

BELLEVUE PUBLIC SCHOOLS



©
CHAMPIONS
— FOR —
CHILDREN

Elementary

All Bellevue Public Schools are accredited by the Nebraska Department of Education and AdvancED, a global accreditation agency. Bellevue Public Schools is one of only a few school districts in the state to have earned District accreditation from AdvancED.

Parent-Student Handbook

2011 - 2012

www.bellevuepublicschools.org

BELLEVUE PUBLIC SCHOOLS
1600 Highway 370
Bellevue, Nebraska 68005-3591

FOR YOUR INFORMATION

Dear Parent/Guardian:

This booklet provides you with information about Bellevue Public Schools as it relates to your child. The practices stated here apply to all the elementary schools in the Bellevue School District. If, at any time, you have a question or a school-related problem, please contact the teacher or call your principal.

FRANK J. HARWOOD
Superintendent of Schools

ELEMENTARY SCHOOLS DIRECTORY

Avery Elementary 2107 Avery Road	Dr. Lori Thomas	(402) 293-4460
Belleaire Elementary 1200 West Mission Avenue	Mrs. Jeanna Pestel	(402) 293-4510
Bellevue Elementary 12001 Timberridge Drive	Mr. Robert Ingram III	(402) 827-1840
Bertha Barber Elementary 1402 Main Street	Mrs. Sue Fjelstad	(402) 293-4560
Betz Elementary 605 West 27th Avenue	Mrs. Jacci Lucas	(402) 293-4585
Birchcrest Elementary 1212 Fairfax Drive	Mr. Jason Farwell	(402) 293-4635
Central Elementary 510 West 22nd Avenue	Mrs. Bobbie Mitchell	(402) 293-4685
Fairview Elementary 14110 Tregaron Drive	Mrs. Amber Johnson	(402) 827-5950
Fort Crook Elementary 12501 South 25th Street	Mrs. Laura Jackson	(402) 293-4710
LeMay Elementary 2726 Kennedy Drive	Mr. Dwayne Chism	(402) 293-4760
Leonard Lawrence Elementary 13204 South 29th Street	Mrs. Nicole Fox	(402) 293-4880
Peter Sarpy Elementary 2908 Vandenberg Drive	Mr. Jeremy Weber	(402) 293-4795
Twin Ridge Elementary 1400 Sunbury Drive	Mrs. Arlana Whitney	(402) 293-4845
Two Springs Elementary 3001 Spring Boulevard	Mr. Dan Kauk	(402) 293-5070
Wake Robin Elementary 700 Lincoln Road, South	Mr. Chad Zavala	(402) 293-4955

SECONDARY SCHOOLS DIRECTORY

Bellevue East High School 1401 High School Drive	Mr. Brad Stueve	(402) 293-4150
Bellevue West High School 1501 Thurston Avenue	Mr. Kevin Rohlf	(402) 293-4040
Lewis & Clark Middle School 13502 S. 38th Street	Dr. Mike Smith	(402) 898-8760
Logan Fontenelle Middle School 701 Kayleen Drive, South	Mr. Doug Schaefer	(402) 293-4360
Mission Middle School 2202 Washington Street	Mrs. Laurie Hanna	(402) 293-4260

BELLEVUE PUBLIC SCHOOLS DIRECTORY

Lied Activity Center 2700 Arboretum Drive		(402) 293-5000
CHAP Center 1201 Gregg Road		(402) 293-4930
Success Center Support Center		(402) 293-5966
2820 Arboretum Drive		
Adult Education		(402) 293-5026
Food Service		(402) 293-5030
Special Education		(402) 293-5005
Transportation Center 2824 Arboretum Drive		(402) 293-5050
Welcome Center		(402) 293-4000
1600 Highway 370		
Early Childhood Center		(402) 827-8549

Bellevue Public Schools

2011 - 2012 School Calendar

August 5-9	New Teacher Training
August 10-12	All Staff Workshop
August 15	First Day for Students
August 16	First Day for Returning Students Grades 10-12
September 5	Labor Day (no school)
September 16	Teacher Training (no school for students)
October 14	End of First Quarter (early dismissal)
October 17-21	Parent/Student/Teacher Conference Week
October 21	No School
November 11	Early Dismissal (Teacher Training)
November 23-25	Thanksgiving Break (no school)
December 21	End of Second Quarter (early dismissal)
December 22 - January 4	Holiday Break (no school)
January 5	School resumes
January 16	Martin Luther King Day (no school)
February 19	Teacher Training (no school)
February 10-13	Winter Break (no school)
March 16	End of Third Quarter (early dismissal)
March 19-23	Parent/Student/Teacher Conference Weeks
March 23	No School
April 6-9	Spring Break (no school)
May 12	High School Graduation
May 22	End of Fourth Quarter (last day for students)
May 23	Teacher Training (no school)
June 4-22	Summer School (grades K-6)
June 4- July 29	Summer School (grades 7-12)

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SECTION I – NEED TO KNOW

Philosophy and Goals

Philosophy, Goals and Commitments of the Bellevue Board of Education and Superintendent of Schools are posted in each school.

Registration

Annual registration occurs in the spring and throughout the year. A copy of the birth certificate is required when the student registers for Kindergarten or first entrance into a Nebraska school.

In some elementary schools, there is more than one class per grade level. In these schools, a child's placement into a class is made by the professional staff after considering a number of factors to provide the most appropriate learning environment for the child.

State legislation requires that elementary schools in Nebraska offer a program that meets for a minimum of 1,032 hours of instruction per year. Bellevue Public Schools is in compliance with that requirement. Students are more successful when they are in attendance.

School Day

1. Absences

If your child is going to be absent from school, please call the school by 8:30 a.m.

If you do not call, the school will attempt to reach you by telephone.

A written excuse from the parent/guardian to the teacher stating the reason for the absence is required for each absence upon the child's return to school.

2. Lunch Period

All elementary schools offer a hot lunch program. Check with your individual school for the times. The lunch period includes a 20-minute lunch and a 20-minute recess.

3. After School

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.

4. Student Conduct Between Home and School

Parents/guardians are responsible for their child's conduct enroute to and from school and are encouraged to work with the school in establishing and monitoring good behavior.

5. Elementary School Hours

Regular Hours: 8:00a.m. - 3:10p.m.

Early Dismissal: 8:00a.m. - 1:10p.m.

Preschool Locations and Hours

Belleaire.....9:00 - 12:00, 11:30 - 2:30

Bellevue.....9:00 - 12:00, 11:30 - 2:30

Bertha Barber9:00 - 12:00, 11:30 - 2:30

Betz9:00 - 12:00, 11:30 - 2:30

Central.....9:00 - 12:00, 11:30 - 2:30

Fairview9:00 - 12:00, 11:30 - 2:30

LeMay.....9:00 - 12:00, 11:30 - 2:30

Peter Sarpy.....9:00 - 12:00, 11:30 - 2:30

Two Springs.....9:00 - 12:00, 11:30 - 2:30

Literacy Center located at the Welcome Center

M, W, F8:30 - 4:00 p.m.

Tues., Thurs.....8:30 - 7:30 p.m.

Partners with Parents located at the Welcome Center

Monday - Friday.....8:00a.m. - 4:00p.m.

Classroom Visitations

Parents/guardians are encouraged to visit their child's school during school hours. All visitors are asked to check in at the school office prior to going to their child's classroom. Please check first with the child's teacher as to the best time to visit.

Student Health

All students will be weighed and measured and given a vision and dental screening each year. A hearing test will be administered to students in grades kindergarten, 1st, 2nd, 3rd and 6th. Parents/guardians will be notified in writing if the results are not within the normal limits.

These routine school screenings are not intended to replace regular medical and dental check-ups.

Parents/guardians are asked to inform the school of any changes that occur in their child's general health or physical limitations.

Sixth grade girls will be screened for scoliosis. Scoliosis occurs primarily in girls. If detected early and treated, progressive spine deformity can be prevented.

1. Health Office

The health program is coordinated by a registered nurse who is assigned to several buildings. A health paraprofessional certified in first aid and CPR is present in the health office during school hours. Nurses and health paraprofessionals are not allowed to make medical diagnoses. The school nurse will develop, if appropriate, a health plan for students with special needs.

2. Injury at School

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

PLEASE NOTE: IT IS THE PARENT'S RESPONSIBILITY TO MAKE SURE THE SCHOOL HAS A CURRENT MEDICAL RECORD UPDATE CARD AND TO NOTIFY THE SCHOOL IF THERE IS A CHANGE OF ADDRESS OR TELEPHONE NUMBER.

3. Exclusions from School for Illness

Children who become ill, or have symptoms of illness (vomiting, diarrhea, abnormal temperature of 100.5° or above) at school will be sent home after parents/guardians have been contacted.

It is recommended that students who have been ill should stay home until symptoms of illness, fever, vomiting, diarrhea, etc. are gone for 24 hours.

A child suffering from 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.

A written consent to shorten any absence regarding a communicable disease is required from your physician, nurse practitioner, clinician or physician assistant.

4. Communicable Diseases

Pediculosis (Head Lice): Student may be excluded until appropriate treatment is started.

Chicken Pox: Student must stay out of school until

all lesions are crusted and/or disappearing (at least five days from the appearance of the first lesion).

Colds: Student must stay home during the acute stage (sneezing, coughing and runny nose) even though the temperature is normal.

Fifth Disease: Student must stay home until asymptomatic. He/she may return with the rash with written physician approval.

Impetigo: State law states that children should be excluded from school until all lesions are completely healed OR the child has been under treatment as documented by a physician and has been using the prescribed medication for at least 24 hours.

Influenza: Student must stay out of school for the duration of the illness. The child should be asymptomatic before returning.

Three Day Measles (Rubella or German Measles): Student must stay out of school for the duration of the illness or at least 5 days after the rash appears, whichever is longer. The rash must have disappeared before returning to school.

Measles (Rubeola): Student must stay out of school for the duration of the illness or at least 4 days from the onset of the rash. This is recommended for regular measles. You should check with your physician to determine whether your child has the regular measles or the three day measles.

Mumps: Student must be excluded if he/she has symptoms and should remain out of school about 9 days or until swelling has gone.

Pink Eye (Conjunctivitis): Student must be excluded from school while symptomatic. May return with documentation from a physician stating the child is no longer contagious or when the eye is normal in appearance.

Ringworm: State law states that the student must be excluded from school until treatment is started.

Scabies: Student must be excluded from school until 24 hours after treatment has been started.

Strep Infections (Scarlet Fever, Scarletina, Strep Throat): Student will stay out of school until under treatment for 24 hours and without a fever.

Whooping Cough (Pertussis): Student must be excluded from school during the early stage (runny nose and cough). He/she may return when physician approves as per written documentation.

Parents 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.

5. Immunizations

Nebraska State Law 79-444.01 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 son's/daughter's school for the specific requirements. Waivers may be granted for medical or religious reasons.

6. Physical/Vision Examinations

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

7. Medications

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

B. Safeguards for Storage

1. All medicines brought to school will be stored securely.
2. The school principal or his/her designee will accept and store medicine.
3. The medication must be brought to school in a container with a pharmaceutical label which must state the student's name, medication, dosage and manner of administration. (ALL INFORMATION ON THE DOCTOR'S NOTE, MEDICATION BOTTLE, AND PARENT'S NOTE MUST MATCH.)
4. All over-the-counter medications must be brought to school in the original packaging.

C. Conditions of Administration

1. Except for emergency situations, only the school principal or his/her designee will administer or supervise the administration of medicine.
2. With authorization of a student's physician, a parent or guardian may submit a written request to allow the student to manage his/her 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.
3. 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.
4. The person administering the medicine will ascertain that the student actually ingests the medication.
5. The person administering the medication will maintain a record of students who receive medication and log each dosage.
6. The school district retains the discretion to reject requests for administration of medicine and/or medical attention.
7. Medications may be administered to students for life-saving purposes using Epi-pen and nebulizer.
8. The parent or guardian of a student of minority age may sign a waiver requesting that the child not receive emergency treatment under the Asthma and Allergic Reaction Protocol.

8. 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 – (two weeks 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 – (more than two weeks): the building administrator may, upon receiving a written request from a physician, exclude a student from long-term physical activity.

9. Insurance

The school district does not carry accident insurance on children. Two types of accident

insurance are available for students at a minimal cost to parents. The application forms are sent home at the beginning of the year: a 24-hour plan and a school-time accident plan.

10. Extended Illness

When a student is ill and it appears he/she will miss three or more days of school, parents are encouraged to request assignments through the principal's office so that the student may keep up with classes. If a student may miss 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.

11. Child Abuse and Neglect

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."

Attendance

Regular attendance in school has been shown to be one of the most important factors determining success in school and in adulthood. Truancy is associated with many serious problems: failure at school, mental health problems, chemical dependency problems, involvement with law enforcement, and involvement with the juvenile court. Assignments made up outside of class cannot replace valuable classroom instructional interaction. In addition, Nebraska law requires that children attend school:

Nebraska Statute 79-201: "On and after July 1, 2005, a child is of mandatory attendance age if the child (i) will reach six years of age prior to January 1 of the then-current school year, (ii) did not reach sixteen years of age prior to July 16, 2004, and (iii) has not reached eighteen years of age.

"Except as provided in subsection (3) of this

section, every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who is of mandatory attendance age or is enrolled in a public school shall cause such child to enroll in, if such child is not enrolled, and attend regularly a public, private, denominational, or parochial day school which meets the requirements for legal operation prescribed in Chapter 79, or a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements, each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable."

Changing Schools Procedure

In order to receive the proper information regarding transfer procedure, parents should notify the school office as soon as a move is anticipated.

Reporting to Parents

The school year is divided into four reporting periods. Parents/guardians will receive a Report Card after the completion of each reporting period. The grades indicated on these reports are based on the guidelines found in the school district's grading protocol.

Parent/Teacher/Student conferences will be scheduled twice a year. Additional conferences may be scheduled as necessary. The dates and times will be communicated prior to conferences being held.

It is the philosophy of the Bellevue Elementary Schools to report each student's growth in terms of his/her own abilities and not in comparison to his/her class. Parents may contact their child's teacher if they need more information.

Non-Custodial Parents

The school district assumes that non-custodial 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.

Transportation

Students in select attendance areas are transported to school. In order to balance class size, it may also be necessary to transport students in some attendance areas. 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 should 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.

The bus driver will refer any violations to the building principal. Parents may be called at this time to provide assistance in dealing with misconduct of their child. If repeated incidents of misconduct occur, the building principal may, after informing parents, suspend the child's privilege of riding the bus for whatever time is necessary to solve the problem.

Authorized Passengers: No one except school personnel, supervisory personnel, monitoring personnel and school children regularly assigned to a student transportation vehicle for a particular route and schedule may ride in such vehicles.

School Pictures

The Bellevue Schools contract annually to have pictures taken of school children early in the school year. Information regarding prices, times, and days are distributed via a bulletin from school.

Parent-Teacher Associations

Parent-Teacher Associations are active organizations in the Bellevue elementary schools. Parents/guardians are urged to develop an interest in their respective school's organization. Parent—Teacher Associations are organized on the basis of the national organization. Parents/guardians will receive notification of meeting times and dates.

Inclement Weather

It is the general policy of the Bellevue schools to be open every day for the daily school hours. Official announcements regarding Bellevue Public Schools' operations during inclement weather are broadcast over all area radio and television stations, included on the District website, www.bellevuepublicschools.org, and alert messages are made via phone and text, depending on how the parent has listed their preference with the school.

If there is NO closing announcement broadcast, school will be in session.

Parents/guardians always have the option of not sending children to school on a day when inclement weather is developing or is forecast.

Periodic tornado drills are conducted at each elementary school. If there is a tornado watch, normal procedures will be followed. If a tornado warning occurs during the school day, all students will take shelter in the building according to the school's disaster plan and under no circumstances will students be allowed to leave for home until after an all clear has been given.

Books, Supplies and Fees

Elementary School OPTIONAL Supply List

We recognize that while classroom supplies and materials are provided by the school district, many parents like to provide supplies for their child's individual use. If you want your child to have his/her own supplies, please refer to this list of OPTIONAL supplies when making your selections.

Kindergarten

- white glue
- crayons
- pencils
- a towel to rest on during rest time

Grades One to Six

- glue/glue sticks
- crayons
- pencils
- eraser
- folder with inside pockets
- scissors
- rulers – with inches and centimeters
- notebook paper
- pens – blue or black – (grades 5/6 only)
- pencil box

Any optional supplies sent to school for your child should be marked with your child's name.

Following are suggestions to assist in your planning:

- All students will have physical education classes every other day. For safety purposes, soft-soled shoes are suggested.
- Students will be transporting materials, books, newsletters, etc. between home and school. It would be a good idea for students to have something (i.e. back pack, etc.) to assist them in carrying these items each day.
- A box of tissues may be helpful.

Parties/Treats

Three classroom parties, sponsored by the Parent-Teacher Associations, are approved for the Bellevue elementary schools.* Sending treats for birthdays or other parties is not permitted. Students are discouraged from delivering birthday party invitations to students during the school day.

*All food items served to students must be commercially bought.

Deliveries to Students

Flowers and balloons delivered to students will be kept in the office until dismissal at the end of the school day.

Animals in Classrooms

Due to health concerns, furred and feathered animals are not allowed in classrooms.

Field Trips

Educational field trips will be taken by classes during the school year under the teacher's direction. The cost of transportation and admission fees are paid for by the school district.

Parents/guardians may be asked to assist with these field trips. Parents/guardians will be asked to sign permission slips which will be sent home with the children several days before the field trip.

Walking field trips within the area of the school may be taken without parental consent; however, parents/guardians will usually be given prior notification of such walks.

If your son/daughter would receive medication at the time of the field trip, arrangements will be made for it to be given during the field trip. Other medications given on an as needed basis will also be available should they be needed.

Lost Clothing and School Supplies

All clothing and school supplies should be marked with adequate identification. Please check in the Lost and Found or the school office for lost items.

Clothing and school supplies that are unclaimed will be given to an appropriate agency.

Bicycles

Each elementary school has an established practice with the safety of the children as its first consideration. Where children are permitted to ride bicycles to school, it may be necessary for school officials to 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.

Use of Telephones

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

Use of School Facilities

School officials of the Bellevue Public Schools believe that school facilities should be used to the fullest extent within reasonable limitations.

Permission for the use of school facilities and equipment must be obtained from each respective building principal. Contracts must be signed for acceptance of responsibility for use by school facilities and liability in case of injuries. The school's daily educational program shall always have priority in terms of granting permission.

SECTION II - CURRICULUM

Outlined in this section are the curricular areas taught in the elementary schools. If more information is desired, parents may obtain it from the building principal. Parents have the right to review all classroom materials and textbooks.

The State of Nebraska requires elementary instructional programs to adhere to State of Nebraska or State-approved academic standards. Bellevue Public Schools' Essential Objectives (EO's) are locally-developed learning targets, purposefully designed to lead to enduring student understanding, and squarely aligned with State standards. The assessments that accompany the EO's are valid, reliable, and consistently administered throughout the District. Knowing what students are expected to understand, know, and be able to do in any curricular area leads teachers to apply the best instructional methods and available resources for successful student learning.

Reading

The Bellevue Public Schools integrates the teaching of reading, writing, spelling, speaking, and listening, and research in the curriculum. The Essential Objectives include the following:

1. The student will use clear, coherent oral communication.
2. The student will produce a written response to express his or her own thoughts and ideas.
3. The student will write in the content areas.
4. The student will learn and apply knowledge of print, phonological awareness, structural analysis skills, fluency strategies, vocabulary skills, and comprehension strategies to construct meaning of grade level text.
5. The student will identify and use appropriate resources to locate information to be applied to learning goals.

The fiction and informational literature-based program provides students with a grade-level basal textbook, which contains poetry, plays, fiction, and informational writings of the American tradition with its many cultural and ethnic components. In addition, teachers are provided access to numerous resources to ensure all students learn what is expected of them.

Guided reading instruction is used to teach phonics and other word decoding skills, comprehension skills, and self-monitoring strategies.

Students learn to become independent, on-grade-level readers through various whole group, small group, and individual learning activities designed to meet individual student needs.

Children grow as readers by wanting to read and reading often. Parents are strongly encouraged to share a reading time with their children at home every day.

Writing

Students learn and apply the six traits of effective writing (6-Trait Writing Model) through instruction integrated with reading in all content areas.

Step Up to Writing is an instructional approach to writing that teachers employ to ensure students do apply the six traits of effective writing.

Skills of conventions (grammar, mechanics/punctuation, spelling, and usage) are explicitly taught and assessed through student writing.

Content Area Literacy

Students learn many skills and strategies during reading and writing instruction that need to be applied in all other content areas (social studies, science, math, health, PE, music, and art). Students in the Bellevue Public Schools are explicitly taught to how to recognize differences between narrative and informational text, and they are explicitly taught how to apply that information to the work in all other content areas.

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.

Additional Reading Specialist Services: Students who demonstrate difficulty with classroom reading tasks may be referred to the Reading Specialist for diagnostic testing. After the assessment information is reviewed with the classroom teacher, principal, parents, and student (if appropriate to do so), students receive reading services from the Reading Specialist. These services are in addition to ongoing classroom instruction.

Media Center: 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 literacy appreciation and information acquisition; and, with the use of a Lexiles leveling system, media specialists are able to assist students in selecting materials best suited for them.

In addition, the media specialist works with the Reading Specialist and classroom teacher to provide instruction in content-area reading. The media specialist also provides instruction in research skills and 21st century information literacy.

Parent Involvement: Parents 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. Positive reinforcement of good reading and writing habits in the home will encourage successful literacy experiences for the child.

Student Involvement: Parents 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.

Mathematics

The K-12 Essential Objectives in Mathematics are the four Nebraska State Mathematics Standards:

1. Students will communicate number sense concepts using multiple representations to reason, solve problems, and make connections within mathematics and across disciplines.
2. Students will communicate geometric concepts and measurement concepts using multiple representations to reason, solve problems, and make connections within mathematics and across disciplines.
3. Students will communicate algebraic concepts using multiple representations to reason, solve problems, and make connections within mathematics and across disciplines.
4. Students will communicate data analysis/probability concepts using multiple representations to reason, solve problems, and make connections within mathematics and across disciplines.

Since students are required to communicate their

understanding and knowledge, mathematical literacy is a prime focal point of curriculum, instruction, and assessment.

Social Studies

Social Studies is a study of humankind's interaction with our physical and social environment. Since the world is in a state of constant change, it is important that students be taught a body of knowledge, an understanding of values and attitudes, and the skills necessary to become effective citizens in our, global, multi-ethnic, multi-cultural society. Emphasis is placed on developing respect for our American Heritage in order to enable students to better understand their individual responsibilities to our present and future, even more global, society.

The social studies curriculum in the elementary schools contains Essential Objectives derived from five content strands: history, geography, sociology/anthropology, political.

Maps and globe skills consisting of location, distance and time, interpreting symbols, and determining relationships are an integral part of the elementary social studies program.

Science

The elementary school science curriculum provides all children an intellectually stimulating introduction to science by engaging students in constructing meaning through investigating, analysis, and reading.

The Essential Objectives for each grade level are aligned with the State of Nebraska Science Standards:

1. Students will combine scientific processes and knowledge with scientific reasoning and critical thinking to ask questions about phenomena and propose explanations based on gathered evidence.
2. Students will integrate and communicate the information, concepts, principles, processes, theories, and models of the Physical Sciences to make connections with the natural and engineered world.
3. Students will integrate and communicate the information, concepts, principles, processes, theories, and models of the Life Sciences to make connections with the natural and engineered world.
4. Students will integrate and communicate the information, concepts, principles, processes, theories, and models of the Earth and Space Sciences to make connections with the

natural and engineered world.

Music

Each class in grades K–6 receives music 25 minutes every other day taught by a music education instructor. A wide variety of instructional techniques and materials are used to engage all students in the music curriculum. The Essential Objectives include the following:

1. Students will sing.
2. Students will play instruments.
3. Students will read music.

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 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.

Physical Education

Each class in grades K–6 receives physical education 25 minutes every other day taught by a physical education instructor. Soft-soled shoes are required for physical education class. For safety reasons, cleats and hard-soled shoes are not permitted. The Essential Objectives include the following:

1. Students will understand and actively perform the concepts and principles of a healthy lifestyle through curriculum-based activities.
2. Students will understand that physical activity directly correlates to health, enjoyment, challenge, and positive self-esteem.
3. Students will understand positive self-management and social skills that contribute to a safe and productive environment.

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 and community members are also encouraged to support the drug-free life for students.

Many schools have a School-Community Team which supports the drug abuse prevention curriculum and plans activities which encourage students to remain drug free.

D.A.R.E. (Drug Abuse Resistance Education)

Fifth grade students participate in the D.A.R.E. program. The program emphasis is to help students recognize and resist outside pressures that influence them to experiment with alcohol and drugs.

A local law enforcement officer acts as the instructor.

Art

Art instructors provide Discipline-Based Art Education instruction in multiple elementary schools. Classroom teachers ensure both the completion and display of students' art projects. The four disciplines include Art History, Art Criticism, Aesthetics, and Art Production.

Art History: As students study art history, they learn about art in terms of the cultural/historical contexts that contribute to their meaning. They learn that historians work to place a work in an exact historical niche and to assess the work in light of its unique position.

Aesthetics: Aesthetic activities in the classroom are those in which the students reflect on their experiences and understanding of art. They will consider ideas and theories that aestheticians use to explain how we are moved and pleased by art.

Criticism: As students study art criticism, they learn that critics explain the meaning of particular works of art and place them on a scale from the trivial to the important or great.

Production: Production activities in the classroom are those in which students learn to express ideas and feelings in images. They acquire techniques and skill as they gain an increasingly rich and complex understanding of art.

World Language

Languages are important for developing productive citizens in our global society. Students in kindergarten, first, and second grades will receive Spanish instruction via a video program.

Health

The Essential Objective in Health emphasizes the development of positive healthy habits, the acquisition of safety knowledge, and the sound decision-making necessary for optimal health and wellness: Students will understand how personal, community, and global choices impact lifelong health and wellness

Kindergarten

The Bellevue Public School District believes in the importance of a developmentally appropriate kindergarten program which instills the essential skills for learning and thinking that will enable children to become enthusiastic, life-long learners. Kindergarten provides a nurturing and safe environment that promotes the social, emotional, cognitive, and physical development of young children. To that end, a full-day kindergarten program is offered that includes developmentally appropriate activities in the areas of language arts, math, science, social studies, art, music and physical education. The day is highly structured with activities alternating frequently between work, rest and play, and expressive/receptive language.

The central goals of the Kindergarten program are:

1. Students will express themselves through a variety of outlets including, but not limited to, language, writing, movement, art and play.
2. Students will reflect positively upon themselves and others as capable individuals.
3. Students will grow in decision-making, problem-solving and creative thinking.
4. Students will engage in constructive activities that foster a curiosity and enthusiasm for learning.

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.

Entrance Age

Children entering kindergarten must be five years of age on or before October 15.

Student Services

The Partners with Parents Program is a collaborative effort between the Bellevue Public School District and community social service agencies. The goal of the program is to recruit parents to be partners with education and social service professionals in the critical task of preparing their children to achieve academic success and social competence.

The program is available to families of preschool age children residing in the Bellevue Public School District. Participating families receive monthly home visits from parent educators and quarterly newsletters and may attend quarterly Family Nights and monthly Drop-In and Play sessions.

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.

Counseling Program

The Bellevue Public Schools' elementary counseling program provides support for students and families in the areas of academics, career, and personal/social growth. 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 and community with regard to school counseling issues by providing consultation, information and/or referral.

Service Delivery

A varied delivery system will consist of services made available to children and parents. Within the school setting, children are served both individually and in groups. Parenting skills are enhanced through group meetings and individual consultation.

Assessment and Grading

The following list of assessments represents the balanced assessment system of Bellevue Public Schools.

Essential Objectives Criterion-Referenced Assessments are administered to students in all grades, all subject areas, and at all schools to determine each student's accomplishment of essential learning objectives in the curriculum. These assessments also include Districtwide writing assessments at grades 3, 4, and 6. Continued efforts are made to ensure student learning of these Essential Objectives as measured by performance on the assessments.

The Terra Nova is a nationally norm-referenced assessment administered to grades 3-6. The purpose of this test is to compare student learning achievement with students across the nation.

The Cognitive Abilities Test (CogAT) is

administered to students in the third grade as a part of the formal identification procedure for the High Ability Learning program.

Nebraska State Accountability (NeSA) Tests: Students in grades 3 through 6 are administered NeSA tests in Reading and Math. Students in grade 4 are administered NeSA tests in Reading, Writing, and Math. Students in grade 5 are administered NeSA tests in Reading, Math, and Science.

National Assessment of Educational Progress (NAEP): Each year, schools are randomly selected by the federal government to participate in this testing.

The Bellevue 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 school-wide and classroom level interventions will be utilized to support students and teachers in reaching the highest level of academic achievement. In short, the schools response to incomplete student work will be to seek to encourage the student to complete the work by providing additional time and support.

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 three through six. This is a change from the previous system that marked students on the numerical basis of 1, 2, 3, 4 and 5. 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 12

Old Mark	New Mark	Percentage
1	A	90-100%
2	B	80-89%
3	C	70-79%
4	D	60-69%
5	F	Below 60%
		Needs Improvement

Student performance on Essential Objective assessments is reported using the four performance levels listed below. The corresponding performance level descriptors provide an explanation of each level.

<u>Performance Level</u>	<u>Description</u>
Advanced	Demonstrates broad, in-depth understanding of complex concepts and skills.
Proficient	Can extend understanding by making meaningful connections among important ideas or concepts.
Progressing	Demonstrates partial understanding of basic concepts and skills.
Beginning	Demonstrates minimal understanding of rudimentary concepts and skills.

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.

Special Education

A comprehensive program for students with disabilities is available to all students residing in the Bellevue School District. The district provides special education classrooms for students with mental disabilities, multiple disabilities, learning disabilities and behavior disabilities. Special education resource and speech/language therapy support are available in each elementary school.

Early Childhood Education

Children, by nature, want to learn. Children, through nurture, love to learn. Bellevue Public Schools is partnering with parents, families and the community to help ignite a love of learning that will carry our children from preschool to college. The early childhood programs are intended to compliment the education that a child gets at home through play, books and conversation.

English Language Learners Program

The English Language Learners (ELL) program in the Bellevue Public Schools serves students who speak a language other than English at home. The goal of the ELL program in Bellevue is to support our ELL students and teach them academic independence in their homeroom classroom.

Our teachers are providing a source of support as the students seek to understand and adapt to his or her 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 language students with "less than reasonable proficiency in English" are assigned to an ELL program for all or part of their school day. English language students with "reasonable levels of proficiency in English" will receive pull-out services a few days a week with an ELL teacher.

The objective of the ELL program is to help English language learners learn English and to raise ELL 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.

High Ability Learner Program

The Bellevue Public Schools has established a commitment that recognizes the unique characteristics of the individual student and strives to advance to the fullest all facets of the student's development.

One of society's greatest resources is the group of individuals which exhibits above average intelligence, task commitment, and creative thinking. Obtaining maximum self-realization and social awareness by encouraging creative thinking, appropriate learning processes, and sound character-development experiences nurtures this resource, the gifted/ talented student.

Multi-dimensional learning approaches, incorporating community/parent resources, counseling, and peer interaction provide additional opportunities for students to develop personal talents and interests. Differentiated curricular

content and instructional goals allow development of sequenced patterns of educational experiences that take into account the varied characteristics of the gifted/talented student. For these students, methods and sources of learning are emphasized, as opposed to only concentrating on the present state of knowledge.

Continuity and articulation of activities (elementary through secondary) are accomplished and maintained through use of standard identification and communication procedures. Program evaluation on a continued basis and improvement of instruction through teacher training and in-service enhance the program for gifted/talented students.

High Ability Learner Program Identification

Bellevue Public Schools provide a program for students identified as academically gifted. Students can qualify for the High Ability Learner Program (HAL) by meeting established criteria on items in Bellevue's multiple-faceted identification process which includes the following items:

- Standardized Achievement Test
- Group Intelligence Test
- Teacher Observation Checklist

Students identified as high ability/gifted in other school districts do not automatically qualify for the HAL program of the Bellevue Schools. Criteria for qualifying for HAL programs varies from state to state and from school district to school district.

Formal identification of HAL students is initiated during the third grade.

Ten options are available for identified HAL students in Bellevue's elementary schools. These options range from subject acceleration to independent study and summer school.

For each student identified according to district criteria an Instructional Program Modification Plan

is written which describes the student's program and indicates the activities in which he/she will participate.

Success Center

The Bellevue Public Schools operates a Success Center for students who have been suspended from school.

Seniors and Students: Partners for Tomorrow

Bellevue Public Schools and the Bellevue Senior Citizens Center have established a partnership that brings together the community's young people with senior citizens in meaningful, positive ways. Seniors and Students: Partners for Tomorrow provides a variety of opportunities for students and seniors to interact, with both groups benefiting from the partnership.

The seniors spend time in the schools every week, reading with elementary students and providing unique one-on-one interaction. They have also become a valuable source of historical information, cooperating in an Oral History Program at the high schools. Seniors have enjoyed an increased involvement in the schools, both through their volunteer work and as guests at special performances of student plays and musicals. The two groups have joined forces to create an Intergenerational Choir which annually performs to an increasingly large audience. Students and seniors work together to wrap gifts for needy families.

In today's world, many children do not have grandparents who live nearby. Bellevue's senior citizens give students a chance to interact with a generation they may not otherwise spend time with.

SECTION III – POLICIES AND LAWS

Attendance

Policy

The Board of Education recognizes that regular school attendance is not only necessary for satisfactory academic achievement, but is also required by the laws of the State of Nebraska for those students who will reach the age of six by January 1 of the current school year unless they are attending an alternative education program that will allow them to enter the first grade the following school year. Students must attend through the age

of 17 unless they have: obtained a diploma, completed an alternative education program, or reached the age of 16 and the parent or guardian has signed a waiver form. In order to ensure that students and parents comply with the mandatory school attendance laws, the Board of Education authorizes the Superintendent of Schools to develop regulations and procedures designed to enforce the laws of the State of Nebraska related to attendance.

The Board of Education also authorizes the Superintendent of Schools to delegate to other school officials the authority and responsibility to

administer the regulations and procedures and develop additional rules related to attendance within the limits of Nebraska Statutes, Board of Education Policy and Administrative Regulation. These rules and regulations will encourage regular attendance and provide for corrective measures for unacceptable attendance.

Regulation

The following regulations are designed to ensure that students and parents comply with the laws of the State of Nebraska related to mandatory attendance. These are outlined for uniform understanding of the regulations governing attendance in our schools.

- I. The Superintendent of Schools delegates the responsibility for maintaining regular school attendance and 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. The Superintendent of Schools assumes that all students will be in attendance each day unless excused by school officials. The preceding is a general standard that should be used as a guide by all students and staff members. All valid reasons for not attending school on any given day cannot be itemized in this regulation. The following is an enumeration of some of the reasons students may be excused from school by officials.
 - A. Illness of the student
 - B. Family emergencies
 - C. Death in the immediate family
 - D. School scheduled activities
 - E. Severe weather
 - F. Family vacations
 - G. Court appearances by the student
 - H. Medical appointments
 - I. Religious holidays

Although students may be excused from school by officials, individual students cannot ignore the consequences of missing classes. The grades or credits earned by a student may be affected by extended or excessive absences.

- III. The Superintendent of Schools will appoint an attendance officer for the schools.

This attendance officer will investigate all cases where the principal suspects a student has been unlawfully absent from school and render all services in his power to compel such child to attend some public, private, denominational or parochial school which the person having control of the child

shall designate. Such services shall include a meeting with school representatives, the attendance officer and the parent, educational counseling, educational evaluation and an investigation of the conditions contributing to the truancy. If the student continues to be truant, the attendance officer shall cause a complaint to be filed against such persons as defined within state law.

The attendance officer may also establish, upon request of the principal, homebound instructional programs for students with extended, excused absences.

- IV. The Superintendent of Schools delegates the responsibility for developing procedures to implement this policy and regulation to the division of curriculum and instruction.

Procedure

When a student is absent from school, parents are requested to call the school office and report the child 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.

Any absence will be considered unexcused if the student does not present an explanation of the absence from the parent/guardian upon return to school. The building principal reserves the right to accept or not accept the explanation for the absence. If the explanation is not acceptable to the principal, the absence will be considered unexcused if it is not cleared through the office before the student returns to class. At the secondary school, the student should obtain an admit to class form 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.

Permission to leave the building for errands, appointments, or other special assignments must be obtained from the principal's office and permission usually cannot be granted without parent's/guardian's written approval.

Students should understand that teachers may provide work beyond the regular in order to overcome the learning lost by missing class. It is

the student's responsibility to ask the teacher for make-up assignments. Teachers may request work in advance for field trips or other school-related absences.

Students involved in school-related absences that cause them to be absent from regular classes must work closely with their teachers and sponsors 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 and will notify the school office of this absence. 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. Students with illness or injury may be excused from physical education classes for up to three successive days with a written note from a parent/guardian explaining the nature of the problem. 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.

One of the values in our society and in the world of work is punctuality. Since we view school as the students' full-time job, we strive to formulate good habits by having students arrive at class on time. Excessive tardiness, being late for a scheduled class, interferes with a student's success in school. Teachers are expected to take disciplinary action for excessive tardies. Students with excessive tardies should be referred to the office.

If a student is tardy at the beginning of the day, a note should be brought from a parent/guardian explaining the tardiness. A student who is late to school must report directly to the office to get an admit slip. A decision as to whether the tardy is excused or unexcused rests with the administrative staff.

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 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.
 - 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.
 - 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. Each school shall publish, post, and disseminate district and building rules for student conduct.
6. 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.
7. 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.
8. 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.

Student Control and Discipline

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, the safeguarding of public school property or the preservation of order.

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.

- A. Use of violence, force, noise, coercion, threat, intimidation, fear, insubordination or other similar conduct in a manner that constitutes an interference with school purposes.
- B. False communication, verbal or written, of the presence of a bomb or other explosive device.
- C. The willful causing or attempting to cause damage to property.
- D. Stealing or attempting to steal property.
- E. Causing or attempting to cause personal injury to oneself or others including the throwing of objects or materials which could cause personal injury except where such injury results from accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person.
- F. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from such person.
- G. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon. A weapon includes shotguns.
- H. Knowingly possessing, handling or transmitting ammunition for firearms. Ammunition includes shotgun shells.
- I. Knowingly possessing, handling or transmitting lasers.
- J. 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.
- K. Truancy or failure to attend assigned classes or activities.
- L. Tardy to school, assigned class or scheduled activity.
- M. Using language which, by school standards, is considered vulgar or

obscene.

- N. Repeated violation of any valid rules of conduct established by the Board of Education, Superintendent, or building administrators of the Bellevue Public Schools.
 - O. Loitering on school property before or after assigned classes without the permission of a staff member.
 - P. Causing a false fire alarm.
 - Q. "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).
 - R. Unlawful assembly (assembly of students which disrupts the educational process).
 - S. Engaging in any other activity forbidden by the laws of the United States or the State of Nebraska.
 - T. Public indecency (as defined in state statute).
 - U. Reckless driving.
 - V. Sexually assaulting or attempting to sexually assault any person, as defined in state statute, if a complaint has been filed by a prosecutor in a court of competent jurisdiction, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity or event.
 - W. Violation of the student attire and grooming policy and/or the accompanying administrative regulation.
- III. In addition to the preceding main areas of conduct which may lead to disciplinary action, the following regulations are considered standard for the Bellevue School District.
- 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 than 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 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 Classwork
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. Credit will not be awarded students for activities such as normal daily assignments, quizzes and class participation completed by students that were suspended for a short-term.

Students that were suspended for a short-term must contact their teacher(s) and make arrangements for a time and/or place to complete or submit the major assignment, activity, project or examination missed.

Procedure

In addition, the following building rules and regulations will apply to all students. Failure to comply with these rules and regulations may lead to disciplinary actions. Assignment to Saturday School at the secondary level is an additional option for disciplinary action.

The definition of the use of tobacco consists of, but is not limited to, chewing tobacco products, 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.

1. The use or possession of fireworks on school property.
2. Returning to a school function without permission from a faculty member.
3. Name calling. 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 social 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.
4. Common courtesy toward others is expected. Rude behavior or conduct will not be tolerated.
5. Display of Affection: Display of affection in public is not in good taste and is forbidden.
6. 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.

7. 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.
8. 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.
9. Students may not use pagers or cell phones in the building. Any visible pagers or cell phones will be confiscated and returned to the parents/guardians.
10. Students may not use individual radios, tape and CD players in the classrooms or during passing periods.
11. Students are not allowed to carry or drink from open containers in the building. If a student has a medical reason for needing to drink additional water or restroom privileges during class time, a doctor's note will be accepted by the school nurse. The nurse will give the student a pass for the period of time specified by the physician.
12. The use or possession of fireworks on school property is strictly prohibited.

Teachers are responsible for maintaining an environment free of disruption which interferes with the teaching/learning process. Teachers will handle minor problems and may assign students to do additional course work, make up time with the teacher, or contact the parent/guardian to arrange a conference.

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 to address recurring discipline problems.

In addition, the Boys Town Social Skills Program is being implemented. This program is designed to teach students appropriate ways to deal with

behavioral problems.

Dating Violence Prevention

Policy

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.

Student Attire and Grooming

Policy

The Board of Education, recognizing that a student's grooming and the way the student dresses have not only a bearing on the way the student behaves, but also influences the way other students and the professional staff react to the individual, emphasizes that dress and grooming should be clean and well kept. If a style of dress and/or grooming demonstrates that it is disruptive of the educational process, constitutes a possible threat to the safety and health of the student or others, or is in violation of any statute, it would not be permitted in the schools. Within these limits, the Board of Education believes that the final decision regarding attire and grooming should be a cooperative decision of the student, parents, and administrative staff. Should a disagreement arise, the administrative staff shall make the final decision.

Regulation

The school administration and teachers will continue to encourage all to behave and dress in a fashion that reflects good taste and a style appropriate for a school day.

An individual's dress, personal appearance, cleanliness, and behavior, should reflect sensitivity to and respect for others. The fact that a school will permit a wide variety in school clothes does not mean that all styles are equally appropriate. Attire or grooming that causes a distraction in the instructional process or is disruptive to the educational environment will not be permitted. The final decision in those situations of disagreement will be made by the school administration after consultation with the student and parents.

In addition to the above guidelines, the school administration will exclude the following items and/or method of grooming. This list is not inclusive of all items which may be excluded:

1. Clothing or articles which are soiled, torn or ragged.
2. Articles of clothing which could be viewed as revealing. Example: Tank tops/shirts with spaghetti straps, see-through clothing, bare midriffs, sagging pants, and shorts or skirts that are shorter than fingertip length.
3. Articles displaying obscene or vulgar writing or symbols.
4. Articles displaying products that are illegal for students to use.
5. Articles which could cause damage to other individuals or property. Example: chain belts, cleats, chains, wallet chains, metal straps.
6. Bare feet.
7. The wearing of outdoor clothing such as hats and coats within the classroom.
8. Students are prohibited from wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership or affiliation in any gang.
9. Any clothing or slogan that may cause a disruption to the school environment.

Procedure

When, in the opinion of the building administration, a student is dressed or groomed in such a manner as to violate the Board of Education's policy or the administrative regulation, the school administration will advise the student of the violation and take appropriate action. When possible and appropriate, the administrator should contact the parents, present the problem, and seek their cooperation. Should such action include disciplinary action, state statutes and Board of Education policies will be followed.

Firearms and Destructive Devices

Policy

Any student who is determined to have knowingly and intentionally possessed, used or transmitted a firearm 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 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 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.

Sexual Harassment of Students

Policy

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 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.

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 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 and regulation describing the

process to be used to report sexual harassment of students. All personnel are advised to be sensitive to behavior or conduct which may be considered sexual harassment of students and to immediately investigate and take corrective action, if needed, concerning alleged incidents of sexual harassment.

If an employee becomes aware of or observes conduct which may be considered 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 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.

Privacy Rights of Students and Parents

Parents/guardians have legal access to student records. At times, if a child is living with one natural parent and not the other, the school is asked to limit or deny access to student records. Unless there is legal documentation to support such a request, the school cannot limit or deny access to either parent.

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. Professionally 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.

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:

- (1) 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
- (2) 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. Directory Information

Directory information about a student is routinely available to the public. Directory information includes the student's name, date, grade of enrollment, participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees and awards received by the student.

One provision of the "No Child Left Behind" legislation, P.L. 107-110, requires schools to provide all military recruiters and institutes of higher education, upon request, access to secondary students and directory. Schools will provide names, addresses, and phone numbers of students to recruiters and institutions of higher education upon request.

Parents/guardians or a student eighteen years or older may request that the school not release such information. The request must be submitted in writing to the building principal as soon as possible.

Technology

In order to provide the most effective and efficient access to electronic data bases 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.

Student Fees

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.
- 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 District shall supply at no cost eye and ear protective devices for teachers, students and visitors to all shops and laboratories.

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

- Any nonspecialized 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 of the process to request a waiver of fees. It shall be the responsibility of the students or parents to complete the form to request a waiver of fees. The building principal will assist parents 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 Policy 1312.1, Complaints.

Chartered Transportation for spectators attending extracurricular activities: \$5.00

Late fee for materials not returned as scheduled: Up to replacement cost

Reimbursement to the District for property lost or damaged: Replacement cost

Food Services

Food services, including breakfast and hot lunch, are available at all elementary buildings. Information concerning free and reduced price lunches can be obtained at each location.

Tickets are for sale at each building. You will receive information concerning the price and procedure for obtaining these tickets. Menus will be printed in the school newsletter and on the District website. Parents and grandparents are welcome to eat lunch with their children. The price of an adult meal is \$3.00. Please notify the school in advance to be included in the lunch count.

Our Food Service Program is regulated by a number of state and federal guidelines. Many requirements exist to ensure that students are provided with nutritious and healthy meals. Because of these regulations, parents are not allowed to bring in food for children other than their own.

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.

Fees will be charged in the following areas:

Breakfast, Lunch and Snack Programs:

K-12 Breakfast.....	\$1.60
Lunch	
Elementary.....	\$2.10

Middle School	\$2.50
High School	\$2.65
Snack.....	\$.65 - \$1.65
Milk	\$.50

Before-and-After School Services

Per Hour Cost.....	\$3.25
Initial Registration Fee.....	\$30.00
Annual Registration Fee	\$20.00

Specialized and/or Non-Specialized Equipment or Attire Required for Participation in Courses or Extracurricular Activities

Physical Education

- Soft sole shoes
- Swimsuit if enrolled in aquatics
- Shorts
- T-Shirt

Asthma Protocol

A new state regulation became effective on October 1, 2003. This regulation requires that our schools (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 that resembles a highlighter. It is 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 Dr. Linda Ford, a local

physician.

If you know that your child has asthma or a known allergy, it is critically important that you communicate this information to our school staff. You may contact your child's principal. For each student with a known allergic condition 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 child, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your child 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.

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 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) 293-4030 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.

Title IX

It is the policy of the Bellevue School District to comply with the regulations implementing Title IX of the Education Amendments of 1972. (Resolution of the Board of Education, October 6, 1972.)

The Law

Title IX of the Education Amendments of 1972 prohibits sex discrimination in federally-assisted education programs. Specifically, Title IX states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance . . ."

Mr. Jeff Rippe, Assistant Superintendent for Instruction, has been assigned to coordinate compliance efforts and investigate any complaints. He may be contacted at 1600 Highway 370, or by phoning (402) 293-4000.

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 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, 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 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 re-entry programs is available through the counselors at the secondary schools, and through the principal in elementary schools.

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."

Mr. Jeff Rippe, Assistant Superintendent for Instruction, has been assigned to coordinate compliance efforts and investigate any complaints regarding Section 504. He may be contacted at 1600 Highway 370, or by telephoning (402) 293-4000.

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.

STUDENT DATA FORM (Please Print)

Student's Name _____ Grade _____
Last First M.I. Male Female

Address _____ Birthdate _____

City _____ Zip Code _____

Home Telephone Number _____ Parent/Guardian E-Mail _____

PARENT / GUARDIAN INFORMATION

Name (Contact #1) _____ Relationship _____

Workplace _____ Work Telephone _____

Cell Telephone _____ E-Mail _____

Name (Contact #2) _____ Relationship _____

Workplace _____ Work Telephone _____

Cell Telephone _____ E-Mail _____

Parent Address if different from student's home address _____

IN CASE OF EMERGENCY, CONTACT:

Name _____ Home Telephone _____

Work Telephone _____

IN CASE OF BAD WEATHER, MY CHILD MAY RIDE HOME WITH:

Name _____ Home Telephone _____

Work Telephone _____

Public Information Consent

(Please respond to the following)

I give permission for the Bellevue Public Schools to include my child in photographs in videotapes, printed materials, district website and/or local media stories about the Bellevue Public Schools and in the school yearbook and newspaper. I understand that the Bellevue Public Schools will use these materials for informational and promotional purposes only.

Yes No Yearbook Only

**SIGN BELOW TO ACKNOWLEDGE RECEIPT OF THE PARENT-STUDENT HANDBOOK.
I UNDERSTAND I AM RESPONSIBLE FOR THE CONTENTS AS PRINTED.**

Student Signature _____ Parent Signature _____