days following the absence. Illness or injury that has not been treated by a physician or medical professional is not verified.** The student absence will not be recorded as a Medical Illness (MI) in PowerSchool unless verification is received; students will be recorded as ABSENT (ABT) or (AB) in PowerSchool.

#### *Compulsory Attendance\**

Any child who will reach six years of age prior to January 1 of the current year and who has not reached eighteen years of age shall meet the requirements of mandatory school attendance. Any such child shall attend the academic program on a regular basis, unless a written request to drop the child from the school rolls is made by the parent, guardian or other person having charge, control or custody of the child.

Parents/Guardians who intend to enroll children in kindergarten or first grade must present a verification of age.

Any child of mandatory attendance age must by law regularly attend a public, private, denominational, parochial school or a combination of such schools not less than the entire school term of the school(s) which the child attends. This does not apply to a child who has obtained a high school diploma or received a General Equivalency Diploma, completed the program of instruction offered by a non-accredited or non-approved school, has reached the age of 18, or who is at least 16 years old and whose parent or guardian has withdrawn the child from school in the manner prescribed by state statute.

Excusal from the "full time" requirement of the compulsory education law can be granted by the Superintendent for a child between 14 and 16 years of age having completed the work of the eighth grade when legal employment due to necessity has been obtained by the student and such a request has been made by a parent/guardian.

#### *Withdrawal to Age 6*

The parent/guardian of any child who will not reach six years of age prior to January 1 of the current school year and who is enrolled, may discontinue that enrollment according to procedures provided by the district.

#### *Minimum Age*

The district will not admit any child into kindergarten unless

1. the child will reach the age of five years on or before July 31 of the current year, or
2. the child will reach the age of five years by October 15 of the current year and; a. the parent provides an affidavit stating that the child attended kindergarten in another district, or b. the family will be relocating to another district that allows admission within the current year, or c. the child has demonstrated through recognized assessment procedures approved by the board his/her capability of carrying the work of the beginner grade.

#### *Early Withdrawal at Age Sixteen*

A person who has legal or actual charge or control of a child who is at least sixteen years of age may withdraw the child from school if an exit interview is conducted and the withdrawal form is signed as required by law. If determined that the withdrawal is due to financial hardship or illness, or if a signed notarized release form is filed with the Commissioner of Education as required by law for a child enrolled in a school that elects not to meet accreditation or approval requirements.

#### *Pregnant And Parenting Students [\*BOE]*

Please meet with administration and school counselors for accommodations. **BPS will excuse a student's absences (Medical Illness - MI) because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary.** In addition, BPS schools will not treat a pregnant student differently from other students being cared for by a doctor, even when a student is in the later stages of pregnancy; we will not presume that a pregnant student is unable to attend school or participate in school activities. BPS will make



adjustments to the regular program that are reasonable and responsive to the student's temporary pregnancy status.

All BPS secondary schools will designate a private room for young mothers to breastfeed, pump milk, or address other needs related to breastfeeding during the school day.

### *Reporting Absences*

When a student is absent from school, parents/guardians are requested to call (notify) the school office and report the child's absence. If the parent does not inform the school of the absence, school staff will attempt to contact the parent/guardian to verify the student's absence and safety. Students who are absent due to medical or dental appointments may be requested to present verification of the appointment upon returning to school. An appointment card will be accepted for verification. A written explanation for the absence may be presented before or after the absence. At the secondary school, the student should obtain an admit to class from the attendance office.

Unless approved in advance, students absent from school on a given day, except for medical or dental appointments, are not permitted to participate in activities such as athletics, club meetings, concerts, dances, etc., that day or evening. Several state tournaments are scheduled during the school day. Participants and performance groups may be reassigned from school to participate in the activity. Students who are not team members or individuals not involved in the activity will remain in school.

With parent/guardian permission, students may be excused by the building administration. Written requests to attend a meet or contest must be presented three days before the meet or contest. Students who bring a written note on the day of the contest will have the request denied. When school is in session there may not be district transportation provided for students who have written parent/ guardian permission to attend meets or contests. If you are to be absent as a participant in some activity such as athletic contests, band or choral clinics or speech and debate, you are required to make up your work in advance. You will not be required to obtain an admit slip. All teachers involved will receive a list of absent students. For every day that a student is absent for illness, he/she will have two days to make up any missed work.

It is the student's or parent's responsibility to ask the teacher for make-up assignments. Teachers may request work in advance for some absences.

Students involved in school-related absences that cause them to be absent from regular classes must work closely with their teachers to maintain acceptable classroom performance.

In case of illness or accident, the student will report to the health office. If the student's physical condition indicates that the student should leave school, the parent/guardian will be contacted. The student should bring a note from the parent/guardian upon returning to school. In extreme emergency, school officials will call the rescue squad first and then the parent/guardian. If the student is returning to school after prolonged illness or after experiencing a contagious disease, or is suspected of contagion while in school, the student will be referred to the health office before attending classes.

Temporary Restrictions – (three successive days or less): the building administrator may exclude a student from short-term physical activity by a written note from the parent/guardian.

Long-Term Restrictions – (four successive days or more): the building administrator may, upon receiving a written request from a physician, exclude a student from long-term physical activity. If the student needs to be excused for a longer period of time, a written note should be obtained from the doctor stating the specific restrictions. Extended situations which have an impact on the student completing course requirements may necessitate an adjustment in the course grade issued or dropping of the course.

*Skip Day: There is no approval for "Skip Day" at any time during the year. Any such "Skip Day" will be considered a truancy. It is a general practice to require the student to double the make-up time for the time missed.*

### **Bellevue Public Schools' Privacy Notice**

This notice describes how medical information about your child may be used and released and how you can get access to this information.

Please review it carefully. While receiving service from Bellevue Public Schools, information regarding your child's medical history may be originated and/or received by Bellevue Public Schools. Information which can be used to identify your child and which relates to your child's past, present, or future medical condition, receipt of health care or payment for health care is considered Protected Health Information (PHI).

Federal law imposes certain obligations and duties upon the school district with respect to your child's PHI. Specifically, the requirements are:

- Provide you with notice of our legal duties and our facilities' policies regarding the use and disclosure of PHI.

- Maintain the confidentiality of PHI in accordance with state and federal law.
- Honor your requested restrictions regarding the use and disclosure of your child's PHI unless under the law we are authorized to release the PHI without your authorization, in which case you will be notified within a reasonable period of time.
- Allow you to receive a copy of your child's PHI during our regular business hours within thirty (30) days of your request.
- Accommodate reasonable requests to communicate PHI by alternative means or methods.

Bellevue Public Schools may use and/or release your PHI in the following instances: **Treatment** - The district may use your child's PHI to provide, coordinate and manage your child's education, care and treatment. **Operations** - In order for the school district to operate in accordance with applicable law, PHI may be used for certain activities related to the functioning of the district. For example, the district may use or disclose PHI for quality assurance activities, legal services, and other business management and administrative activities.

### **Additional Uses and Disclosures of your Protected Health Information**

- Unless you have informed the district otherwise, your child's PHI may be used to notify a family member or other person responsible for your child's care. In most cases, PHI disclosed for notification purposes will be limited to your child's name, location and general condition. In addition, unless you have informed us otherwise, PHI may be released to a family member who is involved in your child's care to the extent necessary for them to participate in the care.
- Under emergency conditions, to government or other groups that assist in emergencies or disasters.
- Your child's PHI may also be disclosed without your consent in the following cases:
  - When required by law
  - For public health activities
  - Relating to victims of abuse/neglect/ domestic violence
  - For judicial and administrative proceedings to the extent permitted by law
  - For law enforcement purposes, as permitted or required by law
  - To avert a serious threat to health or safety
- Specialized governmental functions, such as national security Some PHI may be subject to other laws and regulations and afforded greater protection than what is outlined in this notice. For instance, HIV/AIDS, substance abuse and mental health information are often given more protection. In the event PHI is afforded greater protection under federal or state law, the district will comply with the applicable law.

### **Your Rights Regarding Protected Health Information**

Federal law grants you certain rights with respect to your child's PHI. You have the right to:

- Receive a copy of this Privacy Notice
- Request that certain uses and disclosures of your PHI be restricted. The district may, however, refuse your request if release of such information without your consent/ authorization is required/permitted by law.
- Inspect and copy your child's PHI as provided by law. You must provide a written request to the building principal. The district may charge you a fee for the cost of copying, mailing or other supplies. Only records created and maintained by the school district will be supplied.
- Request that your child's PHI be amended. To request an amendment you must submit a written request to the building principal. You must provide a reason that supports your request. Your request may be denied if it is not in writing, if you do not give a reason to support the request, if the information to be changed was not created by the district, or if the information is not part of the PHI maintained by the district.
- Request an "accounting of disclosures." This is a list of agencies or persons who have received your health information. To request this you must submit a written request to the building principal. Your request must state a time period which may not be longer than six (6) years, and may not include dates before April 13, 2003.
- Revoke any prior authorizations or consents for use or disclosure of PHI, except to the extent that action has already been taken.
- Request communications of your PHI are done by alternative means or at alternative locations.

You have the right to file a complaint with the Bellevue Public Schools if you believe your child's privacy rights have been violated. To file a complaint with Bellevue Public Schools, you must contact the building principal. All complaints must be in writing. The district will not retaliate against you for filing a complaint.

You may contact the building principal at your child's school or Bellevue Public Schools' Privacy Officer at (402) 293-4000 regarding your child's PHI.

**Bellevue Public School district reserves the right to or may be required by law to change privacy practices, which may result in changes to this notice. The district further reserves the right to make the**

**revised or changed privacy practices notice effective for medical information we already have as well as any information we receive in the future. A copy of the current notice will be posted in each school building and the Welcome Center.**

### **Bullying Prevention [\*BOE]**

The Board recognizes the negative impact that bullying has on student health, welfare, safety and the school's learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal (spoken or written), or electronic abuse on school grounds, in a vehicle owned, leased or contracted by a school being used for a school purpose by a school employee or his or her designee, at a designated school bus stop, or at school sponsored activities or school sponsored athletic events.

Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district's student discipline and due process procedures.

It shall be the responsibility of the superintendent to implement programs and procedures for the purpose of educating students regarding bullying prevention.

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state or federal law.

#### *Overview*

"Bullying" including "cyberbullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation.

In order to be considered bullying, the behavior must meet three criteria:

Repeated - bullying behaviors or actions happen more than once.

Intentional - bullying behaviors or actions that occur without provocation.

Power Imbalance - students who display bullying behaviors use their power – such as physical strength, access to embarrassing information, or popularity – to control or harm others.

#### Reporting Bullying

1. Parents and Guardians are encouraged to contact the building principal at the onset of any bullying or harassment.

OR

2. To file a written complaint of a possible case of bullying and harassment, complete a TIPS report through the web-based platform. The TIPS report is available on the Bellevue Public Schools website. Please be sure to include any information and evidence that supports the bullying behavior.

The role of Bellevue Public Schools is to provide a safe and healthy learning environment for all students. When a possible case of bullying and/or harassment has been reported, the school will follow up and a formal investigation will be conducted upon receipt of a formal complaint. Regardless of the investigative outcome, the school will ensure that students are provided appropriate interventions that support the safety and wellbeing of all students.

### **Dating Violence Prevention [\*BOE]**

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

### **Behavioral Points of Contact [\*BOE]**

The Superintendent shall designate one or more school employees as a behavioral awareness point of contact for each school building. The point of contact may be an administrator, nurse, counselor, or other appropriate staff member. Each behavioral awareness point of contact shall be trained in behavioral awareness and have

knowledge of community service providers and other resources that are available for the students and families in such school district.

The district shall maintain or have access to a registry of local mental health and counseling resources for the students and families. Each behavioral awareness point of contact shall coordinate access to support services for students whenever possible. If information for an external support service is provided to an individual minor student, school personnel shall notify a parent or guardian of the contact in writing unless such recommendation involves law enforcement or child protective services.

The Superintendent shall ensure that district employees who interact with students receive at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training each year.

The district shall annually report behavioral awareness points of contact to the Nebraska Department of Education when requested.

The points of contact will be listed in the Student and Family Handbook and on the district website:

Taylor Ainsworth (taylor.ainsworth@bpsne.net) - Betz

Katie Alford (katharine.alford@bpsne.net) - Avery, Bellevue, Bellevue West, Birchcrest, Two Springs

Avery Fleck (avery.fleck@bpsne.net) – A.C.E., CHAP, Fairview, Fort Crook, Leonard Lawrence, Mission

Fayth Jackson (fayth.jackson@bpsne.net) - LeMay, Lewis & Clark, Logan Fontenelle, Peter Sarpy, Twin Ridge

Susie Jones (susan.jones@bpsne.net) - Belleaire, Bellevue East, Bertha Barber, Central, Wake Robin

### **Firearms and Destructive Devices[\*BOE]**

Any student who is determined to have knowingly and intentionally possessed, used or transmitted a firearm, including concealed firearms, on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose, or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event, will be expelled from school for not less than one year. The Superintendent of Schools or School Board may modify the expulsion required on an individual basis. For the purpose of this section, firearm means a firearm as defined in 18 U.S.C. 921.

Any person who possesses a firearm, including concealed firearms, in a school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity or athletic event shall be guilty of the offense of unlawful possession of a firearm on school grounds. This shall not apply to (a) the issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this state, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training, (b) firearms which may lawfully be possessed by the person receiving instruction, for instruction under the immediate supervision of an adult instructor, or (c) firearms contained within a private vehicle operated by a non-student adult which are not loaded and (i) are encased or (ii) are in a locked firearm rack that is on a motor vehicle. Encased shall mean enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

Any firearm, including concealed firearms, possessed in violation of this section of the policy in a school, on school grounds, in a school-owned vehicle, or at a school-sponsored activity or athletic event shall be confiscated without warrant by a peace officer or may be confiscated without warrant by school administrative or teaching personnel. Any firearm confiscated by school administrative or teaching personnel shall be delivered to a peace officer as soon as practicable. Administrators will refer any student who brings a firearm or weapon to school to the criminal justice or juvenile delinquency system.

### **McKinney-Vento Homeless Act [\*BOE]**

The Bellevue Public Schools will admit all children identified as “Homeless” in accordance with the requirements of Title X, Part C, Subtitle B, and Section 722. Children meeting the definition as Homeless under the McKinney-Vento Homeless Education Improvements Assistance Act of 1987 shall be admitted immediately, without charge, and without restrictions on such documentation as a birth certificate, proof of a physical, or evidence of completed immunizations. Homeless children shall be automatically eligible to access all services to which they are entitled by law. The Superintendent shall designate an appropriate staff person as the Local Educational Liaison (LEL) for homeless children and youths, to carry out the duties in compliance with state and federal law.

### **Notice of Compliance**

In compliance with Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Bellevue Public Schools shall not discriminate on the basis of sex, age, race, color, national origin, religion or

disability in the educational programs or activities which it operates, and provides equal access to the Boy Scouts and other designated youth groups.

It is the intent of the Bellevue Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX, Title VI, and Section 504 have been established for students, their parents and employees who feel discrimination has been shown by the District.

Specific complaints of alleged discrimination under Title IX, Title VI, and Section 504 (disability) for staff should be referred to the Executive Director of Personnel Dr. Sharra Smith (sharra.smith@bpsne.net). Specific complaints of alleged discrimination under Title IX, Title VI, and Section 504 (disability) for students should be referred to the Director of Student Services Mr. Rodney Brown (rodney.brown@bpsne.net). Reach either at 2600 Arboretum Drive, Bellevue, NE 68005, (402) 293-4000.

Title IX, Title VI, and Section 504 complaints can also be filed with the Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO, 64106, (816) 268-0550.

All students attending Bellevue Public Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocation and technical education, business and office education, etc. regardless of race, color, national origin, religion, age, disability or sex.

### **Parent Involvement and Education Rights Custodial and Noncustodial (Administrative Regulation 1005.031)**

The District will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order. The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts. A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times. If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

### **Rehabilitation Act of 1973**

It is the policy of the Bellevue Public School District to comply with the Regulations implementing Section 504 of the Rehabilitation Act of 1973. The District does not discriminate in admission or access to, or treatment, or employment in its programs and activities.

The Law "It is the purpose of this Act to assure that all handicapped children have available to them, within the time periods specified in section 612(2)(B), a free appropriate public education which emphasizes special education and related services designed to meet their unique needs, to assure that the rights of handicapped children and their parents or guardians are protected, to assist states and localities to provide for the education of all handicapped children, and to assess and assure the effectiveness of efforts to educate handicapped children."

### **Requests to Contact Students and Student Interviews by Non-School Personnel**

In dealing with law enforcement officials and the removals of students and/or interviews of students, Bellevue Public Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational programming. Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child's parent or guardian, except when legally authorized to do so. Interviews of students by law enforcement officials and other law authorities should be urged to contact students for questioning outside the instructional day and off school premises whenever possible. School employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

### **Safe and Drug-Free Schools and Communities Act of 1994**

It is the policy of the Bellevue Public School District to comply with the regulations implementing the Safe and Drug-Free Schools and Communities Act of 1994.

The use of illicit drugs and the unlawful possession and use of alcohol and tobacco is wrong and harmful. The Drug Abuse Prevention Curriculum, which is taught at all grade levels, emphasizes that students are

prohibited from using drugs or alcohol because use of these substances is harmful to a student's mental and physical health and harmful to a student's social development, and the possession of drugs or alcohol is wrong and illegal. Parents/Guardians are encouraged to repeat this message to their children.

### **Standard of Conduct**

Students are prohibited from the unlawful possession of weapons and the illegal use, possession, consumption, distribution, and sale of tobacco, e-cigarettes, alcohol and other drugs on school premises, in school vehicles or as part of school activities off school premises. Compliance with this standard is mandatory.

If a violation of this standard occurs, appropriate action will be taken up to and including expulsion and referral to a law enforcement agency. Appropriate action may include referral to the student's parent(s) with information about drug and alcohol counseling and rehabilitation programs, short-term suspension and referral to a law enforcement agency, long-term suspension and referral to a law enforcement agency, or a semester expulsion. Should a student not be expelled for a violation of this standard, he/ she will be required to participate satisfactorily in a drug abuse education, assistance or rehabilitation program provided by an approved agency. The principal will provide information about drug and alcohol counseling and rehabilitation and re-entry programs. Further restrictions may be imposed on students who violate this standard and who participate in athletics and activities.

Information on drug and alcohol counseling and rehabilitation and reentry programs is available through the counselors at the secondary schools, and through the principal in elementary schools.

### **Sexual Harassment of Students[\*BOE]**

The Board of Education is committed to maintaining an instructional environment that is free of sexual harassment.

The sexual harassment of any student by any other student or by any district employee is a violation of Federal Civil Rights Laws and will not be tolerated, and will subject any student or employee who engages in such harassment to disciplinary action up to and including termination of employment and recommended revocation of any certificate or license, if applicable, for employees; or long-term suspension, expulsion, or mandatory reassignment in the case of students.

Unwelcome sexual advances, requests for sexual favors, intentional physical contact, or derogatory or demeaning verbal conduct of a gender and/or sexual nature made by a district employee to a student, or by a student to another student, constitutes sexual harassment when: (1) any imposition of a requirement of sexual cooperation is a condition of academic advance or co-curricular participation, and/or (2) such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating a hostile, intimidating, or offensive learning environment. Harassment on the basis of sex and/or gender shall also include (1) A school employee conditioning education benefits on participation in unwelcome sexual conduct; (2) unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity or (3) sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in Violence Against Women Act (VAWA).

Sexual harassment does not include consensual sexual relationships between students. Consensual sexual behavior between students at school may, however, violate other policies or regulations of the school district and result in disciplinary action against those students.

A complaint procedure which includes a requirement that all complaints be promptly and thoroughly investigated (unless law enforcement is involved, then the Bellevue Public Schools investigation may be delayed as law enforcement completes their investigation) and that the procedure for filing complaints be communicated to students, parents and staff using standard methods of communicating such information will be included in the Administrative Regulation.

Any student reporting a violation of this policy in good faith and based on reasonable cause shall not be subjected to any kind of retaliation. Deliberate or malicious false charges will be treated as serious offenses.

### ***Regulation\****

Students and employees will be provided a copy of the policy, regulation, and procedure describing the process to be used to report gender and/or sexual harassment of students. All personnel are advised to be sensitive to behavior or conduct which may be considered gender and/or sexual harassment of students and to immediately notify the Title IX Coordinator, concerning alleged incidents of sexual harassment. Upon the receipt of the formal complaint to the Title IX Coordinator, an investigation will be initiated into the alleged conduct.

If an employee becomes aware of or observes conduct which may be considered gender and/or sexual harassment or if a student becomes aware of or observes such conduct toward another student or toward himself

or herself, the student or employee should immediately report the matter to the Title IX Coordinator or if the Title IX Coordinator is unavailable to the principal of the building to which the student is assigned or if the principal is the alleged harasser, to the Office of the Superintendent of Schools. Should the information be given to anyone other than the Title IX Coordinator, those persons shall report it immediately to the Title IX Coordinator who shall initiate an investigation into the alleged conduct. The investigation will be conducted timely and in subsequent to any law enforcement investigation should law enforcement also be involved.

### **Student Attire and Grooming [\*BOE]**

Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity.

A student's personal appearance begins as a decision between the student and their parents/guardians. The Bellevue Public School District and individual schools are responsible for ensuring that student attire does not interfere with the health or safety of any student, and that student attire does not disrupt the learning environment or contribute to a hostile and/or intimidating atmosphere for any student

#### *Regulation*

For the safety and welfare of students and the continued maintenance of a positive and secure learning environment, the following rules relative to student appearance apply to all students on school grounds. **This list is not inclusive of all items that may be deemed inappropriate:**

1. Students must wear:
  - Top (shirt, blouse, sweater, sweatshirt, etc.);
  - Bottom (pants, shorts, skirt, dress, etc.); and
  - Footwear
2. Students may not wear attire that shows private parts, presents or promotes a health or safety hazard, and/or would contribute to a hostile or intimidating school environment. See through clothing or clothing revealing excessive skin is deemed inappropriate. Underclothing may not be worn as outer clothing.
3. Students may not wear attire that displays inappropriate comments/words, obscene/vulgar writing or symbols, or products that are illegal for students to use. Any clothing or slogan that may cause a disruption to the school environment is prohibited.
4. Limited headwear keeps our school safe by assisting school officials in identifying students. Hoods and hats (including stocking caps) shall be removed upon entry into the school building and remain off at all times while inside the building. Headwear worn for cultural or religious purposes will be allowed.
5. Sleepwear, blankets, and costumes are prohibited. Pajama pants and lounge pants will be allowed.
6. Sunglasses (unless prescribed by a doctor) are not allowed to be worn in the school building.
7. Coaches, sponsors, or teachers may have additional requirements for students in special classes, students in performing groups, or students representing the school as part of an extracurricular activity program.

Violations of the above, or dressing in a manner deemed "educationally inappropriate," may result in asking the student to change/cover up or notifying the student's parent/guardian. Continued infractions will be considered insubordination and may result in disciplinary action such as, but not limited to:

- Detention
- Saturday School (High School Only)
- In School Suspension
- Out of School Suspension

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

### **Student Control and Discipline[\*BOE]**

#### *Policy*

The Board believes that any unit of society must have rules and regulations designed to establish order and to protect all members of the community in the exercise of their rights and responsibilities.

The Superintendent of Schools is directed to establish rules and regulations of conduct which are fundamentally fair, justly applied, and consistent with the laws and constitutions of the State of Nebraska and the United States. The Superintendent of Schools is also directed to establish guidelines to be used to determine whether and to what extent a student who has been suspended for a short term may be given an opportunity to complete any class work.

The Board of Education also authorizes the Superintendent of Schools to delegate to other school officials the authority and responsibility to administer these rules and regulations and develop additional rules and regulations within the limits of Federal and Nebraska Statutes, Board of Education Policy and Administrative Regulations.

These rules and regulations will also provide for appropriate corrective measures for unacceptable behavior. Corporal punishment, infliction of bodily pain as a penalty for disapproved behavior, is prohibited.

A staff member may use reasonable physical force, as distinguished from punitive action, against a student or physically restrain a student when it is necessary for self-defense, the protection of the student or other persons.

***Refer to Board Policy 504 on Seclusion and Restraint.***

#### *Regulation\**

The following rules and regulations are designed to establish order and to protect all members of the educational community in the exercise of their rights and responsibilities on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose, or in a vehicle being driven for a school purpose by a school employee or by the employee's designee, at a school-sponsored activity or athletic event, or off school grounds not at an educational function or event as provided in state statutes. These statements are outlined for uniform understanding of the practices and procedures used in our schools.

I. The Superintendent of Schools delegates the responsibility for maintaining discipline in the schools and the administration of appropriate corrective measures to the building administration within the guidelines of Board Policy, Administrative Regulation, and the Laws and Constitution of the State of Nebraska and the United States.

II. Areas of Prohibited Student Conduct Any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety or well-being, or the rights of themselves or others is prohibited. The preceding is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in this regulation. The following is an enumeration of some of the main areas of conduct which may lead to actions such as: required counseling or conferencing, detention, confiscation of material, lowering citizenship grades, revoking privileges, arrangement of schedules, restriction of extracurricular activity, probation, exclusion, mandatory building assignment, suspension, expulsion and psychological evaluation or psychiatric evaluation upon the written consent of the parent or guardian. Exclusion, suspension, expulsion, and mandatory building assignment shall be administered in accordance with the standards established by state and Federal law.

III. Behavior Response for Grades PK-12: In accordance with Nebraska statute, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, the student may be suspended or expelled.

- 1) Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes and/or situations that occur outside of school but cause a substantial disruption or impact of learning within school.
- 2) Willfully causing or attempting to cause substantial damage to property, or repeated damage involving property.
- 3) Stealing or attempting to steal property of substantial value, or theft involving property.
- 4) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person that may constitute a violation.
- 5) Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from such person.
- 6) Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon: Weapons include: Firearms means any weapon which is designed to or may readily be converted



to expel any projectile by the action of an explosive or frame or receiver of any such weapon: handguns, rifles, and shotguns.

- a. Look-Alike weapons (There have been a number of recent cases where students have faced serious disciplinary action for possessing Airsoft and other look-alike weapons on campus). In many cases, these simulated weapons may meet the definition of a dangerous weapon because they expel a projectile. Students may also face discipline under the provisions of 79-283. [Ref. § 79-256(2)]/ [Ref. § 79-256(3)] if they act with malice and display an item that appears to be a firearm, even if the item is not in fact dangerous.
  - b. Knives: Any dagger, dirk, knife, or stiletto with a blade.
  - c. Any other dangerous instrument which is capable of inflicting cutting, stabbing.
  - d. Knuckles and brass or iron knuckles means any instrument that consists of finger rings or guards made of a hard substance and that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.
  - e. Other weapon includes incidents in which one or more students possessed or brought anything used as a weapon that is not classified as a handgun, rifle/shotgun, knife/dagger, or other firearm to schools. Examples include chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, nun-cha-ka sticks; stars; billy clubs; tear gas guns; electrical weapons (stun guns); BB or pellet guns.
  - f. Destructive devices means: (i) Any explosive, incendiary, chemical or biological poison, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than one-quarter ounce, (E) mine, (F) booby trap, (G) Molotov cocktail, (H) bottle bomb, (I) vessel or container intentionally caused to rupture or mechanically explode by expanding pressure from any gas, acid, dry ice, or other chemical mixture, or (J) mace/pepper spray or (K) any similar device, the primary or common purpose of which is to explode and to be used as a weapon against any person or property (Nebraska Revised Statute 28-1213) [Ref. § 79-267(5)].
  - g. Notwithstanding the foregoing, plastic utensils typically used for food preparation and consumption and not being used in a threatening or intimidating manner shall not be considered weapons.
- 7) Engaging in the unlawful selling, use, possession or dispensing of tobacco, alcoholic beverages or liquor, narcotics, drugs or other controlled substances or an imitation controlled substance as defined in state statute, a substance represented to be a controlled substance as defined in state statute or being under the influence of a controlled substance or alcoholic liquor.
  - 8) Public indecency (shall apply only to students at least twelve years of age but less than nineteen years of age; [Ref. § 28-806].
  - 9) Engaging in bullying and/or cyberbullying, which disrupts a school's ability to educate students; and bullying threatens public safety by creating an atmosphere in which such behavior can escalate into violence. For purposes of this section, bullying means any ongoing pattern of physical, verbal, or electronic abuse.
  - 10) 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 off school grounds not at a school function, activity, or event.
  - 11) Repeated violation of any valid rules of conduct established by the Board of Education, Superintendent, or building administrators of the Bellevue Public Schools.
  - 12) Engaging in any other activity forbidden by the laws of the United States or the State of Nebraska. Examples: (this is not an exhaustive list) Loitering on school property before or after assigned classes without the permission of a staff member; Causing a false fire alarm; Trespassing (being present in an unauthorized place in the school, unauthorized presence on school property, or refusing to leave the school premises when ordered to do so by school officials), reckless driving; unlawful assembly.
  - 13) Violation of the student attire and grooming policy and/or the accompanying administrative regulation.
- (It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a student who is truant, tardy, or otherwise absent from required school activities.) [Ref. § 79-267(10)]***

IV. In addition to the preceding main areas of conduct which may lead to disciplinary action, the following regulations are considered standard for Bellevue Public Schools.

- A. Checking Out of School: Students who leave school for any reason during regular school hours must have approval from the principal's office.
- B. Field Trips: Any student making a trip under the sponsorship of the school is required to bring a note, signed by the student's parent/guardian, giving permission to participate in the activity.

- C. **Inspection of School Property:** In order to maintain order and discipline and preserve safety, school officials reserve the right to and will periodically inspect school property, including student lockers and desks. Other periodic inspections will be conducted whenever school officials have reasonable cause to believe that there is kept or concealed on school property, including student lockers and desks, any contraband or other material which violates either state law or school rules. School officials also reserve the right to search an individual and his/ her vehicle, personal belongings, and affects located on school grounds or at school events, including but not limited to personal electronic devices, whenever the search is reasonably necessary to maintain order, discipline, health or safety. All such searches shall be based upon reasonable individualized suspicion that the individual subject to search has violated or is violating either the law or the rules of the school, and shall be conducted when school officials are in possession of concrete, objective and clearly expressed facts which may be based upon reliable information or personal observation. All searches shall be conducted in the most minimally intrusive manner possible, shall be limited to the objectives of the search and not be excessively intrusive in the light of the age and sex of the student and the nature of the infraction.
  - D. **Safekeeping of Valuables:** Students are discouraged from bringing valuables and large amounts of money to school. Students are responsible for the safekeeping of their possessions and for other items which have been assigned to their care.
  - E. **Fines:** Books and equipment supplied by the school district must receive reasonable care. Students defacing furniture or books, damaging school property or losing books or equipment assigned to them will be fined in an amount sufficient to restore the damaged article to the original condition or to replace it.
  - F. **Short-Term Suspensions - Completing Class Work:** Students that were suspended from school for a short-term, five days or less, will be given a reasonable opportunity to complete and receive credit for major assignments, activities, projects and examinations missed if the preparation for the assignment, activity, project or examination could or should have been substantially completed while the student was in attendance as a student. Examples include semester tests, major projects or papers and unit tests.
- Failure to comply with these rules and regulations may lead to disciplinary actions. Assignment to Saturday School is an option for disciplinary action.
- 1. The use or possession of fireworks on school property is prohibited.
  - 2. Identify themselves to school employees in the school buildings, on the school grounds, or at school-sponsored events.
  - 3. Returning to a school function without permission from a faculty member.
  - 4. The worth and integrity of each individual is important. Students are encouraged to address each other with respect. Engaging in written or verbal abusive language such as name calling, ethnic or racial slurs, or derogatory statements addressed to others will not be tolerated on school property or at school activities and functions. Students should report these incidents to a teacher or administrator.
  - 5. Forged and/or altered passes or student identification cards are a violation subject to consequences.
  - 6. Common courtesy toward others is expected. Rude behavior or conduct will not be tolerated.
  - 7. Display of affection in public is not in good taste and is forbidden.
  - 8. Students are responsible to provide answers to tests and write reports and other assignments to the best of their ability. Receiving assistance from other students or giving assistance on graded assignments is cheating and is not a fair practice. Students involved in cheating may expect consequences which include no credit for the assignment and/or disciplinary action.
  - 9. Student identification supplied by the school must be carried at all times. High School students must show identification to school officials upon request.
  - 10. Students who drive motor vehicles to school are expected to park in designated areas. Cars will be parked and left in the parking lot immediately upon arrival at school. Students are not to loiter in the parking lot and are to be in and around cars only while arriving at or leaving from school. Students driving motor vehicles will need to get a parking pass. Receipt of a parking pass implies the student agrees with and will follow the rules associated with the pass.
  - 11. Fighting will not be tolerated on or near school property. Students may be disciplined for scuffling, verbally or physically contributing to a physical altercation or for physical attacks and assaults.
  - 12. The use of language, notes, or handouts of any kind which is intended to be disparaging or demeaning to others such as racial, religious, sexist, or ethnic slurs will not be tolerated on school property or at school activities and functions. These could range from disciplinary action to expulsion.
  - 13. Students may use electronic devices that are appropriate for the classroom per teacher approval.
  - 14. Students are not to be in possession of imitation firearms.

15. Bellevue Public Schools is committed to having a smoke and tobacco-free environment for all members of the school community. Therefore, the unlawful selling, use or possession of tobacco products and smoking related products on school property, at school sponsored activities, and in vehicles used in the transportation of students is strictly prohibited. Tobacco products include cigarettes, cigars, chewing tobacco, vapor products/e-cigarettes, snuff or any other form of tobacco.

The Tobacco Education Program is for students who violate school policy on tobacco or community ordinances on underage tobacco use and is designed as a positive educational intervention. Successful completion of the course may be required as an alternative to suspension.

Engaging in the unlawful selling, use, possession or dispensing of tobacco consists of, but is not limited to, chewing tobacco products, use of vapor products, or in any form whatever, including products made or derived from tobacco, being seen holding a lit or unlit cigarette, being seen throwing cigarettes away, being seen with smoke coming out of the nose or mouth, or being in possession of tobacco in any form.

Use of tobacco by a minor is a violation of Nebraska Statute, Section 28-1418.

## **Student Fees [\*BOE]**

### *Policy*

The Bellevue Board of Education believes that it is the responsibility of the Bellevue Public School District, in accordance with the Nebraska State Constitution, to provide a free appropriate public education to all eligible students. The Bellevue Board of Education believes that a quality free appropriate public education is comprised of comprehensive curricular and extracurricular activities.

The Board of Education directs the Superintendent of Schools to develop administrative regulations and procedures which provide quality activities so students are not placed in a position of having to “afford” to participate through the payment of fees.

The Bellevue Board of Education recognizes that some extracurricular activities may require expenditures in addition to the funding provided by the District. The Board of Education directs the Superintendent to develop regulations and procedures which require that these expenditures not be the sole responsibility of students. Such expenditures may be supported by district booster clubs, parent teacher organizations, community groups, student clubs and organizations, or other entities.

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

- Curricular activities shall mean classes or activities which count toward graduation, count toward advancement from grade to grade, or activities for which credit is awarded and/or grades are received.
- Extracurricular activities mean student activities or organizations which are supervised or administered by the school district, which do not apply toward graduation or advancement between grades, and in which participation is not required.
- Postsecondary education cost means tuition and other fees associated with obtaining credit from a post secondary education institution.

The superintendent shall develop regulations, procedures and guidelines authorizing, governing and including, but not limited to, the following areas:

- All fees, if any, to be collected within the requirements of this policy.
- Procedures for waiver of fees.
- Procedures and forms for students or parents/guardians to apply for waivers under this policy.
- Procedures for admitting students on waivers to extracurricular activities and collection of any related fees.
- Procedures for transportation of student spectators to extracurricular activities and collection of any related fees.
- Charges for property lost or damaged beyond normal wear of material or equipment used by a student.
- Procedures for the establishment of a student fees fund which ensures that any funds collected are properly recorded, deposited and expensed.
- Procedures to avoid the direct handling of fees for students receiving postsecondary education credits.

The Superintendent shall publish annually in the student handbook information authorizing and governing:

- Any non-specialized clothing needed for specified courses and activities;
- Students may provide personal or consumable items needed for specified courses and activities;
- Students may provide materials needed for an alternative course project;
- Any specialized equipment or specialized attire which students will need for any extracurricular activity, including extracurricular music courses.

The District may charge fees in the following areas.

- Admission fees and specialized transportation for spectators attending extracurricular activities;

- Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute, and parent paid transportation routes;
- Reimbursement to the district for property lost or damaged by the student;
- Before-and-after-school or pre-kindergarten services in accordance with state statute;
- Breakfast and lunch programs;
- Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution.

Students will need to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price meals may be provided with a musical instrument from the school inventory of instruments.

The Superintendent of Schools shall develop procedures to notify students, staff, and parents/guardians of the process to request a waiver of fees. It shall be the responsibility of the students or parents/guardians to complete the form to request a waiver of fees. The building principal will assist parents/guardians in determining if students qualify for a waiver of fees. Waivers for any of the following shall be provided for students who qualify for free or reduced-price lunches under the United States Department of Agriculture Child Nutrition Program:

- Specialized equipment and specialized attire required for participation in extracurricular activities;
- Admission fees for extracurricular activities and district transportation charges for spectators attending extracurricular activities;
- Materials required for alternative course projects; and
- Other items as determined by the Superintendent of Schools.

Public concerns or complaints regarding required fees, attire or equipment shall be referred to the building principal in accordance with board policies.

## **Student Records**

### *Privacy Rights of Students and Parents*

Since the public school necessarily maintains extensive and intimate information about students and their families for legitimate educational purposes, it is recognized that the potential is present for invasion of personal rights should such information be revealed to unauthorized persons or should access to the information be restricted from the student or his/her parents or guardians.

1. Three Types of Student Records and Information Kept by the School District
  - a. Official school records that constitute the minimum personal data necessary for the operation of the educational system.
  - b. Professional evaluated and interpreted information of importance, while the student is enrolled in the school district, in helping the student and in protecting others.
  - c. Potentially useful information, but not yet evaluated or clearly needed beyond the immediate present.
2. Persons Responsible for Maintaining Student Records: Student records are maintained under the direction and supervision of the building principal. All school personnel having responsibilities for working with students have an obligation to update the student records and provide a continuous evaluation of the content of the record. The school district will maintain the records.
3. Persons Having Access to Student Records: Students enrolled in the school district. Parents/guardians of students under eighteen years of age. Eligible students (students or former students eighteen years of age or older or enrolled in a post-secondary educational institution). School district personnel responsible for working with students or student records. Student records information will not be released to individuals, agencies, or institutions unless the request for the release of such information is accompanied by:
  - a. a written consent from a teacher, parents/ guardians of a student under 18 years of age or an eligible student with a copy of the records to be released provided to the student, parents/guardians of a student under 18 years of age, or the eligible student, if requested; or
  - b. pursuant to a judicial order or a lawfully issued subpoena, with a student, parents/ guardians of a student under 18 years of age or an eligible student being notified in advance of compliance, provided such notification does not violate the terms of the judicial order or subpoena.
4. Right of a Hearing to Challenge the Content of a Student's Records: Within one calendar year from the date material is inserted into the student's records, students, parents/guardians of students under 18 years of age or eligible students shall have an opportunity of a hearing to challenge the content of the student's records.

Students, parents/guardians of students under 18 years of age or eligible students shall have an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained in the student's records and the right to include a statement concerning the content.

Building principals may conduct informal meetings or discussions with parents/guardians of students under 18 years of age or eligible students to settle a dispute over the content of a student's records. If this procedure does not satisfy the parents/guardians or eligible student, a formal hearing may be necessary. If the building principal receives a request for a formal hearing from a parent/guardian of a student under 18 years of age or eligible student, the procedures shall include at least the following comments:

- a. Hearings shall be conducted within five school days from the receipt of the request for a formal hearing.
  - b. A school official who does not have a direct interest in the outcome of the hearing shall conduct the hearing and render the decision.
  - c. Parents/guardians of a student under 18 years of age or an eligible student shall be afforded a full and fair opportunity to present evidence.
  - d. The decision shall be rendered in writing, in certified mail, within five school days after the hearing.
5. Charge for Reproduction of Student Records: The charge, if any, for the reproduction of any or all of the contents of a student's records will be paid by the individual or individuals requesting such information. The charge for reproduction will reflect only the actual cost.
6. Student Directory Information: The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Bellevue Public Schools, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, Bellevue Public Schools may disclose, without consent, *Directory Information*, unless the parent, legal guardian or eligible student (18 years or older) elects to opt-out of the disclosure of Directory Information. Directory information is information from a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is designated by Bellevue Public Schools as *Directory Information*:
- Student's name
  - Grade level
  - School of enrollment
  - Photographs, video, film or livestream of student for inclusion in any District/School publications, District/School websites and social media sites, and on school property or at any school sponsored event.
  - Photographs, video, film or livestream of student when permitted by the District to be taken by news media on school property during the school day. Including release of school yearbook photo upon receipt of a public records request.
  - Height and weight, if a member of an athletic team
  - Participation in officially recognized activities and sports
  - Degrees, honors, and awards received

Bellevue Public Schools is required by law to comply with requests by military recruiters and institutions of higher education access to high school students' directory information (grades 9-12 only). Schools will provide student's name, home address, and parent's/guardian's phone numbers.

No personally identifiable information, including a student's name or photograph will be released without parent/legal guardian permission if doing so would identify that student as having a disability or being a member of a special education class, group or program.

#### How to Opt-Out

Parents, legal guardians and eligible students (18 years or older) have the right to opt-out of the disclosure of *Directory Information*, subject to the requirements and limitations of the Family Educational Rights and Privacy Act (FERPA), state law, and the policies and procedures contained in policy.

To obtain an Opt-Out Form you must complete and submit the document at the school office which the student attends. The request form should be submitted within 15 days of the first day of the school year. Forms submitted after the date will be accepted, however, some information may have already been disseminated or submitted for printing and cannot be changed or reversed. The opt-out request is only effective for the school year in which they are submitted.

## **Student Rights and Responsibilities**

### *Policy*

The Board of Education recognizes that differences, disputes and conflicts among students and between students and staff members will occur. The Board also recognizes that the individual student's rights and responsibilities must be clearly defined so that an orderly process for discussing and resolving these differences may be established.

The student has the right to be respected as an individual, to receive the benefits of all school services, to attend a school which is clean, comfortable, safe, and adequately equipped, to have a framework for student government which indicates the areas for student involvement, to express him or herself so long as the rights of others are not violated in the process, to have access to printed copies of school regulations, and to expect rules to be reasonable and consistently applied.

The student is responsible for knowing and complying with school rules, for respecting and submitting to the authority of the school staff, for applying himself to the best of his ability to the learning tasks assigned, for attending school regularly and punctually, for using school facilities in a way which will conserve their continued usefulness, and for participating constructively in student government.

The Board, therefore, directs the Superintendent of Schools to establish procedures and structures for the protection of the rights of the student within the guidelines of this policy. Such procedures shall allow for the right of appeal, through appropriate channels, of contested situations in which the student or parent may feel that their rights have been violated.

The Board thus allows for the consideration of the opinion of the student but does not recognize the individual student or the student body as a policy or decision-making group. Rather, it reserves the right to determine policy and to make decisions for itself. The Board has further delegated to the administrative and teaching staffs the responsibility for the administration of the instructional program of the Bellevue Public Schools within the guidelines of the Board and the statutes of the State of Nebraska and the United States.

### *Regulation*

The administration of the Bellevue Public Schools, in recognition of the rights and responsibilities of students but also realizing that the duty of the school is to provide instruction at public expense, to prevent discrimination on the basis of sex, race or disability, and to provide a procedure for resolution of complaints, establishes the following regulations with the purpose of not only ensuring students' rights and expression of opinion but also administrative responsibility and duty.

1. Due process as defined in the statutes of the State of Nebraska will be followed in all situations that may involve emergency exclusion, short-term or long-term suspension, expulsion or mandatory reassignment.
2. The following process will be used to resolve conflict situations that involve staff and patrons or students, including the resolution of complaints alleging discrimination on the basis of sex, race or disability, which do not involve long-term suspension, expulsion or mandatory reassignment.
  - a. The building administration will orally communicate to the student any major decision that directly affects a student.
  - b. The student will be given the opportunity to react to the decision of the building administrator.
  - c. In the event of a decision to suspend the student for a period of up to 5 days, the principal shall, within 24 hours or such additional time as is reasonably necessary, not to exceed and additional 48 hours following such decision, send a written statement to the student, the student's parent, or guardian describing the student's conduct, misconduct, or violations of the rule or standard and the reasons for the action taken. The Principal or administrator shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
  - d. The parent/guardian or student may appeal the decision of the building administrator, through the principal, appropriate central office administrator, Superintendent of Schools and to the Board of Education if they feel the decision of the building administrator was unjust.
  - e. The decision of the building administrator shall go into effect immediately. If an appeal is not initiated with the principal or principal's designee by the student or parent/guardian within five school days following the communication of a disciplinary decision to the student or parent/guardian, such decision of the principal or principal's designee shall be final and cannot be appealed at a later date unless new evidence or information is presented. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
  - f. Open communications, with all participants involved including all records concerning the student, will be maintained throughout the appeal process.
3. Students shall be taught and advised of the true meaning of freedom of speech in classes, clubs, and other school activities.
4. The right of expression is recognized when the student expresses himself/herself on controversial issues so long as he does so without interfering with the operation of the school or the classroom and without violating the rights of others.

5. The district will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.
6. Each school shall publish, post, and disseminate district and building rules for student conduct.
7. The expression of opinion through and by authorized student organizations will be permitted with the approval of the school administration, at times and places so as not to interfere with scheduled school operations and/or activities.
8. Each secondary school shall have a student council. The student council shall operate under an established constitution and the role of the council in recurring activities will be clearly identified and defined.
9. Each secondary school shall have a representative student group who will meet with a principal or designate to discuss school issues on a regular basis. This group could be the student council.

## **Technology**

In order to provide the most effective and efficient access to electronic databases and communication channels, the Bellevue Public School District has developed the following guidelines. By adhering to these guidelines, educational experiences can be enhanced.

1. Access, receipt, transmission or display of offensive material or messages including, but not limited to, sexually explicit images, messages, cartoons; use of ethnic slurs or racial epithets; defamatory, abusive, obscene, profane, and/or threatening language; inaccurate information; encouragement of use of controlled substance; or illegal material are prohibited.
2. Solicitation or proselytization for commercial, religious, political, personal or any other non-educational activity is prohibited.
3. Use of the Internet must occur within the parameters of school district policy and local, state, and federal law and must not disrupt the educational process. This includes attempts to gain unauthorized access, from within or outside of the district, to proprietary computer systems including, but not limited to, network file servers. Adherence to copyright laws is mandatory.
4. Introduction, transmission or creation of any computer "virus" using school district technology is prohibited.
5. Any financial obligations incurred by persons using district technology are the responsibility of the user. Persons who violate any of the district guidelines listed above are subject to disciplinary measures. No one may access the Internet on Bellevue Public Schools' electronic technology until an "Internet User's Contract" is signed.

## **Title IX**

In compliance with Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Bellevue Public Schools shall not discriminate on the basis of sex, age, race, color, national origin, religion or disability in the educational programs or activities which it operates, and provides equal access to the Boy Scouts and other designated youth groups.

It is the intent of the Bellevue Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures for Title IX, Title VI, and Section 504 have been established for students, their parents and employees who feel discrimination has been shown by the District.

Specific complaints of alleged discrimination under Title IX, Title VI, and Section 504 (disability) for staff should be referred to the Executive Director of Personnel Dr. Sharra Smith ([sharra.smith@bpsne.net](mailto:sharra.smith@bpsne.net)). Specific complaints of alleged discrimination under Title IX, Title VI, and Section 504 (disability) for students should be referred to the Director of Student Services Mr. Rodney Brown ([rodney.brown@bpsne.net](mailto:rodney.brown@bpsne.net)). Reach either at 2600 Arboretum Drive, Bellevue, NE 68005, (402) 293-4000.

Title IX, Title VI, and Section 504 complaints can also be filed with the Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO, 64106, (816) 268-0550.

All students attending Bellevue Public Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocation and technical education, business and office education, etc. regardless of race, color, national origin, religion, age, disability or sex.

Members of the public who wish to access our Title IX training materials for informational purposes only can access them using the login credentials below from the KSB School of Law.

<https://ksbschoollaw.tovuti.io/>

Username: [publicuse@bellevue.com](mailto:publicuse@bellevue.com)

Password: hawks12

**Bellevue Public Schools  
Bellevue, Nebraska**

**Student & Family Handbook (Code of Conduct) 2024-2025**

**Acknowledgment of Review of the Student & Family Handbook**

Please review the Student & Family Handbook: Rights & Responsibilities with your child. Their teacher has discussed it in class, as the Code of Conduct and the policies and regulations it references are an important part of daily student life, supporting a safe and secure learning environment. It is critical to the success in school that there will be periodic reviews of important sections of the Code during the year.

It is essential that the school and home work together to assure that all students meet the high expectations for behavior established in the Code of Conduct. This enables students to succeed in school and the community. Your support is vital in this process.

After you have reviewed the Student & Family Handbook (Code of Conduct) with your child, please sign and return the form to the school.

I understand that it and the policies and regulations it references apply to all students at all times on all Board of Education property, including in school buildings and on school grounds; in all school vehicles; and at all school, school-related, or Board-sponsored activities, including but not limited to, school field trips and school sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

Student Name (Print)\_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

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



BELLEVUE PUBLIC SCHOOLS



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**Bellevue Public Schools**

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