

# **Board Policies and Administrative Regulations**

## **District**

102P Statement of Philosophy  
103P Equal Educational Opportunity  
104.01P Annual School Census

## **School Board**

201.01P Purpose and Role of the Board  
201.02P Membership  
201.02R Membership  
201.06P Vacancies  
202.01P Code of Ethics for Board Members  
202.02P Conflict of Interest  
203.01P Officers  
203.02P Duties of the President of the Board  
203.03P Duties of the Vice President of the Board  
203.04P Duties of the Secretary of the Board  
203.05P Duties of the Treasurer of the Board  
203.06P Committee of the Whole  
203.061P Standing Committees  
203.08P Legal Counsel  
204.01P Meetings  
204.06P Closed Executive Sessions  
204.07P Meeting Notice  
204.10P Agenda  
204.10R Agenda  
204.101P Order of Business  
204.11P Meeting Minutes  
204.12P Public Participation at Board of Education Meetings  
204.12R Public Participation at Board of Education Meetings  
205.01P Policy Development-Staff Participation  
205.02P Policy Adoption  
205.07P Administration  
205.10P Formulation of Policy  
205.11P Formulation of Administrative Regulations  
205.60P Administration in the Absence of Policy  
206.04P Compensation  
207.01P Hiring a Superintendent

## **Administration**

301.03P Succession of Authority to the Superintendent  
302.02P Superintendent Contract and Evaluation  
302.04P Role of Superintendent of Schools  
303.04P Administrators-Principles of a Salary Program  
303.04R Professional Staff-Allocation and Establishing of Salaries  
303.041R Severance Pay-Years of Service

**Personnel**

402.01P Employment Procedures-Diversity  
402.01R Employment Procedures-Diversity  
402.05P Certificated Employee-Grievance Procedure  
402.05R Certificated Employee-Grievance Procedure  
402.051P Classified Employee-Complaint Procedure  
402.051R Classified Employee-Complaint Procedure  
402.06P Personnel Records  
402.06R Personnel Records  
402.08P Employee Travel Compensation  
402.08R Employee Travel Compensation  
402.09P Recognition for Service  
402.09R Recognition for Service  
402.10P Political Activities  
402.10R Political Activities  
402.14P Employee Use of Electronic Technology  
402.14R Employee Use of Electronic Technology  
402.15P Employee-Military Leave of Absence  
402.16P Employee-Family and Medical Leave  
402.17P Workplace Privacy  
402.16R Employee-Family and Medical Leave  
403.01P Release of Employee Information  
403.02P Child Abuse and Neglect Reporting  
403.02R Child Abuse and Neglect Reporting  
403.04P Gifts to School Personnel  
403.05P Complaints Concerning School Personnel  
403.05R Complaints Concerning School Personnel  
403.051P Complaints  
403.07P Soliciting Funds from School Personnel  
403.08P Employees and Jury Duty  
403.08R Employees and Jury Duty  
403.09P Employees Serving on Commissions, Boards and Committees  
404.01P Employee-Physical Examination  
404.06P Anti-Harassment  
404.061P Harassment of Employees-Civil Rights  
404.061R Harassment of Employees-Civil Rights  
404.062P Harassment of Employees-Notification and Investigation  
404.062R Harassment of Employees-Notification and Investigation  
404.07P Drug and Alcohol Free Workplace and Schools  
404.07R Drug and Alcohol Free Workplace and Schools  
404.08P Drug and Alcohol Testing for School Bus Drivers  
404.08R Drug and Alcohol Testing for School Bus Drivers  
404.10P HIPAA Compliance Policy  
404.10R HIPAA Compliance Regulation  
404.11P Wellness  
404.11R Wellness  
406.02P Certificated Employee Recruitment and Selection  
406.02R Certificated Employee Recruitment and Selection  
406.03P Certificated Employee Appointment  
406.03R Certificated Employee Appointment

406.031P Certificated Employee Nebraska Certification  
406.031R Certificated Employee Nebraska Certification  
406.04P Certificated Employee-Continuing Contract  
406.04R Certificated Employee-Continuing Contract  
406.06P Certificated Employee Assignment or Transfer  
406.06R Certificated Employee Assignment or Transfer  
406.061R Certificated Employee-Elementary Teacher Noon Duty  
406.08P Certificated Employee Evaluation  
406.08R Certificated Employee Evaluation  
407.03P Certificated or Licensed Employee Continued Education Credit  
407.03R Professional Growth for Horizontal Advancement on the Adopted Salary Schedule  
407.05P Salary Protection  
407.05R Salary Protection  
407.07P Longevity-Certificated Employee  
408.05P Certificated Employee-Reduction in Force  
408.05R Certificated Employee-Reduction in Force  
408.06P Certificated Employee-Voluntary Separation Program  
408.06R Voluntary Separation Program  
409.01P Certificated or Licensed Employee Professional Development  
409.01R Certificated or Licensed Employee Professional Development  
409.02P Certificated Employee-Attendance at Meetings and Conferences  
409.02R Attendance at Meetings and Conferences  
409.05P Certificated Employee Tutoring  
410.01P Certificated Employees-Annual Leave  
410.01R Certificated Employees-Annual Leave  
410.011P Certificated Employees-Vacations, Holidays and Length of Contract  
410.08P Certificated Employees Reduction in Pay  
411.01P Substitute Teachers  
411.01R Substitute Teachers  
411.02P Summer School Teachers  
411.02R Summer School Teachers  
411.04P Paraprofessionals  
411.04R Paraprofessionals  
411.05P Student Teachers  
412.05P Classified Employee Assignment  
412.05R Classified Employee Assignment  
413.06P Longevity-Classified Employees  
415.01P Classified Employee Vacation  
415.02P Classified Employee - Sick Leave  
415.02R Classified Employees-Sick Leave  
415.03P Employee-Extended Periods of Absence Without Pay

## **Students**

501P Objectives for Equal Educational Opportunities for Students  
502.01P Resident Students  
502.02P Non-Resident Student  
502.021R Non-Resident Student Tuition Fees  
502.04P Attendance Areas and Assignment of Students  
502.04R Attendance Areas and Student Assignments  
502.041R Attendance Areas and Student Assignments

502.05P Student Enrollment and Transfer  
502.05R Student Enrollment and Transfer  
502.08P Foreign Student Exchange Program  
502.08R Foreign Student Exchange Program  
502.09P Alternative School, Class or Program  
502.09R Alternative School, Class or Program  
502.50P Option Enrollment  
503.01P Compulsory Attendance  
503.04P Attendance Policy  
503.04R Attendance Policy  
504P Staff Use of Seclusion and Restraint  
504.01P Student Rights and Responsibilities  
504.01R Student Rights and Responsibilities  
504.02P Bullying Prevention  
504.03P Student Control and Discipline  
504.03R Student Control and Discipline  
504.06P Student Attire and Grooming  
504.06R Student Attire and Grooming  
504.181P Sexual Harassment of Students  
504.181R Sexual Harassment of Students  
504.19P Student Fees  
504.19R Student Fees  
504.21P Dating Violence Prevention  
506.02P Student Organizations-School Sponsored  
506.021P Student Organizations-Non Sponsored  
506.06P School Publications  
506.06R School Publications  
506.08P Fund Raising by Students and Parents  
506.08R Fund Raising by Students and Parents  
506.081P Soliciting Funds from Students  
506.09P Student Activities Fund  
506.09R Student Activities Funds  
506.11P Cooperative Sponsorship of Nebraska School Activities Association Activities  
506.12P Prohibiting Discrimination on the Basis of Sex in Student Activities  
507.01P Student Records  
507.01R Student Records  
508.01P Student Health and Immunization Checkups  
508.01R Student Physical Examination and Immunization  
508.02P Administration of Medication to Students  
508.02R Administration of Medication to Students  
508.03P Communicable Disease  
508.03R Communicable Disease  
508.12P Asthma and Allergic Reaction Protocol  
508.13P Wellness and Nutrition  
508.13R Wellness and Nutrition  
508.15P Concussion Awareness  
509.04P Sale of Items to Students  
509.04R Sale of Items to Students  
509.11P Firearms and Destructive Devices  
510.10P Homeless Children and Youth

510.10R Homeless Children and Youth  
511R Transgender Students  
512P Pregnant and Parenting Students  
512R Pregnant and Parenting Students  
513P Requests to Contact Students and Student Interviews by Non-School Personnel  
514P Bellevue Public Schools Memorial Guidelines

**Instruction**

602.01P School Calendar  
602.01R School Calendar  
603.01P Curriculum Development  
603.01R Curriculum  
603.05P Trial Programs  
603.05R Trial Programs  
604.04P Multicultural Education  
604.05P Life Education  
604.05R Life Education  
604.09P Teaching of Moral and Spiritual Values  
604.11P Citizenship  
605.03P Gifted Students  
605.03R Gifted Students  
605.07P Part-time Enrollment of Nonpublic School Students  
605.07R Part-time Enrollment of Nonpublic School Students  
605.08P Students with Disabilities  
605.08R Students with Disabilities  
606.01P Selection and Use of Learning Materials  
606.01R Selection and Use of Learning Materials  
606.03P Controversial Issues  
606.03R Controversial Issues  
606.05P Media Program  
606.06P Use of Electronic Technology  
606.06R Use of Electronic Technology  
606.061P Use of Internet and World Wide Web  
606.07P Web Page Publishing  
606.07R Web Page Publishing  
606.08P Musical Instruments  
606.08R Musical Instruments  
607.01P Class Size  
607.11P Grouping for Instruction  
607.011R Grouping for Instruction  
607.05P Extra-Curricular/Co-Curricular Activities  
607.05R Off-Campus Extra-Curricular/Co-Curricular Activity Trips  
608.01P Secondary Guidance and Counseling  
608.01R Secondary Guidance and Counseling  
608.03P Textbook Loans to Private School Students  
608.03R Textbook Loans to Private School Students  
610.01P Student Evaluation  
610.01R Student Evaluation  
610.02P Curriculum-Assessments  
611.01P Reporting Student Progress to Parents

611.01R Reporting Student Progress to Students and Parents  
611.02P Student Promotion and Retention  
611.02R Student Promotion and Retention  
611.07P Senior High School Graduation Requirements  
611.07R Senior High School Graduation Requirements  
613.01P Service Animals  
613.02P Therapy Dogs  
613.02R Therapy Dogs

### **Business Operation**

702.02P Developing, Applying and Controlling Budget  
704.01P Deposits and Investments  
704.03P Inventory  
704.04P Audits  
704.05P Settlement of Claims  
705.03P Senior Citizens Admission to School Activities  
705.03R Senior Citizens Admission to School Activities  
705.04P Gifts, Grants and Bequests  
705.04R Gifts, Grants and Bequests  
706.01P Purchasing Procedures  
706.012R Contract Signatures  
706.06P Developing, Applying and Controlling Budget  
706.07P Suspension and Debarment

### **Support Services**

801.01P Student Transportation  
801.04P Bus Safety Program  
801.05P Bus Driver Supervision  
802.05P Free or Reduced-Price Meals  
802.05R Free or Reduced Price Meals  
803.11P Reproduction of Copyrighted Materials  
804.02P Data or Records Retention  
805.01P Insurance  
805.011R Insurance on Band Instruments  
805.02P Disposition of Tort Claims

### **Buildings and Sites**

902.02P School Facility Construction  
902.07P Construction Management  
903.03P Maintenance Schedule  
903.04P School Property and Building  
903.10P Real Estate Property Identification  
904.02P Lease of School District Property  
905.01P Facilities Inspections  
905.02P Annual Emergency Safety Plan  
905.05P Hazardous Materials  
905.08P School Closings and Cancellations  
905.08R School Closings and Cancellations  
905.10P First Aid and Emergency Medical Care

## **Community Relations**

1001P School/Community Relations

1002P District Annual Report

1003P Public Examination of School District Records

1004.011P Media Access to Fields, Courts, Stages, or Performance Areas

1004.02P School News Releases

1004.02R School News Releases

1004.03P Broadcasting or Telecasting

1004.03R Broadcastings or Telecasting

1005.01P Community Use of School Facilities and Grounds

1005.01R Community Use of School Facilities and Grounds

1005.02P Parent Relations

1005.03P Parental Involvement in Educational Practices

1005.03R Parental Involvement in Educational Practices

1005.031R Parent Involvement and Education Rights Custodial and Noncustodial

1005.04P Communication with the Public

1005.05P Community Involvement in Decision Making

1005.07P Visitors to School

1005.081P Sportsmanship, Ethics, and Integrity

1005.081R Sportsmanship, Ethics, and Integrity

1005.10P Flyers, Posters, Surveys, Promotions, Fund Raising and Contests

1005.10R Flyers, Posters, Surveys, Promotions, Fund Raising and Contests

1005.11P Advertisements

1005.12P Title 1 Parent and Family Member Engagement

1008P Names, Symbols and Logos of the Bellevue Public Schools

**Statement of Philosophy**

Bellevue Public Schools, in cooperation with parents and community, will provide positive and rewarding educational opportunities for all students to be contributing members of society.

**Purpose**

The purpose of the Bellevue Public Schools is to provide a comprehensive education designed to challenge each student and to instill the life skills necessary for personal success.

**Direction**

Bellevue Board of Education's direction is to:

- provide all students an equal opportunity for a rigorous, challenging, and relevant education for the 21<sup>st</sup> century;
- provide all students with skills needed for personal success and responsible citizenship in a global society;
- provide all students equity in facilities and programs;
- provide a safe and secure environment;
- promote health and wellness awareness;
- partner with the Bellevue/Offutt Community to build lifelong learners;
- participate in local, state, and national governance activities; and
- maintain a strong financial position from all sources.

Legal References:

Cross References:

Adopted:	May 5, 1969
Reviewed:	January 11, 1988
Revised:	March 1, 1993
Reviewed:	August 2, 2004
Revised:	April 14, 2014



**Equal Educational Opportunity**

The Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The District does not discriminate on the basis of race (including skin color, hair texture, and protective hairstyles) color, national origin, sex, disability, or marital status in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name and/or Title: Superintendent or his designee

Address: 2600 Arboretum Dr, Bellevue, NE 68005

Telephone No.: (402) 293-4000

The board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment. Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, national origin, sex, disability, age or marital status of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

Legal Reference:           Neb. Statute 79-2, 114-2, 124  
                                  20 U.S.C. §§ 1221 et seq.  
                                  20 U.S.C. §§ 1681 et seq.  
                                  20 U.S.C. §§ 1701 – 1721  
                                  29 U.S.C. § 794  
                                  42 U.S.C. §§ 12101 et seq.  
                                  28 C.F.R. Pt. 35.1  
                                  34 C.F.R. Pt. 100  
                                  34 C.F.R. Pt. 104  
                                  34 C.F.R. Pt. 106

Cross Reference           102 Educational Philosophy of the District  
                                  402.01 Equal Employment Opportunity  
                                  404.06 Harassment by Employees  
                                  501 Objectives for Equal Educational Opportunities for Students  
                                  504.18 Harassment by Students

Adopted:           November 7, 2011

Reviewed:         April, 2017

Revised:           July 12, 2021

**Annual School Census**

The Board of Education directs the Superintendent to establish a permanent, continuing census of school children in the district. A list of the names of all children from birth through twenty years shall be maintained at the Superintendent's office.

Legal Reference:               Neb. Statute   79-524  
  79-578

Cross Reference:

Adopted:       August 2, 2004  
Reviewed:      April, 2017

**Purpose and Role of the Board**

The Board of Education is charged by the state with the duty of providing public elementary and secondary education for the citizens of the district, and it derives from the legislature the powers to perform that duty.

The legislature has also created the State Board of Education and the State Department of Education and has delegated to them certain regulatory and advisory functions. The Board has a responsibility to these agencies as specified in law.

Where the legislature has enumerated the powers and/or duties, the Board is strictly governed by the provisions of law and has little or no discretion in making policy. In those areas not specifically enumerated in law, the Board has a wide discretionary latitude to adopt those policies and to take actions which it deems proper and necessary to accomplish the task which the state has delegated to the Board, so long as the Board does not act in an arbitrary or capricious manner which would infringe upon those rights guaranteed the individual.

It is the intent of the Board to employ a Superintendent of Schools as the chief executive officer and to delegate to the Superintendent, through policy statements and procedures for accountability, the administration of the school program.

At different times, Board actions may take on any one of three dimensions, legislative, executive or quasi-judicial.

The legislative function is accomplished as the Board performs one of its primary duties, that of setting policies that provide for the instructional program and the necessary supporting services for the District.

The executive function is performed as the Board employs a Superintendent and conducts routine business at Board Meetings. An important part of the executive function is to evaluate the Superintendent and follow up on the accountability procedures that have been established, as prescribed by law and district policy.

The judicial function is performed as the Board sits as a judge and jury in its deliberations following an appeal to it from a staff member, a parent, a patron or an interested citizen. It is the intent of the Board that a hearing will be granted to all who seek to state their case before the Board, and that a decision will be rendered by the Board, if so requested. However, in the interest of resolving the problem as expeditiously as possible, the Board will encourage those having a complaint to follow the procedures that are established for handling complaints before making an appeal to the Board.

Legal References:

Cross References:

Adopted:	June 5, 1972
Reviewed:	January 11, 1988
Revised:	February 5, 1996
Reviewed:	January 25, 2003
Reviewed:	December, 2004
Revised:	June 3, 2013
Reviewed:	May, 2017

**Membership**

The biennial school election takes place on the first Tuesday after the first Monday in November. Terms shall be staggered so that at least three board members are elected at each general election. Members of the board will be elected at large.

Incumbents must file for election at the Office of the County Clerk, Sarpy County, by February 15 prior to the date of the primary election. All other candidates must file for election by March 1 prior to the date of the primary election.

If a vacancy occurs on the board it may be filled by appointment of a qualified registered voter by the remaining members of the board for the remainder of the unexpired term. If the board does not fill the vacancy by appointment, the vacancy may be filled by election at a special election or school district meeting called for that purpose. If a majority of the offices of the school board members are vacant, the Secretary of State will call a special school district election to fill the vacancies.

It is prohibited to meet in closed session for discussion of the appointment or election of a new board member.

**Legal Reference:**

Neb. Statue 32-501 et seq.  
32.560 (Vacancy,when)  
32.570 (School Board, ClassII)  
32.574 (45 days)

Adopted: October 17, 1955  
Reviewed: February 18, 1960  
Revised: January 8, 1973  
Reviewed: January 11, 1988  
Reviewed: January 25, 2003  
Reviewed: December, 2004  
Revised: April 13, 2009  
Revised: April 14, 2014  
Revised: March 6, 2017  
Revised: May 7, 2018

**Membership**

In case of a vacancy on the Board of Education, the vacancy shall be published and a successor shall be chosen by a majority vote of the Board, said successor to serve until the next election.

Following the publication of the vacancy, the Board of Education may consider a candidate(s) without soliciting applications. After discussion of candidates, a successor may be determined by a majority vote of the Board.

If a successor is not selected by the above process, the Board will solicit applications to fill the vacancy from any eligible candidate.

All applications will be reviewed; the pool of candidates will be narrowed to no more than three candidates to be considered by the Board. The Board will conduct interviews of the selected candidates; interviews may be conducted by the whole board or by a specially selected sub-committee.

After the interviews, the Board will consider the candidate(s) during an open meeting of the Board. If a successor is not chosen by a majority vote, the Board may consider other applicants or reopen the application process.

If the Board is unable to fill the vacancy, a special election will be considered.

Adopted: March 3, 2014

**Vacancies**

A vacancy occurs when a board member resigns, forfeits or otherwise leaves the office. A vacancy also includes, but is not limited to, the following: failure to elect at an election when there is no incumbent to continue in office until his or her successor is elected and qualified, failure to reside in the school district or a continuous absence from the district of more than 60 days, absence from more than 2 consecutive regular board meetings unless excused by a majority of the remaining members of the board, death of the incumbent, a court order declaring the seat vacant, conviction of a felony, or any public offense in violation of the oath of office.

The resignation of a member or any other reason for a vacancy shall be made a part of the minutes of the school board. The board shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term in writing to the election commissioner or county clerk, and by a notice published in a newspaper of general circulation in the school district.

It is prohibited to meet in closed session for discussion of the appointment or election of a new board member.

Legal References: Neb. Statute 32-560 et seq.  
32-130884-1410(1)(d)  
32-570

Cross References:

Adopted: February 7, 2011  
Revised: April 14, 2014  
Revised: March 6, 2017

**Code of Ethics for Board Members**

Board members of Bellevue Public Schools, like all public officers are trustees of public funds, and are obligated to serve the public with the highest fidelity.

Board members will make decisions in terms of the educational welfare of all children with an understanding that “same” is not always equal.

Board members will hold confidential all matters pertaining to the Bellevue Public Schools which, if disclosed, would needlessly injure individuals, the Board, or the Bellevue Public School District.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	June 5, 1972
Reviewed:	January 11, 1988
Revised:	February 5, 1996
Revised:	February 10, 2003
Reviewed:	December, 2004
Revised:	July 7, 2014
Reviewed:	May, 2017



**Conflicts of Interest****A. Use of Bellevue Public Schools District Office, Information, or Resources**

This policy applies to all members of the Board of Education, the Superintendent and all employees of the Bellevue Public School district. No such individual shall use or authorize the use of BPS public office, confidential information received through BPS public office or employment, or BPS personnel, resources, or funds for personal financial gain, financial gain of an immediate family member (parent, spouse, child, sibling), or financial gain of a business with which the individual is associated, other than compensation as provided by law.

Nor shall a person's position be used for purposes of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot issue under that individual's care or control other than in accordance with prescribed constitutional, statutory, and regulatory procedures.

**B. Interest in Contracts**

Any contract whether oral or written, formal or informal, including open accounts, is voidable if a member of the Board of Education is directly or indirectly interested in the contract, and legal reporting and disclosure and abstention requirements are not met. Board members with such an interest shall therefore:

1. Make a declaration on the record regarding the nature of the interest prior to official consideration of the contract (Defined in Section E).
2. Not participate in consideration or discussion of the contract.
3. Not vote on the granting of the contract. If the number of members of the Board of Education declaring an interest in the contract would prevent the Board from securing a quorum in the issue, then all members may vote on the matter.
4. Not in any way participate in the inspection, operation, administration or performance under the contract on behalf of the Bellevue Public School district.

**C. Hiring of an Immediate Family Member**

1. A board member may recommend or supervise the employment of an immediate family member if he or she does not abuse his or her official position and he or she makes a full disclosure on the record to the Board of Education and a written disclosure to the Secretary of the Board of Education, and the Board of Education approves the employment or supervisory position. Abuse of an official position includes, but is not limited to, employing an immediate family member who is not qualified for nor able to perform the duties of the position, who is hired for an unreasonably high salary, or who is not required to perform the duties of the position.
2. A board member's immediate family member shall not be employed without the school district first having made a reasonable solicitation and consideration of other applications for such employment.

3. If a board member's immediate family member is an employee of the school district the board member may vote on all issues of the contract which are generally applicable to all employees or all employees within a classification and do not single out his or her immediate family member for special action.
4. The school district shall not terminate the employment of another employee so as to make funds or a position available for the purpose of hiring a board member's immediate family member.
5. If a board member's immediate family member was employed by the school district prior to the election or appointment of the board member, then as soon as reasonably possible after the official date of taking office a newly elected or appointed board member shall make a full disclosure to the Board of Education of any immediate family member employed by the school district.

#### D. Nebraska Accountability and Disclosure Commission

A board member may apply to the Nebraska Accountability and Disclosure Commission for an advisory opinion as to whether he or she has a conflict of interest and take such action as the Commission advises to remove him or herself from influence over the decision.

#### E. Reporting Procedures

Any Board member who has a direct or indirect interest in a contract entered into with the Bellevue Public School district, or an open account, shall provide the Secretary of the Board with the following to be kept on file:

1. Names of the contracting parties.
2. Nature of the interest of the Board member.
3. Date that the contract was approved by the Board.
4. Amount of the contract.
5. Basic terms of the contract.

Legal References: Neb. Rev. Stat. §49-14,101; § 49-14,101.01; § 49-1425; § 49-1499; §49-1499.03; § 49-14,102; § 49-14,103; § 49-103.01; § 49-14,103.02; § 49-14,103.03; § 49-14,103.04; § 49-14,103.05; § 49-14,103.06; § 49-14,103.02; §79-818; and §79-544.

Cross References: Nebraska Political Accountability and Disclosure Act,  
Neb. Rev. Stat. §49--1401 et. seq.

Adopted:	July 2, 1984
Reviewed:	January 11, 1988
Revised:	February 10, 2003
Reviewed:	December, 2004
Revised:	July 7, 2014
Reviewed:	May, 2017

**Officers**

The officers of the Board of Education shall be President, Vice President, Secretary and Treasurer. The President and Vice President shall be elected annually from the membership of the Board in January and shall assume their duties forthwith.

The Secretary and the Treasurer shall be elected by the Board at the January meeting.

Legal References:

Neb. Rev. Stat. 79-520

Neb. Rev. Stat. 79-564

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	January 8, 1973
Revised:	June 3, 1974
Reviewed:	January 11, 1988
Revised:	March 1, 1993
Revised:	February 10, 2003
Reviewed:	December, 2004
Revised:	September 9, 2013
Reviewed:	May, 2017

**Duties of the President of the Board**

The President shall preside at all meetings, shall decide questions of order in accord with the latest edition of *Robert's Rules of Order*, and shall appoint all committees unless otherwise directed by the Board. The President shall have the right, as other members of the Board, to offer resolutions and to discuss questions, and to vote thereon.

In all matters not covered by policy or by statute, parliamentary procedures are governed by Robert's Rules of Order latest edition except that (a) the number of votes needed to carry a motion shall in all cases be a majority of a quorum unless otherwise required by law and (b) a motion and a second motion are always required.

The President shall be an ex-officio member of all committees. The President shall countersign all orders upon the treasury for money to be disbursed by the District and all warrants on the County Treasurer for money raised for District purposes and shall keep a record of all warrants drawn of the amount, purpose and name of person to whom issued. The President shall administer the oath to the Secretary and Treasurer when such oath is required by law. It shall be the duty of the President to represent or appear on behalf of the District in all suits brought by or against the same. When so designated by Board Resolution, the President sign all reports, agreements and documents relating to federal aid funds.

Legal References: Neb. Statute 79-564 &  
79-566 to 574

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	January 8, 1973
Reviewed:	January 11, 1988
Revised:	March 1, 1993
Reviewed:	January 25, 2003
Reviewed:	December, 2004
Revised:	March 1, 2010
Reviewed:	May, 2017

**Duties of the Vice President of the Board**

In the absence of the President, the Vice President shall perform the duties and have the obligations of the President.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	January 8, 1973
Reviewed:	January 11, 1988
Reviewed:	January 25, 2003
Reviewed:	December, 2004
Reviewed:	May, 2017

**Duties of the Secretary of the Board**

The Secretary shall have such duties as are imposed upon secretaries of Class III school districts by the statutes of the State of Nebraska.

The Secretary of the Board shall be responsible for preserving minutes of meetings, all records and official papers of the Board of Education and publishing reports as required by law.

The Secretary of the Board shall furnish each member of the Board and the Superintendent of Schools a copy of the minutes of each regular or special meeting.

The Secretary shall draw and sign all orders on the District Treasury that have been approved by the Board of Education and warrants on the County Treasurer for funds belonging to the School District.

The Secretary shall furnish those reports that are required by law.

The Secretary shall coordinate Board of Education activities and perform other duties as assigned by the Superintendent of Schools. The Superintendent of Schools is authorized to appoint an individual to function as the acting Secretary to record proceedings of the Board if the Secretary is not in attendance.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	January 8, 1973
Reviewed:	January 11, 1988
Revised:	January 8, 2001
Reviewed:	January 25, 2003
Reviewed:	December, 2004
Reviewed:	May, 2017

**Duties of the Treasurer of the Board**

It shall be the duty of the Treasurer to receive from the County Treasurer all school money apportioned to the District or collected for the same by the County Treasurer and such other funds as may legally belong to the District, excepting School Lunch and activity funds, and pay out the same on warrant signed by the Secretary and countersigned by the President. A complete record of all receipts and their sources and of all warrants issued shall be kept by the Treasurer.

The Treasurer shall submit a monthly report to the Board showing all receipts and expenditures for the month and the balance on hand. At the end of the fiscal year, the Treasurer shall submit to the auditor, selected by the Board of Education, all books, records, orders, vouchers, and cancelled warrants as may be necessary for an effective audit of the accounts.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	January 8, 1973
Reviewed:	January 11, 1988
Reviewed:	January 25, 2003
Reviewed:	December, 2004
Reviewed:	May, 2017

**Committee of the Whole**

The business of the Board shall be conducted by the Board acting as a committee of the whole and there shall be no standing committees, except those permitted by law and the Student Discipline Committee. Special committees may be appointed by the President for specific tasks and when their work is completed the committee will be discharged.

Legal References: Neb. Statute 79-724

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	June 5, 1972
Reviewed:	January 11, 1988
Revised:	February 10, 2003
Reviewed:	December, 2004
Revised:	April 13, 2009



**Standing Committees**

The President shall appoint annually at the first meeting of the newly organized Board a committee of three to be known as the Student Discipline Committee and a committee of three to be known as the Committee on Americanism, whose duties shall be as outlined in Nebraska School Law.

The Student Discipline Committee serves in a quasi-judicial role and hears any student discipline appeals.

Legal References: Neb. Statute 79-724

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	June 5, 1972
Reviewed:	January 11, 1988
Revised:	February 10, 2003
Reviewed:	December, 2004
Revised:	April 13, 2009

**Legal Counsel**

The duties of the Legal Counsel are to provide legal advice to the Board of Education and its authorized representatives.

More specifically, these duties include:

1. The routine legal services of a public corporation, such as review of specifications of bidding, drafting of legal notices and proposed legislation, the review of school board minutes, the review of contracts for goods and services, the review of proposed agendas, advise on hearings on teacher dismissal, suspension of pupils and budgets.
2. Counseling the Board of Education on the legal implications of alternative approaches to administrative problems. This may take the form of informal discussion, or may be represented by a formal written opinion as the situation requires.
3. Attendance at the Board of Education meetings when requested.

Additional services that are required as a result of litigation or unusual circumstances, such as a bond issue, will be contracted for on an individual basis with the Legal Counsel or with an attorney of the Board's choice.

Legal References:

Cross References:

Adopted:	October 5, 1970
Reviewed:	January 8, 1973
Reviewed:	January 11, 1988
Revised:	February 10, 2003
Reviewed:	December, 2004
Revised:	January 5, 2014
Reviewed:	May, 2017

### **Meetings**

The Board of Education shall normally meet in open session at 6:30 p.m. on the first Monday of each month. The presence of four members is required for a quorum.

The board shall generally adhere to this meeting date unless the board requires additional meetings, or, due to circumstances beyond the board's control, the meeting cannot be held on the regular meeting date, and the meeting will be re-scheduled at the board's convenience. Public notice of the meetings shall be given.

All actions taken by the board shall occur in open session by a roll call vote of the board with a record of the voting kept for the minutes. The voting requirements may be met by using an electronic voting device which allows the vote of each board member to be readily seen by the public.

Special Meetings may be called by the President, by two members of the Board, or by the Superintendent. Publication of Notice of Special Meetings shall be made in accordance with law.

Executive Sessions will be held when, in the Board's opinion, they are necessary for the protection of the public interest or for the protection of an individual, excepting that any discussion of the appointment or election of a new member to the Board will be conducted in an open session. Executive sessions will be held only as permitted by law.

To the extent possible, the intent to hold an Executive Session will be listed in the meeting agenda and the purpose for such session will be stated. The purpose for such meeting will be stated in as specific terms as is possible without defeating the purpose of the Executive Session. Discussion in the Executive Session will be limited to the stated purposes.

The board shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

Legal References: Neb. Statute 79-554  
79-560  
79-561  
84-1412

Cross References:

Adopted: October 17, 1955  
Reviewed: February 18, 1960  
Reviewed: June 5, 1972  
Revised: November 10, 1975  
Reviewed: January 11, 1988  
Revised: February 10, 2003

Reviewed: December, 2004

Revised: August, 2006

Revised: March 2, 2009

Revised: March 6, 2017

**Closed Executive Sessions**

A closed, or executive, session will take place as part of an open meeting of the board. The item(s) for discussion in the closed session shall be listed as part of the tentative agenda on the public notice. The motion for a closed session, including its subject matter and the reason necessitating the closed session, shall be made and seconded during the open meeting, and approved by a majority of the voting members. The closed executive session is for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The minutes shall state the entire motion for the closed session, the roll call vote to enter closed session, and the time the closed session began and ended. Following approval of the motion to close, the presiding officer shall restate on the record the limitation of the subject matter of the closed session immediately prior to the closed session.

The board shall restrict its considerations to only those matters set forth in the minutes as the reason for the closed session. Reasons for the board entering into a closed session from an open meeting include, but are not limited to, the following:

1. Strategy sessions with respect to collective bargaining, real estate purchases, or litigation;
2. Discussion regarding the use of security personnel or devices;
3. Investigative proceedings regarding allegations of criminal misconduct;
4. Evaluations of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if that person has not requested a public meeting.

No formal action may be taken until the board has reconvened in open session.

Any board member may challenge the continuation of a closed session if he or she believes the session has exceeded the reason stated in the motion to hold the closed session. A majority vote of the board is required in order to overrule the challenge. The challenge and its disposition shall be recorded in the meeting minutes.

Legal Reference: Neb. Statute 84-1410

Cross Reference: 204.01 Meetings  
204.10 Agenda

Adopted: August, 2006  
Reviewed: May, 2017



## Meeting Notice

Reasonable advance public notice shall be given for meetings and work sessions held by the board by a method designated and recorded in the board minutes. Public notice shall indicate the time, place, date and tentative agenda of board meetings. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. The notice shall be transmitted to the public and a copy kept readily available for public inspection at the principal office of the district. Except for items of an emergency nature the agenda shall not be altered later than 24 hours before the meeting.

A copy of the public notice will be provided to those who have filed a request for notice with the superintendent. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. Public notice of emergency meetings shall be given as soon as practical and possible in light of the situation. Reasonable efforts shall be made to notify news media who have requested notification of meetings.

It shall be the responsibility of the secretary to the Board of Education to give public notice of board meetings and work sessions. The superintendent shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification of the time and place of each meeting and the subjects to be discussed.

Legal Reference: Neb. Statute 84-1408 to 1414  
79-554  
79-560  
79-561

Cross Reference: 204.01 Meetings  
204.06 Closed Executive Sessions  
204.10 Agenda

Adopted: August, 2006  
Reviewed: May, 2017

**Agenda**

The Board President and the Superintendent shall determine the content of the agenda and the order of the items. In the event the Board President and the Superintendent do not agree on placing a particular item on the agenda, the item shall be placed on the agenda, if either the Superintendent receives support from two other Board Members or the Board President receives support from one other Board Member. If two or more Board Members wish to have an item placed on the agenda, the item shall be placed on the agenda.

The Superintendent or designee shall prepare the agenda and supporting documents which shall be delivered to board members for their examination and study at least forty-eight (48) hours before each regular meeting. The supporting documents should include the recommendation of the Superintendent and such information as is required to justify the recommended action.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Reviewed:	June 5, 1972
Reviewed:	January 11, 1988
Reviewed:	January 25, 2003
Reviewed:	December, 2004
Revised:	April 8, 2013
Revised:	August 3, 2015
Reviewed:	May, 2017



**Order of Business**

The Superintendent of Schools is responsible for arranging the order of items on meeting agendas within the parameters of state statute and the policies of the Board of Education.

The meeting of the Board of Education each month will follow the specific format outlined below whenever possible.

A consent grouping on the agenda will be used for those items which usually do not require discussion or explanation. Any Board member may request the withdrawal of any item from the consent grouping for independent consideration.

**Order of Business**

- A. Call to Order
  - Roll Call
  - Excused Absences
  - Open Meetings Law
  - Pledge of Allegiance
- B. Recommended Actions
  - 1. Routine Matters
    - a. Approval of Minutes
    - b. Approval of Treasurer's Report
    - c. Approval of Claims and Accounts
  - 2. Personnel Items
  - 3. Other items for approval
- C. Information and Reports
  - 1. Commendations
  - 2. Reports
  - 3. Public Comment Period
- D. Board of Education Member Reports on Meetings They Have Attended
- E. Future Business
  - 1. Meeting Dates
- F. Adjournment
- G. Executive Session

Legal References: Neb. Statute 84-712 & 84-1408 to 1414

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Reviewed:	June 5, 1972
Revised:	January 11, 1988
Revised:	February 4, 1991
Revised:	February 10, 2003
Reviewed:	December, 2004
Revised:	April 13, 2009
Reviewed:	May, 2017

**Agenda**

Any Board member can propose topics for the Agenda. To propose agenda items, Board members should bring the item to the attention of the Board President or Superintendent. The Board President and Superintendent will have the final decision as to whether any item will be included in a future Agenda. In the event that the Board President and the Superintendent choose not to place the item on an Agenda, the Board President and/or the Superintendent will communicate with the board member proposing the item to provide the rationale for the decision.

Adopted: April 8, 2013

Reviewed: May, 2017

# Meeting Minutes

The board shall keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings, documentation received or disclosed in open session of the meetings, and other required records of the board.

It shall be the responsibility of the secretary to the Board of Education to keep the minutes of the board meetings. The minutes of each board meeting shall include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed shall be attached. The minutes shall also include all required information regarding any closed sessions as stated in policy 204.06. This information shall be available within 10 days of the board meeting or prior to the next convened meeting, if earlier. Minutes shall be forwarded to the newspaper designated as the official newspaper for publication. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes awaiting approval at the next board meeting will be available for inspection at the Office of the Superintendent of the district after the office transcribes the notes into typewritten material which has been proofread for errors and retyped.

Legal Reference: Neb. Statute 79-577  
79-582, 583  
84-712  
84-1408 to 1414

Cross Reference: 204.01 Meetings  
204.06 Closed Executive Sessions

Adopted: July, 2006  
Reviewed: May, 2017

**Public Participation at Board of Education Meetings**

The Board of Education recognizes and upholds the right of citizens and the professional staff to attend, observe, and participate in regularly scheduled public meetings of the Board of Education.

Meetings of the Bellevue Board of Education shall be open to the public and conducted in accordance with the Open Meetings Law. A copy of the Open Meetings Law will be posted in the Board room.

Meetings are held for the purpose of conducting the official business of the school district by the Board before the public. In order to preserve both the orderly conduct of business and to provide opportunities for legitimate discussion and analysis of issues, the Board of Education authorizes the Superintendent of Schools to establish such regulations as will:

1. Encourage visitors to attend Board meetings.
2. Provide for appropriate hospitality for visitors.
3. Channel expressions of approval as well as criticism to the Board.
4. Insure that such visits enhance the effect of the educational program.
5. Provide an orderly process for visitors who wish to discuss specified issues at Board meetings.
6. Provide visitors with material explaining the operations of the Board and the purpose of regulations applying to the conduct of Board meetings.

The Board of Education expects that patrons and staff members having specific concerns will have followed all the avenues established in Board Policy and Administrative Regulations before the Board is asked to hear such concerns.

Advance public notices of Board of Education meetings will be provided through publication in the local press, provided time permits, or by posting of notices of meetings at least two days in advance of the meeting, excepting when an emergency meeting is called by the Board of Education. Posting places shall include:

1. The Administrative Office of the School District
2. The School District Website

The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide notification to them of the time and place of each meeting, including emergency meetings and the subjects to be discussed at that meeting.

Legal References: Neb. Statute 84-1408 to 1414

Cross References:

Adopted:	July 12, 1971
Revised:	October 6, 1975
Reviewed:	January 11, 1988
Reviewed:	November 1, 2004
Revised:	March 1, 2010
Revised:	July 10, 2017

**Public Participation at Board of Education Meetings**

In accordance with Board Policy, Code: 204.12, the following regulations are established for participation by the public or the professional staff at Board of Education meetings.

Matters Not on the Board Agenda

Any patron, organization or group may request the opportunity to speak regarding any matter not included in the Board's agenda. The following conditions will apply:

1. Each patron, organization or group who wishes to speak should submit a written request to the Secretary of the Board of Education by the end of the business day at least five calendar days prior to a scheduled meeting. The written request should state the person's name, address, and topic with a brief and specific description of what is going to be said in regard to the topic. If the description is determined by the administration to be vague the individual can be required to clarify it. The Secretary of the Board of Education will notify the petitioner of the placement of the item on the agenda.
2. Each patron, organization or group who has requested the opportunity to speak should be recognized by the President of the Board.
3. Presentations shall be limited to 5 minutes per speaker and 30 minutes total at each meeting unless the majority of the Board suspends the rule to provide for more or less time. If there are numerous requests to address the Board on the same topic, the President of the Board may recognize representatives to speak.
4. An organized group which wishes to speak before the Board should limit its comments to those of its appointed spokesperson. The President of the Board may limit the number of persons permitted to speak for any group.

Matters on the Board Agenda

Any patron, organization or group may request the opportunity to speak regarding any matter on the Board meeting agenda. The following conditions will apply:

1. Each patron, organization or group who wishes to speak (except for items that require a public hearing) must fill out a form prior to the start of the meeting with the Secretary of the Board of Education, stating his/her name, address, and the item about which the individual or the group wishes to speak.
2. The President of the Board, at the appropriate time on the agenda, may recognize those who have requested to speak.
3. Presentations shall be limited to 3 minutes per speaker and 30 minutes in total per agenda item unless the majority of the Board suspends the rule to provide for more or less time. If there are numerous requests to address the Board on the same topic, the President of the Board may recognize representatives to speak.

4. An organized group which wishes to speak before the Board should limit its comments to those of its appointed spokesperson. The President of the Board may limit the number of persons permitted to speak for any group.

Special Conditions

1. Complaints against professional staff will be heard in the manner provided elsewhere in policy and regulations.
2. The Superintendent of Schools will prepare for distribution to visitors a brochure explaining the regulations applying to Board meetings and why they are necessary.

General Provisions

1. The President of the Board has the discretion of recognizing individuals who are not citizens of the school district.
2. All persons speaking at a Board meeting are to address the President of the Board.
3. Every person who addresses the Board should state his/her name, address, organization represented, if any, his/her relationship to the schools and the subject about which the individual wishes to speak.
4. Persons speaking at a Board of Education meeting are expected to conduct themselves in a professional manner. Comments shall not involve personal or slanderous attacks on employees, members of the Board or members of the general public. The use of profane or threatening language, or racial or ethnic slurs will not be tolerated.
5. The President of the Board of Education shall restrict comments that are frivolous, repetitive, harassing or in violation of paragraph 4 above.
6. Should the President of the Board determine that an issue has special and broad concern to a large number of citizens, the President may, within the limitations of state statutes, schedule a special meeting about the issue. Policy and Regulations apply to those who wish to speak to the Board.
7. Nebraska statutes 79-570 and 79-571 authorize the Board's presiding officer to order the withdrawal of a person who conducts himself/herself in a disorderly manner.

Approved:	July 12, 1971
Reviewed:	October 6, 1975
Reviewed:	January 11, 1988
Revised:	March 1, 1993
Reviewed:	November, 2004
Revised:	March 1, 2010
Revised:	April 6, 2015
Reviewed:	May, 2017

**Policy Development-Staff Participation**

In keeping with the philosophy of the Bellevue Public Schools, it is the belief of the Board of Education:

That providing a high quality education for the children attending the Bellevue Public Schools is the paramount aim of this school district and that fostering a good morale in the teaching staff is necessary for the best education of all children.

That there is an intrinsic value in soliciting local viewpoints and in local decision making which is worth preserving to the maximum extent consistent with the obligations of citizenship in the state and nation.

That shared responsibility in policy development is an acceptable and desirable concept. It assumes a commonality of goals and interests among school personnel, and instructional provisions for all staff members represent a means to an end.

That the right to participate in policy development does not imply the right to make decisions. Although consensus should always be patiently sought and will often prevail between staff personnel, administrative officers, and the Board of Education, the Bellevue Board of Education must retain its final responsibility and legal obligation to make decisions that establish policies for the school district. As an integral part of this belief, the Superintendent and the staff have the responsibility of aiding the implementation by providing the best possible education in the classroom. With respect to policy implementation, a prime responsibility of the Board of Education is to evaluate the effectiveness and efficiency with which the administration and teaching staff implement the Board policies.

That the best interests of public education will be served by establishing procedures to provide an orderly method for the Board of Education, the administrative staff, and representatives of teacher groups and/or organizations to discuss matters of mutual concern, and to reach an agreement on these matters that is mutually satisfactory.

That there is no one best procedure for sharing responsibility for policy development. School board members, administrators, classroom teachers, and other personnel must develop a number of practices that are appropriate to local conditions. Each procedure that is developed must encourage a full and open exchange of views from all parties participating in deliberation leading to the determination of matters of mutual concern.

Legal References:

Cross References:

Adopted: October 7, 1968  
Reviewed: January 11, 1988



Revised: February 6, 1995  
Reviewed: November, 2004  
Reviewed: May, 2017

**Policy Adoption**

The Board of Education shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular board meetings. The proposed policy changes shall be distributed and public comment will be allowed at each meeting. This notice procedure shall be required except for emergency situations. If the policy is adopted in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The Board of Education shall have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy shall be approved at a regular meeting of the Board of Education. The policy will be effective on the date of passage.

In the case of an emergency, a new or revised policy may be adopted. The emergency policy shall expire at the close of the fourth regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Legal Reference:	Neb. Statute	79-520 (Class III) 79-526 84-712 et seq.
	NDE Rule	10.004.01A1

Cross Reference:

Adopted:	August 2, 2004
Reviewed:	May, 2017

**Administration**

The Superintendent of Schools or any member of the Board may at any time propose that all or part of a plan for the administration of any of the phases of work of the school be made a matter of Board regulation, and such proposal shall be considered in the regular manner established for the enactment of rules and regulations.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	May, 2017

**Formulation of Policy**

No member of the Board of Education, acting individually and by virtue of the office, shall exercise any administrative responsibility with respect to the schools or as an individual command the services of any school employee.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	August 2, 1971
Reviewed:	January 11, 1988
Reviewed:	January 25, 2003
Reviewed:	December, 2004
Reviewed:	May, 2017

**Formulation of Administrative Regulations**

The Board of Education delegates to the Superintendent the function of specifying the required actions and designed the detailed arrangements under which the schools shall be operated.

Such specific actions and detailed arrangements shall constitute the administrative regulations governing the operation of the schools and to the extent possible shall be in writing and coded with a file number corresponding to the policy statement to which they relate.

The administrative regulations must be in ever respect consistent with the policies adopted by the Board.

In the absence of an applicable policy and during the time required to prepare needed policies for consideration by the Board, the Superintendent is authorized to take appropriate action through administrative regulations and operating procedures.

Only these administrative regulations which are required by law or which are presented by the Superintendent for approval require Board adoption. All administrative regulations shall be furnished to each member of the Board along with the official policy statements of the Board of Education.

The Board of Education reserves the right to amend the administrative regulations, should they, in the Board's judgment, be inconsistent with the policies adopted by the Board.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	September 13, 1971
Reviewed:	January 11, 1988
Revised:	February 10, 2003
Reviewed:	December, 2004
Reviewed:	May, 2017

**Administration in the Absence of Policy**

In the absence of board policy to provide guidance on a matter, the Superintendent is authorized to act appropriately.

The Superintendent may also develop administrative regulations for review by the Board of Education or issue procedure, directive, or guidance documents.

Legal References:

Cross References:

Adopted: April 11, 2005  
Reviewed: May, 2017

**Compensation**

Board members shall serve without compensation. Reimbursement for actual travel, meeting, and other expenses will be authorized by the Board, in accordance with written procedures issued by the Superintendent of Schools, for any member or members while participating in authorized school business.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	June 5, 1972
Reviewed:	January 11, 1988
Revised:	February 10, 2003
Reviewed:	December, 2004
Reviewed:	May, 2017

**Hiring a Superintendent**

The Board of Education will employ a Superintendent of Schools to administer the educational program of the Bellevue Public Schools in accordance with the policies and directives of the Board of Education. The following procedure will be used for the selection and employment of the Superintendent:

I. Board acceptance of a resignation or a receipt of a retirement letter from the Superintendent, death of the Superintendent, or a letter of termination directed to the Superintendent by the Board of Education upon a two-thirds vote of all Board Members shall cause the process for the employment of a Superintendent to begin.

II. A time line and allocation of funds to conduct the search will be developed and approved by the Board.

III. The Board will develop and approve criteria and procedures for selecting a Superintendent and in the development of such criteria and procedures may request and receive input from staff members, business and community leaders and parents. The Board may use a Superintendent search firm to assist in these matters.

IV. The Board will determine salary to be included in the contract. The Board will also prescribe the job description and time lines for evaluations. The Board will determine with legal counsel the fringe benefits, term of office, terms and conditions relating to contract termination to be included in the contract.

V. The candidate selected will be contacted by the President and Secretary to confirm the candidate's acceptance of the position and the contract terms and conditions prior to the presentation of the contract to the Board for approval.

VI. The Board of Education will elect the Superintendent at a Board meeting by a majority vote of all members of the Board. The Superintendent elect shall be notified as to the date of the Board meeting in order that any public announcement will be coordinated with the Superintendent elect.

VII. The Board President will notify all unsuccessful applicants of the election of the Superintendent.

VIII. All candidate application materials shall be retained and shall be disposed of three years after the date of the applications.



Legal References:           Neb. Statute   79-101  
  79-125  
  79-519  
  79-1248  
  79-1249

Cross References:

Adopted:       February 7, 2011  
Reviewed:      May, 2017

**Succession of Authority to the Superintendent**

In the absence of the Superintendent, it shall be the responsibility of other administrators to fulfill the Superintendent's role.

The Assistant Superintendent may work with the Directors as needed to handle the responsibilities of the Superintendent in his absence. If the absence of the Superintendent is temporary, the Assistant Superintendent shall assume only those responsibilities of the Superintendent that require immediate action. The Assistant Superintendent shall assume the duties and responsibilities of the Superintendent when the Superintendent is absent and cannot be reached by telephone or when assigned by the Superintendent or the board.

References to "Superintendent" in this policy manual shall mean the "Superintendent or the Superintendent's designee" unless otherwise stated in the board policy.

Legal References:

Cross References:

Adopted: April 11, 2005  
Revised: July 10, 2017

**Superintendent Contract and Evaluation**

It shall be the responsibility of the board to provide the contract for the position of superintendent. The length of the contract for employment between the superintendent and the board shall be determined by the board, but shall not exceed three years. The contract will begin on July 1 and end on June 30. The contract shall state the terms of employment.

The superintendent serves the board as a probationary certificated employee, regardless of length of service. On an annual basis before April 15<sup>th</sup>, the board will: conduct an evaluation of the superintendent, review of the superintendent's contract and take action as to whether the contract will be extended. For all other contract amendments, the board will take final action before June 15<sup>th</sup> unless there is an agreement to continue from both parties.

Before the board approves a proposed contract for superintendent services, or any proposed amendment to an existing contract, the board shall publish a copy of the contract or amendment, and a reasonable estimate and description of all current and future costs to the district if the proposed contract or amendment were to be approved, at least three days before the board meeting at which it will be considered. This publication shall also specify the date, time, and place of this public meeting. Electronic publication on the web site of the district shall satisfy this publication requirement if it is prominently displayed and allows public access to the entire proposed contract or amendment.

After the board approves the contract or contract amendments the board shall publish a copy of the contract, and a reasonable estimate and description of all current and future costs to the district that will be incurred as a result of the contract, within two days after the board meeting at which it was approved. Electronic publication on the web site must be prominently displayed as described above.

The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

In the event of nonrenewal or termination of a contract, the board shall afford the superintendent appropriate due process.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with board policies dealing with retirement, release or resignation and the terms of the current contract.

Legal References:      Neb. Statute 79-822 et seq.

Cross References:

Adopted:      December 8, 2014  
Reviewed:      May, 2017

**Role of Superintendent of Schools**

The administration of the schools in all their aspects shall be under the direction of the Superintendent of Schools operating in ministerial capacity with respect to legislation passed by state agencies or the Board of Education and in executive capacity with respect to the policies agreed upon by the Board in consultation with the Superintendent.

The Superintendent shall attend all meetings of the board and its committees, and be granted the privilege of taking part in its deliberations. He shall exercise professional leadership in the planning the program of the schools and directing the activities of the staff, and make monthly reports and recommendations to the board.

All matters relating to curricula, courses of study, testing program, methods of teaching, promotion of pupils, reports to parents, textbooks, and educational supplies, libraries, selection and management of personnel, school discipline, school health, extra-curricular activities shall be the responsibility of the Superintendent.

All purchases shall be made by order of the Superintendent and bills therefore verified by him and presented to the board for authorization of payment.

In the novel situations arising within the schools, the Superintendent shall have the power to act, but his decisions shall be subject to review by action of the board at its next regular meeting.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	May, 2017

**Administrators-Principles of a Salary Program**

The salary program for administrators in the Bellevue Public Schools shall:

1. Reward the administrator consistent with the responsibilities, the accountability, and the exercise of judgment required for the position.
2. Place the administrator in an appropriate relationship to salaries of all other employees in the school district.
3. Recognize and reward superior performance.
4. Fix the initial responsibility for judging performance upon the administrator's immediate superior. The final responsibility, however, must rest with the Superintendent.

Legal Reference:

Cross Reference:

Adopted:	February 5, 1968
Reviewed:	January 11, 1988
Revised:	February 5, 1996
Revised:	August 1, 2004
Reviewed:	November, 2004
Reviewed:	May, 2017

**Professional Staff-Allocation and Establishing of Salaries**

In order to provide an orderly and systematic process for budgetary planning, allocation of staff and establishing salaries for professional staff, the following guidelines are provided.

**Establishing Administrative Ranges**

The ranges currently in effect for administrative salaries will be used as a base for the future until such time that they are specifically changed by Board action. New ranges for positions which may be created in the future are subject to Board approval.

In the event that an average percentage increase is granted to the professional staff the percent will be applied to an increase in the minimum and maximum of all ranges. The percent range adjustment may be adjusted by the Superintendent to maintain appropriate salary relationships with other professional employees and administrative compensation programs at schools of similar size.

**Establishing Individual Salaries Within the Appropriate Range**

Annual movement within a range will be determined by the Superintendent of Schools. There is no intent that the average increase allocated to movement shall apply equally to all individuals nor that any specific amount of movement shall apply to any individual.

Approved:	March 18, 1974
Revised:	September 21, 1982
Reviewed:	January 11, 1988
Revised:	August 2, 2004
Reviewed:	November, 2004
Reviewed:	May, 2017

**Severance Pay – Years of Service**

In accordance with board action, members of the administrative staff shall receive severance pay upon leaving employment with the district. The following guidelines shall apply.

1. The basic severance payment shall be two percent of accumulated salary, excluding fringe benefits, since the date of coverage by the program.
2. The basic severance payment shall be adjusted for years of service under the program by multiplying by the appropriate factor in table I.

**Table I**

<b><u>Years of Service</u></b>	<b><u>Factor</u></b>
1	1.0600
2	1.0972
3	1.1360
4	1.1765
5	1.2189
6	1.2630
7	1.3091
8	1.3571
9	1.4074
10	1.4599
11	1.5147
12	1.5720
13	1.6318
14	1.6944
15	1.7598
16	1.8282
17	1.8998
18	1.9745
19	2.0527
20	2.1347
21	2.2204
22	2.3101
23	2.4040
24	2.5022
25	2.6052
26	2.7130
27	2.8260
28	2.9443
29	3.0683
30	3.1982
31	3.3344
32	3.4772
33	3.6268

34	3.7838
35	3.9483
36	4.1210
37	4.3021
38	4.4920
39	4.6914
40	4.9006

3. A severance pay fund will be established as of July 1, 1975 in the amount of two percent of the 1975—76 salaries of the administrative staff. The fund will be invested and interest earned will be credited to the fund. Annual deposits, on or about July 1 will be made to the account in an amount estimated to generate sufficient funds to pay all obligations at the end of the ensuing school year. Salaries will be established annually by the board of education after taking into account the amount that will be required to fund the severance pay obligation for the upcoming year.
4. Severance payments will be made from the severance pay fund to administrators terminating according to the formula provided in paragraph two. Partial years of service shall be prorated in determining the service credit.
5. A permanent record will be made for each participant which details:
  - a. Name
  - b. Date of first enrollment in the program.
  - c. Annual salary for each year covered by the program.
  - d. Accumulated salary earnings while enrolled in the program.
  - e. End-of-year severance pay obligations.
  - f. Date of termination, date and amount of severance payment.
7. An end-of-year report will be made by the fiscal officer to the participants and a summary report will be provided the Superintendent of Schools.
8. In the event that the board of education decides that it is in the best interest of the district or of the participants to discontinue the program, severance payments will be made as of the end of the school year in which the decision is reached. In the event that the program is discontinued and the balance in the severance pay account is insufficient to pay the amounts calculated under paragraph two, payments will be prorated among the participants. In the event the balance exceeds the computed amounts, the excess will be distributed to participants on a pro rata basis.

Approved: October 12, 1976  
Reviewed: January 11, 1988  
Reviewed: November, 2004  
Reviewed: May, 2017



**Employment Procedures – Diversity**

The policy of the Bellevue Public Schools is to provide equal opportunity for all employees and for all persons seeking employment in the Bellevue Public Schools; to prohibit discrimination because of race (including skin color, hair texture, and protective hairstyles), color, religion, national origin, sex, age, physical or mental disability, marital or familial status, political affiliation and through affirmative action to promote the full realization of equal opportunity and diversity. Employment practices will demonstrate full adherence to the letter and intent of federal and state government policy guaranteeing equal employment opportunity for all persons.

Legal References:

Cross References:

Adopted:	March 2, 1970
Revised:	January 7, 1980
Reviewed:	January 11, 1988
Revised:	February 8, 1993
Revised:	December, 1996
Reviewed:	November, 2004
Revised:	May 2, 2011
Revised:	July 12, 2021

**Employment Procedures - Diversity**

The administrative staff will insure equal treatment in hiring, training, promoting, separating, transferring, assigning duty requirements, administering disciplinary action, performance evaluation and other related areas of responsibility. An active approach to development, promotion, and practical advancement of equal opportunity for all and diversity of personnel is to exist in every aspect of personnel activities. The Superintendent of Schools directs the personnel department to develop operational procedures to implement employment practices that fully adhere to the letter and intent of federal and state government law and regulations and guarantee equal employment opportunity for all persons. These procedures will be developed within the following guidelines:

1. The administrative staff will provide leadership and support for the Equal Employment Opportunity Program ("Program").
2. Administrators will actively participate in executing the Equal Employment Opportunity Program.
3. The personnel department will provide guidance to insure the development of reasonable goals designed to insure diversity of personnel.
4. The personnel department will periodically update and reemphasize the goal of diversity of personnel.
5. The personnel administrator or designee shall be the equal opportunity official and monitor the Program.

Approved:	March 2, 1970
Revised:	January 7, 1980
Reviewed:	January 11, 1988
Revised:	December 1, 1996
Reviewed:	November, 2004
Revised:	May 2, 2011

**Certificated Employee-Grievance Procedure**

It is the policy of the Bellevue Public School System to discover and practice reasonable and effective means of resolving difficulties which may arise among employees, to reduce potential areas of grievances, and establish and maintain recognized two-way channels of communication between staff and administration. A grievance procedure will be provided for the prompt and equitable adjustment of differences at the most immediate level of supervision.

Each employee is assured the opportunity for an orderly presentation and review of concerns and grievances. The individual who is the subject of the grievance will also be given the opportunity to present his/her side of the issue.

During the presentation and review of a grievance, all staff members involved will be expected to perform their duties as assigned until the grievance has been completely resolved.

No employee shall suffer reprisal or reduction of status as a result of having presented a grievance, or having represented an employee in a grievance.

Legal References:

Cross References:

Adopted:	February 16, 1970
Revised:	April 3, 1972
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	April, 2017

**Certificated Employee-Grievance Procedure**

Grievance Procedure

It is desirable that employee problems, including alleged discrimination on the basis of sex, race or disability, be resolved at the earliest possible time and at the most immediate level of supervision. Two procedures, therefore, are provided – the Informal Procedure for conferences with those most immediately concerned with the problem and the Formal Procedure when it is necessary to go beyond the level of the immediate supervisor or the principal.

At any time during the Informal or Formal Procedure the complainant and supervisor or principal are free to consult with the Personnel Department. Either party may be represented at any of the meetings after the first meeting.

The time limits of the grievance procedure may be extended by the mutual consent of the parties concerned.

Informal Procedure

If an employee feels that he/she has a grievance, the employee shall discuss the problem with his/her immediate supervisor within seven calendar days.

If the problem is resolved, or if the complainant does not wish to take further steps, the case is closed.

If the problem is not resolved, the employee may ask for additional meetings. It is expected that all parties will arrange for enough discussion to facilitate resolution of the problem at the earliest time. Consultation is encouraged to aid in the resolution of the problem.

If the problem is resolved, or if the complainant does not wish to take further steps, the case is closed.

The complainant may request his/her immediate supervisor to arrange for a meeting with the appropriate central office administrator. The central office administrator shall conduct this meeting within ten working days from the time of the request. The central office administrator may schedule and conduct additional meetings if the problem is not resolved. The purpose of these meetings shall be to facilitate resolution of the problem by a complete discussion of the situation by all of the parties of interest.

All attempts should be made to resolve any grievance within 30 calendar days.

Formal Procedure

If, after following the informal procedure and within two weeks the complainant wishes to invoke the formal procedure, the complainant shall submit a grievance which must be in writing to the principal. The principal will hold a meeting between the parties of interest within one week. The principal will render a decision and the reasons thereof in writing to the complainant within one week of the completion of the meeting or meetings.

In the event the complaint is against the decision of a central office administrator, the grievance will be filed with and processed by the decision-making administrator rather than the principal.

If the complainant wishes to appeal the decision received, an appeal in writing to the Superintendent of Schools may follow. Such appeal shall be filed within one week. The Superintendent, or designee, shall arrange a hearing with the interested parties within one week. Each party shall have the right to present witnesses or facts pertinent to the grievance. A complete written record of the proceedings at the hearing will be kept. The Superintendent, or designee, shall render a decision and the reasons thereof in writing to the parties of interest within one week of the completion of the hearing.

If the complainant wishes to appeal the decision received, the grievance shall be filed in writing with the Secretary to the Board of Education within one week of receipt of the decision of the Superintendent. The Board shall review the grievance, the report of proceedings at the hearing before the Superintendent, and the decision of the Superintendent at its next regular or special board meeting and communicate the decision in writing to the interested parties. No evidence or position shall be submitted to the Board of Education which was not previously part of the written record.

Failure of the complainant to comply with the time limits established shall constitute a waiver of right to appeal. Failure by the administrator to comply with time limits shall permit the employee to appeal to the next step.

Approved:	February 16, 1970
Revised:	April 3, 1972
Revised:	January 9, 1979
Revised:	June 9, 1986
Reviewed:	January 11, 1988
Revised:	February 5, 1990
Revised:	June 19, 1990
Revised:	February 8, 1993
Reviewed:	November, 2004
Reviewed:	April, 2017

**Classified Employee-Complaint Procedure**

It is the policy of the Bellevue Public School System to practice reasonable and effective means of resolving difficulties which may arise among employees, to reduce potential areas of concern, and to establish and maintain recognized two-way communication. A complaint procedure will be provided for the prompt and equitable adjustment of differences at the most immediate level of supervision.

Each employee is assured the opportunity for an orderly presentation and review of concerns and complaints. The individual who is the subject of the complaint will also be given the opportunity to present his side of the issue.

No employee shall suffer reprisal or reduction of status as a result of having presented a complaint or having represented an employee in a complaint.

Legal References:

Cross References:

Adopted:	June 5, 1978
Reviewed:	January 11, 1988
Reviewed:	December, 2004
Reviewed:	April, 2017

**Classified Employee-Complaint Procedure**

**General**

A dispute, disagreement, or difference arising between any classified employee and a supervisor shall be handled initially by direct contact between the employee and his/her supervisor.

If not settled in this manner within seven working days of the direct contact between the classified employee and the supervisor and if the dispute, disagreement or difference concerns disciplinary action taken or interpretation or application of recognized work rules or practices, the complaint may be taken to the building administrator for direct discussion and resolution. If the complaint is not settled at this point, the employee may discuss the matter with the appropriate central office administrator.

If the matter is not settled in this manner, the complaint may be written on a standard form to be supplied by the central office administrator stating the facts, including the individual or individuals involved, and basis for the complaint. The person with the complaint shall sign the complaint and deliver the complaint to the Superintendent. If the complaint is not filed within 30 calendar days of the alleged occurrence, it will not be heard.

Within seven working days of the filing of the written complaint, the Superintendent or designee will notify the employee of the date, time and location of the meeting to resolve the complaint. At that meeting, which shall be before the Superintendent or designee, the complainant and the supervisor shall be present. Either an oral or written decision will be submitted by the Superintendent or designee to the employee involved in the complaint.

**Representation**

At any of the steps mentioned above the employee may appear:

1. alone on his/her own behalf; or
2. accompanied by other representatives as desired. If representation is desired, the meeting time will be set so that the employee's representative may attend.

Nothing contained herein shall interfere with an employee's right to meet voluntarily with the administration.

Failure in any step of this procedure to communicate the decision on the complaint within seven working days shall permit lodging an appeal at the next step of the procedure.

Approved:	June 5, 1978
Reviewed:	January 11, 1988
Revised:	February 5, 1990
Reviewed:	December, 2004
Revised:	May 2, 2011
Reviewed:	April, 2017

**Personnel Records**

The right of privacy, the right of an individual to know what information is maintained in the individual's personnel files, and the right of the public to information, are recognized as long-standing principles of a democratic society.

Since the public school maintains extensive personal information about employees, the Board of Education recognizes the potential for abuse of these rights should such information be inaccurate or should it be released to unauthorized persons.

Therefore, the Board of Education directs the Superintendent of Schools to establish administrative regulations which will ensure each employee the right of access to his/her personnel files and the assurance that the right of privacy and the right of the public to information will not be violated.

The Superintendent is also directed to establish regulations and procedures for the safeguarding and maintenance of permanent records on all employees.

The policy and administrative regulations shall not be interpreted to restrict the general public from information about employees, former employees, or applicants for employment that the public is entitled to have. Thus, any information that can be, or has been released to the public through open board meetings or a published document such as the minutes or the budget, shall be considered public information; whereas, information such as teacher evaluations, grades received for courses taken, recommendations, references, health and family data shall not be released to the general public.

Legal References:

Cross References:

Adopted:	April 3, 1972
Revised:	October 1, 1973
Reviewed:	January 11, 1988
Revised:	March 1, 1993
Reviewed:	November, 2004
Reviewed:	April, 2017



**Personnel Records**

Personnel files will be maintained in the administrative offices of the school district and in the principal's office in the building to which an employee has been assigned.

Various items of information may be kept in the personnel files but no item will be placed within an individual's files without the knowledge of that individual.

Two categories of information are included: (1) that minimum which is required for each class of employees and (2) that which may be collected by the school district but which is not required for payroll or employment purposes.

**A. Information Which May Be Required**

1. Completed application form
2. An official transcript of credit
3. Evidence of holding a valid teaching certificate
4. Evaluation forms
5. Payroll information
6. Employment references and recommendations
7. Letters of reference

**B. Information Not Required But Often Included**

1. Anecdotal Record
2. Professional growth verification
3. Letters of commendation
4. News clippings of various activities of the employee

All information placed in an individual's personnel files will be made accessible to that individual upon request excepting teaching credentials and letters of recommendation. An employee has the privilege of attaching a written response or rebuttal to any item in the file which the employee considers to be inaccurate or unduly damaging.

No other person excepting school officials while engaged in their professional duties and those having written authority of the employee shall be granted access to such file nor shall the contents thereof be divulged in any manner to any unauthorized person. The employee may, in writing, authorize any other person to have access to the contents of the file excepting those items which are restricted from the employee.

At the time that employment is terminated, personal the permanent file will be retained in inactive status.

Approved:	April 3, 1972
Revised:	October 1, 1973
Revised:	January 11, 1988
Revised:	March 1, 1993
Reviewed:	November, 2004
Revised:	May 2, 2011
Revised:	April 3, 2017

**Employee Travel Compensation**

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their travel expenses. Travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

Legal References:

Cross References:

Adopted: April 11, 2005  
Reviewed: April, 2017



**Employee Travel Compensation**

Travel outside of the school district should be part of the employee's job assignment and be pre-approved by the individual's supervisor(s). Pre-approval shall include an evaluation of the reason for the travel, estimated cost of the travel, and the funding source. To qualify, all travel must be for school district business.

Meals and incidental expenses will be reimbursed at the IRS Low Rate and may be claimed only if travel involves an overnight stay. Travel day meals will be reimbursed at 75% of whole day cost. In some circumstances, supported by detailed receipts, and approved by the Superintendent or designee, actual and necessary cost in excess of the normal rates or for meals not involving overnight stays may be reimbursed. Allowances for lodging and travel will be limited to actual and necessary expenses and must be supported by itemized receipts.

Personal expenses, including mileage in excess of that required for the trip shall be reimbursed by the employee to the school district no later than 30 working days following the date of the expense.

**Travel Within the School District**

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at the approved IRS rate. It shall be the responsibility of the office of the Superintendent to approve travel within the school district by employees.

Adopted: April 11, 2005  
Revised: January 9, 2012  
Reviewed: April, 2017

**Recognition for Service**

The Board of Education desires to provide all staff members, elected and appointed officials, and volunteers with appropriate recognition for accomplishments.

The Board of Education directs the Superintendent of Schools to develop and implement appropriate ways to recognize and honor representatives of the district for longevity of service, retirement or leaving district employment, awards and other honors, and outstanding service and performance within the limitations established by law.

Limits on the value of any plaque, certificate of achievement, award, meal, or item of value awarded to representatives of the school district will be established in the annual budget.

Legal References:

Cross References:

Adopted:	April 14, 1986
Reviewed:	January 11, 1988
Revised:	October 4, 1993
Reviewed:	November, 2004

**Recognition for Service**

A statement will be included in the annual budget to indicate that the budget includes funds to recognize staff, elected and appointed officials, and volunteers for years of service and on special days during the year. The statement will establish a range in value for items such as plaques, pins, recognition meals for individuals and groups and other awards.

Official recognition activities will, as much as possible, be planned, for budgetary purposes, one year in advance. Funds for retirement teas, and items such as longevity pins, plaques, recognition meals, certificates and frames, if required, bells, brass apples, watches and pen and pencil sets should be included in the budget.

The expenditure of public funds can be authorized for one recognition dinner each year held for elected and appointed officials, employees or volunteers of the local government. The maximum cost per person shall be established by formal action of the governing body in the annual budget but shall not exceed the limit established by statute. An annual recognition dinner may be held separately for employees of each department or separately for volunteers, or any of them in combination.

Expenditures of funds for food and beverage service at workshops, conferences, training programs, official functions, hearings or meetings by elected and appointed officials, staff members and volunteers who at the request or with the permission of the district engage in activities related to the purposes or functions of the district for its general benefit are not recognition dinners.

Approved: December 6, 1993  
Reviewed: November, 2004

**Political Activities**

The Board of Education encourages employees to exercise full rights of citizenship in the community.

Political activities of employees are sanctioned so long as they satisfy at least the following criteria:

1. School employees engaging in political activity shall make it clear that their utterances and actions are theirs, as individuals and will not use their position with the district as part of endorsing political activity.
2. School employees shall not engage in political activities during their official work day.
3. Classroom discussions of political significance will be conducted within the guidelines established by Board Policy Code: 606.03, dealing with Controversial Issues.

Legal References:

Cross References:

Adopted:	January 10, 1972
Revised:	May 7, 2012
Reviewed:	April, 2017

**Political Activities**

School materials, bulletin boards, interschool mail services, copy machines, staff mailboxes, electronic mail, fax machines and print shop services may not be used for political purposes by individual members of the staff.

The recognized collective bargaining units may be permitted to use the materials, copy machines, staff mailboxes, electronic mail, fax machines and print shop services for political activities endorsed or initiated by the units provided:

1. The appropriate administrator approved the use of the facilities, the use of materials or print shop services prior to their use;
2. The cost of materials and the increased costs incurred by the school district as a result of using school services or facilities are reimbursed to the school district; and
3. The distributed materials or political action taken clearly identifies the recognized collective bargaining unit as the distributor of the information.

Officially recognized parent advisory groups such as the PTA may be permitted to use the materials, copy machines, facilities and print shop for political activities endorsed or initiated by the parent advisory group provided:

1. The appropriate administrator approved the use of the facilities, the use of materials or services prior to their use;
2. The cost of materials and the increased costs incurred by the school district as a result of using school services or facilities are reimbursed to the school district; and
3. The distributed materials or political action taken clearly identifies the recognized parent advisory committee as the distributor of the information.

The Superintendent of Schools recognizes that certain employees are obligated to analyze existing and proposed laws, rules and regulations and to develop and attempt to implement new or react to proposed laws, rules and regulations by participating in the political process at the local, state and/or federal levels.

Approved:	February 8, 1999
Revised:	October 1, 2003
Reviewed:	November, 2004
Reviewed:	April, 2017



**Employee Use of Electronic Technology**

Use of electronic technology for communication; transmitting and receiving information; and for storing, retrieving, and manipulating data is an integral part of the daily operation. The Board of Education encourages and supports appropriate use of electronic technology within legal and ethical parameters.

The Board of Education recognizes that electronic technology is a rapidly expanding field and that the inappropriate use of that technology, whether intentional or accidental, could occur in the schools. To assure appropriate use of electronic technology in the Bellevue Public Schools, the Superintendent of Schools will develop regulations related to the appropriate use of electronic technology in the activities of the school district.

Any files created or maintained on Bellevue Public School District equipment are the property of the district. Employees and other authorized users have no expectation of privacy on district equipment or systems. The Bellevue Public School District reserves the right to access and/or audit any information created or maintained on district equipment.

Each employee of the Bellevue Public Schools shall consider the compliance with the policy to be a condition of employment. Any staff member determined to be in violation of the policy shall be subject to disciplinary action, including termination, provided by appropriate personnel policies.

Legal References:

Cross References:

Adopted:	August 2, 1999
Reviewed:	November, 2004
Reviewed:	May, 2017

**Employee Use of Electronic Technology**

To ensure appropriate uses of electronic technology in the Bellevue Public Schools programs and activities, procedures for the uses and discipline for inappropriate uses will be managed within guidelines of Board of Education policy; State of Nebraska statutes; rules and regulations of the State Board of Education; and applicable Federal rules, regulations, and statutes. Incidental personal use of school computers must not interfere with the employee's job performance, must not violate any policy or regulation of the district, and must not damage school property.

Procedures for the use of electronic technology will identify inappropriate uses of electronic technology including but not limited to the use of telephones; computers and accompanying peripherals and network systems; software including applications both internet based and client specific, system resources such as PowerSchool or other online resources; television; satellite-linked communications; and on-line data and communication services.

Staff who intentionally use electronic technology inappropriately may be subject to disciplinary action, including termination, within the guidelines of district personnel policies and regulations.

Approved:	August 2, 1999
Reviewed:	November, 2004
Revised:	June 5, 2017

**Employee-Military Leave of Absence**

Employees of the Bellevue Public Schools who are called to active service in the armed forces shall be granted a leave of absence for the duration of the period for which ordered to active duty.

Upon completion of active military service, the employee will be reinstated to employment subject to the following conditions:

1. That the employee is physically and mentally capable of performing the duties of the former position. Nothing herein shall be interpreted that the employee on military leave shall be returned to a position or building assignment identical to that previously held. Rejection by the employee of an assignment when offered will be sufficient reason for termination of employment.
2. That the employee makes written application for reinstatement and that such request is no later than ninety days following the date of separation from active military service.
3. That the employee furnishes proof of an honorable separation from military service.

Employees reassigned after military service will receive up to two years credit on the salary schedule for time in active service. Any leave balance in existence at the effective leave date will be credited to the employee upon reassignment.

Legal References:

Cross References:

Adopted:	October 17, 1955
Revised:	February 18, 1960
Revised:	July 2, 1973
Reviewed:	January 11, 1988
Revised:	February 5, 1996
Reviewed:	November, 2004
Reviewed:	April, 2017

**Employee-Family and Medical Leave**

Absence from work for family and medical purposes as defined in Federal and State law shall be accepted without retribution and all benefits will be granted within the regulations and guidelines established by law and by the Bellevue Public Schools. All benefits granted employees under other policies and regulations in force and effect shall not be limited in any way by family and medical leave provisions.

Legal References:

Cross References:

Adopted:	October 4, 1993
Reviewed:	November, 2004
Reviewed:	April, 2017

**Employee-Family and Medical Leave**

The Bellevue Public Schools will provide all eligible employees the benefits provided in law under the Family and Medical Leave Act. The Family and Medical Leave (FMLA) benefits will work in coordination with other Board of Education Policies and Regulations and with negotiated agreement provisions pertaining to paid leave and paid vacation. Absences taken under the Board of Education Policy entitled Extended Periods of Absence Without Pay, will not be counted as FMLA time and no rights or benefits under the FMLA shall be required. Further, absences taken which would otherwise qualify under FMLA may not be combined with privileges and benefits under this policy for the same incident except under extenuating circumstances.

The following information is intended to assist employees in obtaining these benefits. Terms used in this regulation may require further interpretation. Employees needing further information should contact their immediate supervisor.

**Eligibility Requirements**

Employees must

- (1) have been maintained on the district's payroll for all or any part of 52 consecutive or not consecutive weeks prior to the beginning of the leave period, and
- (2) have worked a minimum of 1,250 hours during the 12 month period immediately preceding the date the leave is to commence. Hours worked shall be according to the principles established under the Fair Labor Standards Act for determining compensable hours of work. Employees exempt from the Fair Labor Standards Act requirement are assumed to meet the hourly requirement unless there is proof such hours were not worked. (Exempt employees include, but are not limited to, all certificated staff.)

Eligibility decisions must be made prior to the time the leave commences and may require a projection of hours worked. Once approved, the eligibility decision will not be challenged. Eligibility for Family and Medical Leave benefits do not limit an employee's leave benefits which are otherwise available to the employee.

**Family and Medical Leave Absences**

An eligible employee may have a total of 12 weeks of leave in the 12-month period immediately preceding the date the leave commences for reasons identified below:

- (a) For birth of a son or daughter, and to care for the newborn child;
- (b) For placement with the employee of a son or daughter for adoption or foster care;
- (c) To care for the employee's spouse, son, daughter, or parent with a serious health condition; and
- (d) Because of a serious health condition that makes the employee unable to perform the functions of the employee's job.

Eligible spouses who are both employed with the district may have a combined total of 12 weeks for items “(a)” or “(b)” above or to care for a parent with a serious health condition.

Approval Process for Family and Medical Leave

Employees needing to be absent from work must notify their immediate supervisors or designees as early as practicable prior to the date of the anticipated absence. Employees, when explaining the need for the absence, must be specific enough to allow the supervisor to determine whether the request can be granted; whether the absence qualifies for emergency leave, personal leave, or sick leave, or vacation time; and whether the absence qualifies under the FMLA. When the need is foreseeable, employees are encouraged to inform supervisors as early as practicable prior to the date the leave would commence of the timing, duration, or other details of the leave. (No specific mention of FMLA is necessarily required.) If the absence is unforeseen, is due to a change in circumstances, or is a medical emergency, notice should be given to the supervisor as soon as practicable.

Extended Leave/Certification. When a request for paid leave or paid vacation is for an extended period of time (normally more than a week) and is not for vacation purposes, the supervisor may require the employee to complete or have completed a Request for Extended Leave with or without Pay, form Pers.1, and, if applicable, a Certification of Health Care Provider form, attached. If a Certification of Health Care Provider form is required, it must be submitted within 15 days of the request. A period of more than 15 days may jeopardize the beginning or the continuation of the leave. Supervisors may require periodic recertification, and may require employees to periodically report on their status and their intent to return to work. If a single incident may combine sick leave and personal leave, such as a birth of a baby followed by child care, recertification may be required to identify when personal leave under FMLA becomes effective.

Intermittent/Reduced Schedule. Family and Medical Leave may, under some circumstances, be allowed to be taken on an intermittent or reduced schedule basis. Intermittent or reduced schedule leave will only be granted when there is a medical need certified by the health care provider, the medical need can best be accommodated through such intermittent leave or reduced schedule, and the employee attempts to schedule such intermittent leave or reduced schedule so as to minimize disruption for the workplace. Employees may be temporarily assigned to an alternative position with equivalent pay and benefits to better accommodate the absence.

Use of Accumulated Annual Leave, Vacation, and Emergency Leave

The use of accumulated annual leave, vacation, and emergency leave for absences described in other policies of the Bellevue Public Schools or in negotiated agreements shall not be affected by the rules associated with family and medical leave. Accumulated balances will, however, be required to be used as interpreted in other policies and negotiated agreements for family and medical leave purposes until all balances are depleted. Use will be in the following order as applicable to the employee:

- (a) Emergency leave,
- (b) Annual leave, or sick leave (as applicable),
- (c) Vacation.

Absences which qualify under the Family and Medical Leave guidelines shall be identified, noted on the employee's absence form, and shall count toward the maximum of 12 weeks of absence in a 12-month period. Upon depletion of all accumulated balances, or when the use of leave or vacation for the stated purpose is not in compliance with other policies or negotiated agreements, payment of salary or leave-without-pay status will commence as appropriate under other Bellevue Public School policies or negotiated agreements.

Benefits During and After Family and Medical Leave Periods

Health insurance. The Bellevue Public Schools will continue to pay any part of the health insurance premium during the family or medical leave period which was paid previous to the leave period. The employee's share of health insurance premium shall be deducted from the monthly paycheck. Any employee taking family or medical leave when the employee's monthly paycheck is not sufficient to cover the employee's share of the premium shall be responsible for paying to the Bellevue Public Schools on or about the 22nd or 29th of each month that portion of the premium normally paid by the employee on the applicable date. The Bellevue Public Schools, within the limits of the law, may recover from the employee any part of the premium for which the district was not reimbursed by the employee.

Employees who fraudulently obtain FMLA leave are not protected under FMLA's employer paid health benefits provisions.

An employee may choose to not continue health insurance benefits during the period of family or medical leave. Such decision must be made and communicated to the office of payroll prior to the first of the applicable month. The employee may, however, upon return from leave, be reinstated to the coverage held prior to the leave without penalty providing notice is given to the office of payroll by the first day of work.

Life Insurance, Long-Term Disability Insurance, Other Insurance.

Unless the employee notifies the district to discontinue benefits, the Bellevue Public Schools will continue premiums paid at least partially by the district for employees on family and medical leave providing that each calendar month at least one day of work is done, or at least one day of accumulated leave or vacation was used. If no day's work was done or no accumulated leave or vacation was used, the employee is responsible for both the district's share and the employee's share of the premium, if any. The employee's share of the premium, if any or as may be adjusted, shall be deducted from the monthly paycheck. Any employee taking family or medical leave when the employee's monthly paycheck is not sufficient to cover all premiums due from the employee shall be responsible for paying to the Bellevue Public Schools on or about the 22nd or 29th of each month the proper balance to be paid by the employee on the applicable date. The Bellevue Public Schools, within the limits of the law, may recover from the employee any part of the premium for which the district was not reimbursed by the employee.

Employees notifying the district that they do not wish to continue benefits during the period of unpaid family and medical leave will, at the conclusion of the period, be reinstated to the same coverage as before the leave began.

Position Restoration with the Bellevue Public Schools. Upon return from family and medical leave, an employee may be assigned to the same position the employee held prior to the time the leave commenced or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Equivalent will include, but is not limited to, a position which has substantially similar duties and responsibilities, with substantially equivalent skill, effort, responsibility, and authority; and which has the same shift or equivalent work schedule. The term equivalent does not extend to intangible or immeasurable aspects of the job.

An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. Should circumstances during the leave period change to the extent that the employee would have not continued employment should the leave have not occurred, the employee will not be reinstated.

An employee who fraudulently obtains FMLA leave is not protected under FMLA's job restoration provisions.

Service. Absences due to family and medical leave shall not be considered a break in service for any benefit. Family and medical leave absences covered by accumulated leave or vacation time will continue to count toward seniority or other district service, and will qualify as time worked for accumulating additional leave, vacation, or holiday pay benefits. Family and medical leave absences not covered by accumulated leave or vacation time (leave-without-pay) shall not count toward any aforementioned service accruals.

Changes in Salary, Benefits, Status. Any employee on family and medical leave shall be treated upon return as he/she would have been at the time the leave began, except the employee will also qualify for those programs which depended upon an employment date which occurred during the period of absence. Only those benefit programs dependent upon seniority or accrual during the leave period would be affected by the employee's absence.

Special Provisions Pertaining to Certificated Instructional Staff.

Instructional employees may be required to continue taking leave until the end of a semester under the following conditions:

- a. Leave begins more than five weeks prior to the end of the semester, and
- b. Leave will last for three weeks or longer, and
- c. The employee would return during the three-week period prior to the end of the semester,

or

- a. Leave for reasons other than the employee's own serious health condition begins during the five-week period before the end of the semester, and
- b. Leave will last longer than two weeks, and
- c. The employee would return during the two-week period prior to the end of the semester,

or



- a. Leave for reasons other than the employee's own serious health condition begins during the three-week period prior to the end of the semester, and
- b. Lasts more than five working days.

Eligible instructional employees who request intermittent leave affecting more than 20 percent of the total number of working days over the period may be required to

- a. take leave for a block(s) of time of particular duration not greater than the duration of the planned treatment, or
- b. transfer temporarily to an available alternative position for which the employee is qualified, has equivalent pay and benefits, and better accommodates the absence.

#### Family and Medical Leave Implementation Complaints

Employees wishing to appeal administrative decisions made under the Family and Medical Leave Act or this policy are to follow the provisions in Board of Education policies entitled Grievance Procedure for Certified Personnel, or Complaint Procedure for Classified Personnel.

Access the following webpage for the Certification of Health Care Provider form: (moved from last page)

<http://www.dol.gov/esa/regs/compliance/whd/fmla/wh380.pdf>

Approved:	October 4, 1993
Reviewed:	November, 2004
Revised:	February 11, 2008
Reviewed:	April, 2017



BELLEVUE PUBLIC SCHOOLS  
Office of the Superintendent

AR 402.16  
Page 6 of 6

Pers. 1-2/16

**Request for Extended Leave With or Without Pay**

NOTE: This form is to support Board Policies and Administrative Regulations Codes: 410.01, 402.16, 410.011, 415.02, 415.01 and negotiated agreements pertaining to extended absences with pay for purposes other than for vacation.

Date \_\_\_\_\_

Employee's Name \_\_\_\_\_

Description of reason for request \_\_\_\_\_

\_\_\_\_\_

Date leave would begin \_\_\_\_\_

Amount of leave time requested \_\_\_\_\_

Date employee would return to established work schedule \_\_\_\_\_

(If applicable) Description of any special schedule requested for leave (intermittent or reduced leave schedule):  
(Such request must not interfere with the employee's work schedule more than absolutely necessary.) \_\_\_\_\_

Justification for intermittent or reduced leave schedule: \_\_\_\_\_

.....

EMPLOYEE

Signature of Employee \_\_\_\_\_

.....

SUPERVISING ADMINISTRATOR

Certification of Physician or Practitioner form required by employee? ☐ Yes ☐ No

Date form is due to supervisor (not fewer than 15 days from current date) \_\_\_\_\_

Do these days count as Family and Medical Leave days? ☐ Yes ☐ No

Long Term Substitute (if applicable): \_\_\_\_\_

Approval signature of Supervisor \_\_\_\_\_

.....

DEPARTMENT OF PERSONNEL

Approval signature of Department of Personnel \_\_\_\_\_

\_\_\_\_\_

For Office Use Only:

RTW date: \_\_\_\_\_

Google doc entry: ☐ Yes

Date of Birth: \_\_\_\_\_

Recovery Date Maternity Personal Injury: \_\_\_\_\_

C-Section delivery: ☐ Yes

### **Workplace Privacy**

The district will not:

1. Require or request that an employee or applicant provide or disclose any user name or password or any other related account information in order to gain access to the employee's or applicant's personal Internet account by way of an electronic communication device;
2. Require or request that an employee or applicant log into a personal Internet account by way of an electronic communication device in the presence of the employer in a manner that enables the employer to observe the contents of the employee's or applicant's personal Internet account or provides the employer access to the employee's or applicant's personal Internet account;
3. Require an employee or applicant to add anyone, including the employer, to the list of contacts associated with the employee's or applicant's personal Internet account or require or otherwise coerce an employee or applicant to change the settings on the employee's or applicant's personal Internet account which affects the ability of others to view the content of such account; or
4. Take adverse action against, fail to hire, or otherwise penalize an employee or applicant for failure to provide or disclose any of the information or to take any of the actions specified above.
5. Require an employee or applicant to waive or limit any protection granted under the Workplace Privacy Act as a condition of continued employment or of applying for or receiving an offer of employment.

The district shall maintain its right to control, monitor and review the use of its computers, technology and the Internet as stated in policy 606.06, to access any employee-related information available in the public domain, and conduct investigations related to employee actions prohibited by district policy to the extent those investigations are not expressly prohibited by the Workplace Privacy Act or other applicable state or federal law.

Legal Reference:                      Neb. Statutes, LB 821 (2016)

Adopted:              May 7, 2018

**Release of Employee Information**

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information may be released without prior written notice to the employee.

If a current or former employee wishes the district to release information to a prospective employer, written consent must be provided on the district's Employee Information Release Form. Even with the receipt of the Employee Information Release Form, the district may, at the superintendent's discretion, refuse to release such information. The Employee Information Release Form will be invalid six months after the signing date.

Legal References:

Cross References:                   402.06 Employee Records

Adopted:           August 6, 2012

Reviewed:         April, 2017

**Child Abuse and Neglect Reporting**

School employees who have reasonable cause to suspect a child is a victim of abuse or neglect, or who observe conditions which reasonably would result in abuse or neglect, shall report such suspicions immediately to the proper authorities.

The employee shall follow the requirements in the state statute for reporting suspected abuse and neglect including the filing of a written report with the proper authorities.

Legal Reference:                      Neb. Statute    28-707 through 28-717

Cross Reference:

Adopted: August 2, 2004  
Revised: September, 2007  
Reviewed: April, 2017

**Child Abuse and Neglect Reporting**

School employees who have reasonable cause to suspect a child is a victim of abuse or neglect, or who observe conditions which reasonably would result in abuse or neglect, shall report such suspicions immediately to the child abuse and neglect hotline.

The employee shall follow the requirements in the state statute for reporting suspected abuse and neglect including the filing of a written report with the proper authorities. The employee should also inform the building principal or their immediate supervisor that they have made a report of suspected child abuse or neglect. The principal or supervisor shall inform the appropriate law enforcement agency that a report has been forwarded to the child abuse and neglect hotline by an employee of the school district.

Legal Reference:                      Neb. Statute    28-707 through 28-717

Cross Reference:

Adopted:        August, 2007  
Revised:        May 2, 2011  
Reviewed:       April, 2017

**Professional Boundaries and Staff Relationships with Students**

Employees are prohibited from establishing or attempting to establish an inappropriate personal relationship with students. An inappropriate personal relationship between an employee and a student is defined as including; but is not limited to: dating; any touching of an intimate or sexual nature; sexual contact or sexual relations, any touching otherwise prohibited by law or objected to by the student; giving a gift of an intimate nature to a specific student, making comments of a sexual nature or reflecting sexual innuendo to or about a student; any conduct considered to be “grooming” of such student, or any similar activity, including, but not limited to using non-approved personal communication systems to communicate with students.

“Grooming” shall mean building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student’s life the sexual contact or sexual penetration would take place.

Any employee who has knowledge or reasonably suspects that another employee may have engaged in prohibited conduct as defined by this policy shall immediately report this information to either the employee’s supervisor, the student’s principal, or the Executive Director of Personnel.

All District employees shall be required to annually review this Policy and acknowledge that they received and understand the policy.

Legal References: Nebraska 79-879

Cross References:

Adopted: July 12, 2021

**Gifts to School Personnel**

The presentation of gifts to district employees by students and/or their parents is discouraged.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	January 10, 1972
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	April, 2017



**Complaints Concerning School Personnel**

Constructive criticism of the schools or its employees is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the schools more effectively for the task they are designed to perform.

Owing to the public nature of the teaching profession, school personnel are not exempt from criticism. The Board of Education places trust in its employees and desires to support their actions as far as is possible so that they are free from unnecessary or negative criticisms and complaints.

Whether a complaint concerning a school employee is made directly to the Board as a whole, to a Board member as an individual, or to another school employee, it shall be referred to the school administration for study and possible solution, providing the person receiving the complaint feels the complaint is worthy of further consideration.

The individual employee shall be advised of the nature of the complaint and shall be provided every opportunity for explanation, comment, and presentation of the facts as the employee sees them. The credibility of anonymous complaints will be suspected at all times. If requested, accused personnel shall have the right to know who has made the accusation.

Any person who upbraids, insults, or abuses a professional employee in the presence or hearing of a pupil may be liable for prosecution under the law.

Legal References:

Cross References:

Adopted:	May 13, 1968
Reviewed:	January 11, 1988
Revised:	February 6, 1995
Reviewed:	November, 2004
Reviewed:	April, 2017

**Complaints Concerning School Personnel**

Individuals having a serious complaint about school personnel will be required to follow the normal channels for registering their objections - the teacher, the principal, and the Office of the Superintendent. If the principal feels the complaint will possibly go beyond the building, the principal shall inform the Office of the Superintendent.

In case the complaint goes beyond the building, the complainant may be requested to register the allegation in writing, stating its general nature as well as the specific facts surrounding it. This written complaint, which will be signed, will become a part of the official records, and a copy will be sent to the accused.

If the individual is not satisfied with the answers received or the solutions suggested at the Office of the Superintendent, the complainant may request a hearing with the Board of Education. Complaints involving individual personalities will be discussed by the Board in executive session. All individuals concerned with the registered complaint may ask, or may be asked, to appear before the Board.

If the Board decides that formal action is needed, such action will take place at an open meeting after the executive session in compliance with State statute.

Approved:	May 13, 1968
Revised:	January 11, 1988
Revised:	March 1, 1993
Reviewed:	November, 2004
Reviewed:	April, 2017

**Complaints**

School patrons or teachers having complaints regarding school matters are to first discuss their complaint with the teacher, principal and superintendent in the order named before bringing such matters to the Board of Education for action.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Reviewed:	January 10, 1972
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	April, 2017

**Soliciting Funds from School Personnel**

The Board of Education encourages school personnel to participate in the financial support of the various humanitarian agencies as a local and community project. However, any solicitation of funds from employees on school premises by non-school agencies must be approved by the superintendent.

Legal Reference:

Cross Reference:           506.08 Fund Raising by Students and Parents  
                                  506.081 Soliciting Funds from Students

Adopted:     January 10, 1972  
Reviewed:    January 11, 1988  
Revised:      November 1, 2004  
Revised:      September 14, 2015  
Reviewed:     April, 2017

**Employees and Jury Duty**

The Board of Education recognizes jury duty as a civic responsibility. Therefore, leave of absence with pay will be granted to an employee who is called to jury duty or subpoenaed as a witness. Compensation received by the employee from the court for such duty, excluding mileage payments, shall be paid to the school district.

Legal References:

Cross Reference:

Adopted:	October 17, 1955
Revised:	February 18, 1960
Revised:	July 2, 1973
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	April, 2017

**Employees and Jury Duty**

An employee called to jury duty or to serve as a witness shall inform his/her immediate supervisor at the earliest possible time of the date of intended service.

In the event that an employee is excused from such duty at or before noon of any day, the employee should report to his/her assigned building for the afternoon.

The employee shall pay to the Treasurer of the School District the compensation received for such duty, excluding mileage. When such compensation is received, the leave records of the employee will be cleared of any charges for leave for such duty.

Approved: July 2, 1973  
Reviewed: January 11, 1988  
Reviewed: November, 2004  
Reviewed: April, 2017

**Employees Serving on Commissions, Boards and Committees**

The Board of Education recognizes that it may be in the best interest of the school district that employees represent the district on certain committees, boards or commissions. The Superintendent of Schools is authorized to approve such representation and attendance at meetings and conferences as part of official duties in those instances where the Superintendent believes the best interest of the district is served by having the district represented.

Compensation, if any, received by the employee while performing official duties through attending an approved activity, excepting mileage and subsistence expenses, shall be paid to the school district unless such activities take place outside of the employees official work day.

This policy applies only to situations where an employee is representing the district as part of official duties. Activities in which the employee is representing their own private interests should be done outside of their official work day.

Legal References:

Cross References:

Adopted:	April 4, 1974
Revised:	May 7, 2012
Reviewed:	April, 2017

**Employee-Physical Examination**

Every person employed by the Bellevue Public Schools may be required to furnish a statement of satisfactory health at such times as deemed advisable. All health examination results will be placed on file with the Personnel Department.

Legal References: 29 CFR Pt 1630

Cross References:

Adopted:	February 2, 1970
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Revised:	March 1, 2010
Reviewed:	April, 2017



**Employee-Physical Examination**

An annual health examination may be required for personnel serving in an administrative position.

Such examinations must be at least as complete as is required by life insurance companies, but may be more comprehensive if desired by the employer or deemed necessary by the physician.

Complete written reports and billings for examination of administrative personnel should be forwarded to the Personnel Department as soon after the examination as possible.

Approved:	August 2, 1971
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Revised:	March 1, 2010
Revised:	April 3, 2017

**Anti-Harassment**

No school district employee, student, or person on school district property shall intentionally harass, intimidate, demean or abuse a person or group of persons (physically, verbally or by other conduct) with the purpose or effect of unreasonably interfering with such person's work or academic performance, or of creating an intimidating, hostile, or offensive work or academic environment in connection with any school activities or operations or on any school district property or at school-sponsored events.

This policy will be enforced to evidence the school district's commitment to equality of opportunity, human dignity, individuality, acceptance of diversity and respect for others.

No person shall retaliate or threaten retaliation against another person for reporting, testifying or otherwise participating in any investigation or proceeding relating to a complaint of harassment.

Any school district employee or student who has been found, after investigation, to have harassed any individual will be subject to disciplinary action according to the appropriate Board of Education policy and administrative regulation.

Legal References:

Cross References:

Adopted:	July 10, 2000
Reviewed:	Annually
Reviewed:	November, 2004
Reviewed:	April, 2017

**Harassment of Employees-Civil Rights**

Discrimination on the basis of race, gender, sex, age, religion, national origin, color, marital or familial status, or disability in any program, activity, or function of the Bellevue Public Schools is prohibited. Any employee who is adversely affected by discriminatory actions of another employee, or if a non-employee while on duty shall be encouraged to promptly bring such actions to the attention of the proper school district authorities for resolution.

The Bellevue Public Schools is committed to the fair treatment of all individuals involved in a civil rights dispute. Any employee initiating a civil rights complaint will be asked to fully disclose all information pertaining to the basis for the charge, and will not be subjected to any reprisals or reduction in status for initiating the complaint. Any employee against whom a civil rights complaint is lodged will have the opportunity to defend himself/herself. The substance of any complaint brought against an employee will be handled confidentially to the extent practicable for a complete investigation of the complaint and within the confines of law pertaining to personnel discipline and termination.

School district officials shall thoroughly investigate any civil rights complaint as expeditiously as is practicable, and take appropriate disciplinary action against anyone violating the civil rights of an employee while on duty with the district.

Legal References:

Cross References:

Adopted:	June 1, 1992
Reviewed:	November, 2004
Reviewed:	April, 2017
Revised:	September, 2020

**Harassment of Employees-Civil Rights**

Discrimination on the basis of race (including skin color, hair texture, and protective hairstyles), gender, sex, age, religion, national origin, color, marital or familial status, or disability in any program, activity, or function of the Bellevue Public Schools is prohibited. Any employee who is adversely affected by discriminatory actions of another employee, or if a non-employee while on duty shall be encouraged to promptly bring such actions to the attention of the proper school district authorities for resolution.

The Bellevue Public Schools is committed to the fair treatment of all individuals involved in a civil rights dispute. Any employee initiating a civil rights complaint will be asked to fully disclose all information pertaining to the basis for the charge, and will not be subjected to any reprisals or reduction in status for initiating the complaint. Any employee against whom a civil rights complaint is lodged will have the opportunity to defend himself/herself. The substance of any complaint brought against an employee will be handled confidentially to the extent practicable for a complete investigation of the complaint and within the confines of law pertaining to personnel discipline and termination.

School district officials shall thoroughly investigate any civil rights complaint as expeditiously as is practicable, and take appropriate disciplinary action against anyone violating the civil rights of an employee while on duty with the district.

Legal References:

Cross References:

Adopted:	June 1, 1992
Reviewed:	November, 2004
Reviewed:	April, 2017
Revised:	September, 2020
Revised:	July 12, 2021

**Harassment of Employees-Notification and Investigation**

The Board of Education is committed to the principles of nondiscrimination in all school district personnel functions on the basis of race (including skin color, hair texture, and protective hairstyles), gender, sex, age, religion, national origin, color, marital or familial status, or disability. The harassment of any employee or employee candidate on the basis of any of the aforementioned characteristics shall be deemed a violation of these principles and of this policy.

In general and for the purposes of this policy, harassment shall mean written or verbal communications or physical conduct pertaining to any characteristic listed in paragraph one above and includes, but is not limited to, unwelcome slurs, epithets, threats, derogatory or demeaning comments, jokes, teasing, or other behavior which negatively impacts an employee or employee candidate.

Harassment on the basis of sex and/or gender shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) acceptance of or submission to such conduct is to have an expressed or implied effect upon employment decisions or other terms or conditions of employment, or (2) when such conduct is so severe or pervasive as to unreasonably interfere with an individual's work performance or to create an intimidating, hostile, or offensive working environment. Harassment on the basis of sex and/or gender shall also include (1) A school employee conditioning education benefits on participation in unwelcome sexual conduct; (2) unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity or (3) sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in Violence Against Women Act (VAWA).

Any employee reporting a violation of this policy in \*good faith and based upon reasonable cause shall not be subjected to any kind of retaliation. The employee must file a written complaint with the title IX Coordinator and an investigation will be initiated.

Any employee who is in violation of this policy will be subjected to disciplinary measures up to and including termination of employment and recommended revocation of any certificate or license, if applicable.

\* "Good faith" shall mean "sincerely and honestly and based upon a belief that the complaint is meritorious."

Legal References:

Cross References:

Adopted:	July 6, 1992
Reviewed:	November, 2004
Reviewed:	April, 2017
Revised:	September, 2020
Revised:	July 12, 2021

**Harassment of Employees-Notification and Investigation**

Employees of the Bellevue Public Schools will be provided a copy of the requirements of the Board of Education Policy “Harassment of Employees,” the process to be used to report harassment, and the actions which may be taken against employees for violation of the policy. All personnel will be advised to be particularly sensitive to behaviors or conduct which are in violation of this policy and to take immediate corrective measures by reporting to the Title IX Coordinator.

When the investigation has been completed and the school district officials have available to them sufficient evidence to create a reasonable suspicion and belief that a violation of the Board Policy “Harassment of Employees” may have occurred, the person suspected of such violation will be given the opportunity to respond to the evidence. If school district officials remain convinced that a violation has occurred, appropriate disciplinary measures will be taken up to and including the initiation of termination proceedings. If Federal or State law or an employee’s contract requires additional legal proceedings before a final decision can be made, the employee may be suspended with pay pending such proceedings (either criminal or civil). If the violation results in termination of employment, a written report of the violation will be made to the State Commissioner of Education.

Approved:	July 6, 1992
Reviewed:	November, 2004
Reviewed:	April, 2017
Revised:	September, 2020

**Drug and Alcohol Free Workplace and Schools**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or an alcoholic beverage as defined in State and Federal law is prohibited on any property owned or operated by the Bellevue Public Schools; in any school owned or leased vehicle; or off school district property while on duty at any district-sponsored or district-approved activity, trip, event or function. All staff supervising or responsible for the supervision of students are prohibited from possessing, using, consuming or distributing any controlled substance or alcoholic beverage. All staff assigned to any district or school activity, event, school trip or facility in which student(s) are in attendance shall be considered in a supervisory role for the duration of the activity, school trip or event.

The Bellevue Public Schools hereby establishes a drug and alcohol free awareness program to inform employees about (1) the dangers of drug or alcohol abuse, (2) the district's policy of maintaining a drug and alcohol free workplace and school, (3) any available drug and alcohol abuse counseling, rehabilitation, and employee assistance programs, and (4) the penalties that may be imposed upon employees for drug abuse or alcohol use occurring in the workplace or on any property owned or operated by the Bellevue Public Schools; in any school owned or leased vehicle; or off school district property while on duty at any district-sponsored or district-approved activity, event or function. This awareness program may be apart from or incorporated into existing employee programs in the district.

Each employee of the Bellevue Public Schools shall consider the compliance with this policy to be a condition of employment with the Bellevue Public Schools.

The Superintendent of Schools shall develop rules and regulations that are consistent with the laws and constitutions of the State of Nebraska and the United States.

**Legal References:****Cross References:**

Adopted:	October 2, 1989
Reviewed:	November, 2004
Revised:	February 11, 2008
Reviewed:	April, 2017



**Drug and Alcohol Free Workplace and Schools**

Employees of the Bellevue Public Schools will be provided with a copy of the requirements of the Board of Education Policy, Drug and Alcohol Free Workplace and Schools, and the actions which will be taken against employees for violating such requirements. Employees will also be notified that, as a condition of employment, they must abide by the terms of the aforementioned policy and shall notify their supervisors of any criminal drug or alcohol conviction for a violation occurring in the workplace or school within the time frame required by law.

After receiving actual notice of a conviction of an employee for such violations, appropriate personnel action shall be taken within the time frame required by law against such an employee up to and including termination. Should such employee not be terminated, he/she will be required to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

When an employee has not yet been convicted in a court of law, but sufficient evidence is available to school administration officials substantiating more likely than not that a violation of the Board Policy, "Drug and Alcohol Free Workplace and Schools," has occurred, the employee involved will be given the opportunity to refute the evidence. If the supervising administrator remains convinced violation more likely than not occurred, the issue will be reported to the appropriate law enforcement officials. If an employee's contract requires additional investigation or legal proceedings before an administrative decision is made, the employee may be suspended with pay pending such investigation or proceedings. Otherwise, personnel action previously described will be taken against the employee immediately. Any conviction resulting from the investigative or legal proceedings will be reported as previously described.

The drug and alcohol free awareness program required by Board Policy 404.07 shall consist of the Bellevue Public Schools' Employee Assistance Program, the Bellevue Public Schools' Wellness Program, and appropriate personnel operational procedures.

Approved:	October 2, 1989
Reviewed:	November, 2004
Revised:	February 11, 2008
Revised:	July 10, 2017

**Drug and Alcohol Testing for School Bus Drivers**

The Omnibus Transportation Employee Testing Act of 1991 requires that all persons required to hold a Commercial Drivers License (CDL) be subject to a drug and alcohol testing program.

Bellevue Public Schools will adhere to federal laws and regulations requiring all employees who hold a CDL to adhere to a drug and alcohol testing program.

Legal References:

Cross References:

Adopted:	November 6, 1995
Reviewed:	November, 2004
Revised:	August 7, 2017

### **Drug and Alcohol Testing for School Bus Drivers**

All Transportation Department employees who are required to hold a Commercial Drivers License (CDL), herein referred to as “employee”, will be subject to a drug and alcohol testing program that complies with 49 Code of Federal Regulations, Part 40 and mandated by Department of Transportation regulations.

#### **Pre-Employment Tests**

Pre-employment tests will be conducted before the first time an employee performs any safety-sensitive function for the district.

Safety-sensitive functions include all on-duty functions performed from the time the employee begins work or is required to be ready to work until he/she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing employee requirements related to accidents; and performing any other work for the district or paid work for any other entity.

#### **Post-Accident Tests**

Alcohol and controlled substance tests will be conducted as soon as practical after an accident involving a commercial motor vehicle when:

1. The accident involved loss of human life; or
2. The driver receives a citation under state or local law for a moving traffic violation arising from the accident and either:
  - a. the vehicle is towed from the scene for other than a mechanical reason, or:
  - b. someone is medically evacuated from the scene

#### **Random Tests**

Random tests shall be conducted on a random basis at unannounced times throughout the year.

### **Reasonable Suspicion Tests**

Reasonable Suspicion tests shall be conducted when the Director of Transportation or another trained district official has reasonable suspicion that the employee has violated the district's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the employee's appearance, behavior, speech or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the work day when the employee must comply with alcohol prohibitions.

### **Enforcement**

Any employee who refuses to submit to a post-accident, random or reasonable suspicion test shall not perform or continue to perform safety-sensitive functions.

### **Records**

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, an employee shall receive copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the employee.

### **Notifications**

Each employee shall receive materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382. The information provided to employees shall identify:

1. The person designated by the district to answer employee questions about the materials;
2. The categories of employees who are subject to the Code of Federal Regulations, Title 49, Part 382;
3. Sufficient information about the safety-sensitive functions performed by employees to make clear what period of the work day the employee is required to comply with Part 382;
4. Specific information concerning employee conduct that is prohibited by Part 382;
5. The circumstances under which an employee will be tested for drugs and/or alcohol under Part 382;
6. The procedures that will be used to test for the presence of drugs and alcohol, protect the employee and the integrity of the testing processes, safeguard the validity of test results and ensure that test results are attributed to the correct employee;
7. The requirement that an employee submit to drug and alcohol tests administered in accordance with Part 382;

8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. The consequences for employees found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the employee be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment;
10. The consequences for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04; and
11. Information concerning the effects of drugs and alcohol on an individual's health, work and personal life; signs and symptoms of a drug or alcohol problem (the employee's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program and/or referral to management.

Each employee shall sign a statement certifying that he/she has received a copy of the above materials.

**Additional Information**

The following information will also be distributed to employees:

1. Before any employee operates a commercial motor vehicle, the district shall provide him/her with post-accident procedures that will make it possible to comply with post-accident testing requirements
2. Before drug and alcohol tests are performed, the district shall inform employees that the tests are given pursuant to the Code of Federal Regulations, Title 49, Part 382.
3. The district shall notify an employee of the results of a pre-employment drug test if the employee requests such results within 60 calendar days of being notified of the disposition of his/her employment application.
4. The district shall notify an employee of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The district shall also tell the employee which controlled substance(s) were verified as positive.
5. Employees will the Director of Transportation if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the employee that it will not adversely affect his/her ability to safely operate a commercial motor vehicle.

Approved: November 6, 1995  
Reviewed: May 1, 2017

**HIPAA Compliance Policy**

It is the policy of the Bellevue Public School District to comply with the laws and regulations implementing the Health Insurance Portability and Accountability Act (HIPAA). The Board of Education authorizes the Superintendent of Schools to appoint a District Compliance Coordinator and Privacy Officers to develop and implement procedures for compliance with HIPAA. The Board of Education authorizes the Superintendent of Schools and designees to develop an Administrative Regulation and Guideline to implement the requirements of HIPAA and implementing regulation.

Legal References:

Cross References:

Adopted:	June 9, 2003
Reviewed:	November, 2004
Reviewed:	April, 2017

**HIPAA Compliance Regulation**

The design, administration, and implementation of guidelines to insure compliance with the Health Insurance Portability and Accountability Act (HIPAA, implementing regulation, and Board Policy shall be the general responsibility of the appointed Bellevue Public School's District Compliance Coordinator. The District Compliance Coordinator shall be responsible for the development and implementation of guidelines to ensure coordination and implementation of all privacy and confidentiality efforts required by HIPAA within the Bellevue Public School District. The Superintendent of Schools shall appoint Privacy Officers who shall be designated to implement the HIPAA privacy and confidentiality requirements for designated functions, departments, and locations within the school district.

Adopted:	June 9, 2003
Reviewed:	November, 2004
Reviewed:	April, 2017

**Wellness**

The Bellevue Public Schools encourages each employee to establish and maintain an individual wellness program. The school district will work with employees, community organizations, and local businesses to provide opportunities for employees to participate in wellness activities.

Legal References:

Cross References:

Adopted:	June 10, 1985
Reviewed:	January 11, 1988
Revised:	October 2, 2000
Reviewed:	December, 2004
Reviewed:	April, 2017





**Wellness**

The Superintendent of Schools recognizes the need for a school district wellness program. This program will be designed to meet the following goals and objectives:

Goals

1. To develop, provide and promote a total wellness program that will benefit the individual and the school district which encourages:
  - a. Mental and emotional health
  - b. Sound nutritional habits
  - c. Stress management/perception
  - d. Job satisfaction
  - e. Enrichment of individual lifestyle
  - f. Individual exercise
  - g. Recognition of working environment
2. To assist in developing individual lifestyle assessments with the use of computer technology.
3. To encourage family participation in the total wellness program through the use of evening, weekend and summer activities.

Objectives

1. To assist employees in developing a positive self-image.
2. To provide the school district with positive benefits through reduced absenteeism and major illnesses.
3. To assist employees in reducing job and personal related stress.
4. To improve employee morale.
5. To develop staff interaction.
6. To promote and develop individual wellness goals.
7. To encourage sound nutritional habits.
8. To become a leader in promoting health and wellness of employees within the educational community of our state.

The Bellevue wellness program will provide for the systematic assessment of group needs, evaluation of individual needs, establishment of individual plans and goals, implementation of the individual wellness plans and the monitoring of these plans.

Approved:	June 10, 1985
Reviewed:	January 11, 1988
Reviewed:	December, 2004
Reviewed:	April, 2017

**Certificated Employee Recruitment and Selection**

The highest qualified personnel will be sought to staff the positions for certified personnel of the Bellevue Public School System. The Personnel Director will work cooperatively with the placement bureaus of colleges and universities in Nebraska and surrounding states in arranging for interviews with prospective teaching candidates. These candidates will be screened and those with high potential will be recommended for consideration. Previous acceptable experience will be sought, but an inexperienced candidate of more than ordinary promise will be considered.

Although recruitment and staffing is a responsibility of the Director of Personnel, a large share of the actual task will be delegated to principals and certain key teachers in each school building. In the final selection, this group will have wide latitude in deciding who fits in and who provides the talents and capabilities now missing on the building staff. In general, this group is responsible for recommending the best staff it possibly can.

Legal References:

Cross References:

Adopted:	April 8, 1968
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	April, 2017

**Certificated Employee Recruitment and Selection**

Applicants for any position in the Bellevue Public School System must file a written application with the Personnel Department. This application becomes a part of the employee's personal record if he is employed.

A personal interview with an applicant is exceedingly important and valuable to the applicant and the school system. Applicants will be notified after applications and credentials have been filed in the Personnel Department. Appointments for interviews may be made throughout the year by the Personnel Department.

Campus visitations will be scheduled in cooperation with colleges and universities in Nebraska and surrounding states for the purpose of interviewing prospective candidates.

Members of the administrative staff will make campus visitations to interview and screen teacher candidates.

The Personnel Department is responsible for assembling the various documents and reports used in judging the qualifications of applicants. These documents may, depending on the position for which application is being made, include all of the following as they may be pertinent.

- A complete application form with written statement of applicant
- Credentials (official papers from placement bureaus)
- Written reference reports
- Memoranda on telephone reference reports
- Interview reports
- Official transcripts

Approved:	April 8, 1968
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Revised:	May 2, 2011
Reviewed:	April, 2017

**Certificated Employee Appointment**

All certified employees elected by the Board of Education shall be recommended by the Office of the Superintendent. All nominees shall be qualified as prescribed by law to fill the position for which nominated.

Legal References:

Cross References:

Adopted:	April 8, 1968
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	April, 2017

**Certificated Employee Appointment**

The Board of Education must officially elect all certified personnel employed by the Bellevue Public School System. Tentative appointment is made through the Office of the Superintendent until official election by the Board of Education. Such appointments may be made by the use of a “Confirmation of Employment” form to be signed by the teacher and a school representative.

Written notification will be made to all candidates successfully elected. Contracts will be prepared and signed by the candidates and representatives for the Board of Education.

Approved:	April 8, 1968
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	April, 2017



**Certificated Employee Nebraska Certification**

All professional employees must be duly certified in accordance with the laws of the State of Nebraska. All certificates are issued by the Nebraska State Department of Education.

Every person assigned to a professional position in the Bellevue Public School System is required by law to register a valid Nebraska certificate with the administrator of personnel services for the school district. If the professional employee fails to obtain or file a certificate on or before a date specified by the Nebraska Department of Education, their contract will be declared invalid.

Legal References:

Cross References:

Adopted:	April 8, 1968
Reviewed:	January 11, 1988
Revised:	August 2, 1999
Reviewed:	November, 2004
Reviewed:	April, 2017



**Certificated Employees Nebraska Certification**

Certification is the individual responsibility of the employee. Applications must be made on forms prepared by the Nebraska State Department of Education. Certificates will be issued by the Nebraska State Department of Education and will be based on the level and area of preparation of the applicant.

School laws of the State of Nebraska require that all certificates be registered with the administrator for personnel services of the Bellevue Public School District. The administrator of the Bellevue Public School District for personnel services shall endorse upon the certificate that it has been registered and the date of registration.

Approved:	April 8, 1968
Reviewed:	January 11, 1988
Revised:	August 2, 1999
Reviewed:	November, 2004
Reviewed:	April, 2017

**Certificated Employee-Continuing Contract**

The employment contract form(s) and the provisions contained therein issued for all certificated personnel in the Bellevue Public Schools shall be approved by the Board of Education. Any contract between a certificated employee and the school district shall remain in full force and effect until a majority of the members of the Board of Education vote to amend, suspend, cancel, terminate or not renew such contract for one or more of the reasons and in the manner stated on the contract, and as provided in Nebraska State Law.

Each certificated employee shall be notified of any alleged grounds for canceling, terminating, not renewing, suspending, or amending the contract and of the pending action on such recommendation.

Any certificated employee who has been notified of conditions considered to be cause for the above mentioned actions shall have the right to file a written request with the Board of Education for a hearing before the Board.

Upon receipt of such requests, the Board of Education will order a hearing be held with all the provisions and in the manner described in Nebraska State Law. All final determinations by the Board of Education shall be properly communicated to the teacher or administrator.

Each certificated employee, excepting those recommended for termination or non-renewal, will be informed of his tentative assignment for the ensuing school year. Such employee shall, within a given period of time, elect in writing to either continue employment with the district or to request a release from his contract at the end of the contract period. The Board of Education will release from contract for the ensuing year, any certificated employee who requests such release within the given time period. Requests for release from contract received after the said period will be considered on an individual basis and may be granted by the Board upon favorable recommendation of the Superintendent.

Legal References:

Cross References:

Adopted:	February 2, 1970
Revised:	April 3, 1972
Revised:	October 1, 1973
Revised:	June 7, 1976
Revised:	January 10, 1983
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	April, 2017



**Certificated Employees-Continuing Contract**

The continuing contract policy of the Bellevue Board of Education shall comply with the State and Federal Law. The administrative regulation is intended to provide guidance in the implementation of the above mentioned policy in regard to the lawful issuance, renewal, termination, cancellation, suspension, amendment of, or release from contract for certificated staff in the Bellevue Public Schools.

Issuance of Contracts of Employment

The employment contract shall be issued according to Administrative Regulation Code: 406.03 for certificated employees. Such issuance shall be made as soon as possible after the Board of Education has officially acted upon the employment recommendation.

Only provisions stated on the adopted contract form and those included in the Superintendent's recommendation for employment and approved by the Board and employee shall become parts of the contractual agreement. All such contract provisions shall be in writing.

Renewal or the Release from Contracts of Employment

The contract form will be designed to be issued primarily at the time of initial employment and will not be reissued yearly. As a part of the contract renewal process, the Superintendent, or his designated representative, will inform in writing all certificated employees of their tentative assignments for the ensuing school year and the time frame within which employees must either indicate in writing an acceptance of continued employment with the district or request in writing a release from contract.

An employee's acceptance of continued employment will require no action by the Board. An employee's request for release from contract, if made within the aforementioned time frame, will be submitted to the Board for formal approval. A request for release from contract, if not made within the aforementioned time frame, shall require a favorable recommendation from the Superintendent. The Superintendent will base his decision to recommend such release upon the availability of a satisfactory replacement.

To clarify the contract provisions pertaining to salary, the Superintendent or his designate, shall notify all certificated employees electronically or in writing of their specific salary schedule or range placements for the ensuing school year and their building assignments. Such notification will be made as soon as possible after schedule, salary, and building assignment decisions have been made.

Termination, Cancellation, Suspension, Non-renewal, or Amendment of Contracts of Employment

The Superintendent of Schools shall develop procedures and guidelines for the termination, cancellation, suspension, non-renewal or amendment of contracts of employment which correspond to current Nebraska State Law.

Approved: February 2, 1970  
Revised: April 3, 1972  
Revised: January 7, 1974  
Revised: June 7, 1976  
Revised: January 10, 1983  
Reviewed: January 11, 1988  
Reviewed: November, 2004  
Revised: May 2, 2011  
Reviewed: April, 2017

**Certificated Employee Assignment or Transfer**

The Superintendent or designee shall assign all principals, teachers, or other certified staff employees to the particular school in which they will work and shall assign their major responsibilities and duties.

Individual staff members in the Bellevue Public Schools may request to change assignments or to transfer to other buildings in the district. The Superintendent or designee shall have the authority to grant such requests after consideration is given to the general needs of the school system. Assignments and transfers shall not be denied because of age, race, color, religion, nationality, sex, marital or familial status, or disability, unless reasonable accommodation cannot be made.

Legal References:

Cross References:

Adopted:	April 8, 1968
Revised:	April 3, 1972
Revised:	January 9, 1984
Reviewed:	January 11, 1988
Revised:	February 3, 1992
Revised:	March 1, 1993
Reviewed:	November, 2004
Reviewed:	April, 2017

**Certificated Employee Assignment or Transfer**

The major responsibilities or duties for all certified personnel shall be assigned by the Superintendent or his/her designee. The building principal shall have the authority to assign specific responsibilities and duties. Such assignment shall, insofar as possible, provide for equitable and fair distribution of duties, teaching load, and other responsibilities, except for personnel whose contracts indicate special duties and load as basis of employment. Assignments to coaching and extra-curricular duties shall be reviewed annually following evaluation of assigned staff.

Building assignments for the forthcoming school year will, to the extent practicable, be communicated to each certified staff member before the conclusion of the current school year. Transfers or major changes in assignment should be discussed with the staff member(s) involved. Transfers or major changes in assignment made subsequent to initial notification should be communicated to the staff member(s) involved at the earliest practical time.

The Superintendent or designee shall consider the requests of staff members for changes of major assignment or transfers to positions in the various schools and departments of the district. The desire of the staff member(s) regarding assignment or transfer generally should not cause involuntary transfers or major changes of assignment for other staff members. Requests for change of assignment or transfer should be considered based on the following guidelines which are stated in order of importance:

1. Contribution the staff member could make to district-wide programs.
2. Qualifications of staff member compared to those of other candidates both for the positions to be vacated and for the position to be filled.
3. Opportunity for professional growth.
4. Length of service in Bellevue.

Whenever a request for a change of major assignment or transfer is being considered, the teacher and supervisor/principal should discuss the request in an effort to arrive at a common understanding.

All requests by teachers for transfer should be submitted to the Executive Director of Personnel. Specific reasons for requesting the transfer should be included.

Requests for transfer will be considered for only the forthcoming school year. Each request for transfer shall be acknowledged in writing within ten (10) days after the request has been submitted.

Approved:	November 4, 1968
Revised:	January 9, 1984
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Revised:	June, 2006
Revised:	August, 2013
Revised:	May 8, 2017

**Certificated Employee-Elementary Teacher Noon Duty**

Since most elementary children remain at school during the noon hour, it is necessary that some teachers be on duty during this time.

Since elementary schools in the Bellevue School System vary in number of teachers assigned, structure of building, and playground facilities, all building noon hour assignments cannot be completely uniform. However, noon hour duty assignments are recommended within the following guidelines:

1. In buildings with fourteen (14) or fewer full-time teachers assigned, a maximum of 45 (1/2 hour) duties will be scheduled.
2. In buildings with more than fourteen (14) full-time teachers assigned, a maximum of 36 (1/2 hour) duties will be scheduled.
3. In some buildings, assignments now are fewer than the maximums specified in 1 and 2. It is expected that the number of duties presently assigned will not be increased.

Approved:	February 16, 1970
Revised:	September 14, 1975
Reviewed:	January 11, 1988
Revised:	February 6, 1995
Reviewed:	November, 2004
Reviewed:	April, 2017



**Certificated Employee Evaluation**

The Board of Education believes the quality of the educational services provided by the Bellevue Public Schools is largely dependent upon the demonstrated capabilities of the certified employees of the district. To assure that the performance of each employee meets the standards described in law, contract, and the adopted policies and regulations of the district, the Board directs the Superintendent of Schools to develop an orderly process for the ongoing evaluation of all certified staff members. The evaluation process shall not be designed to differentiate between staff members on the basis of age, race, color, religion, nationality, sex, disability, marital or familial status.

The Board further directs the Superintendent to develop, as an integral part of the staff evaluation model, processes which further the professional and personal growth of individual staff members and which further the objectives of teams, departments, buildings, or the school district.

Legal References:

Cross References:

Adopted:	February 2, 1970
Revised:	August 3, 1981
Reviewed:	January 11, 1988
Revised:	February 3, 1992
Reviewed:	November, 2004
Reviewed:	April, 2017

**Certificated Employee Evaluation**

Certified staff members must meet specific requirements to qualify for continued certification in the State of Nebraska and to remain as certified employees of the Bellevue Public Schools. To become a respected, contributing member of the Bellevue staff and the teaching profession, much proficiency must be demonstrated. Administrators shall evaluate the performance of assigned staff according to the standards applicable to each of the above, and take appropriate action to (1) assure the compliance of all minimum standards of performance, (2) assist staff in reaching their maximum potential and (3) coordinate staff expertise with the needs of teams, departments, buildings, or the school district.

The principal/supervisor will complete evaluations at least once annually for all the teachers in their first, second, and third year of service with the Bellevue Public School System and at least once in every three year period thereafter. Evaluations may be completed at other times upon request by the supervisor or the certified employee.

Copies of evaluation forms will be submitted electronically to the Personnel Department. The forms will be electronically signed by both the supervisor and the certified employee to indicate the certified employee has been informed of its contents. The signature of the certified employee shall not be construed to mean the employee agrees with the contents.

The evaluation forms are the minimums, which are required. Formal and informal conferences, visitations to classrooms, consultation, self-evaluation and additional reports beyond those prescribed are a part of the on-going process for improvement of instruction.

**The Minimum Standards of Performance**

The Minimum Standards of Performance required for certification and to remain a certified employee in the Bellevue Public Schools are listed below:

1. Professional competencies meet the minimum standards as adopted by the State Board of Education.
2. The employee follows the code of ethics adopted by the State Board of Education.
3. The employee has knowledge of and consistently follows the policies, rules, and regulations of the district and of the principal or administrator in the building where employed.
4. The character, morals, and personal habits of the employee are temperate in nature, and are such that they may be emulated by the youth of the community.
5. The mental and physical health of the employee is adequate to meet the responsibility of the position held.
6. The employee devotes a satisfactory measure of time and energy to the duties assigned and to the business of the school.

7. The employee maintains positive relationships with patrons, employees, and students in daily work activities.
8. The conduct of the employee both in and out of school is such as to avoid reflecting grave discredit upon the school, the district, or the employee.
9. There has been no known violation of law by the employee involving morality.
10. There has been no known instance of cruelty on the part of the employee toward a student or toward another employee under his/her supervision.

The purpose of the evaluation process is to determine whether certified employees are providing and students are receiving adequate service. Thus, administrators shall monitor the performance of all staff members to assure the Minimum Standards of Performance are met by everyone. Any employee found not meeting the Minimum Standards of Performance shall be informed of the specific Minimum Standard(s) of which the employee is in violation and be given the opportunity to respond to the administrator's findings. If such violations remain evident to the administrator, the specific Minimum Standard deficiencies and those actions needed to meet such deficiencies shall be placed into writing with copies to the employee and the appropriate Central Office personnel. When employee deficiencies can be met by improving performance, progress shall be monitored and assistance made available to each employee. A flagrant violation of contract or law may necessitate immediate administrative action negating the opportunity for improving performance, but due process would be followed.

In the event that an employee fails to meet any one of the Minimum Standards, the immediate supervisor shall conduct a second formal evaluation of Minimum Standards compliance after the employee has been given a reasonable time for improvement. The time frame for such improvement must be within 90 days of the first evaluation and the written findings of such evaluation communicated to the employee and the appropriate Central Office personnel. Failure to meet Minimum Standards of Performance in two consecutive evaluations may constitute grounds for recommending the termination or non-renewal of the employee's contract. Recommendations shall be made to the Superintendent or his designate by the immediate supervisor by March 1.

Approved:	February 2, 1970
Revised:	August 4, 1971
Revised:	August 3, 1981
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Revised:	May 9, 2016
Reviewed:	April, 2017

**Certificated or Licensed Employee Continued Education Credit**

Continued education on the part of certificated or licensed employees may entitle them to advancement on the salary schedule.

The Superintendent shall develop an administrative regulation to implement statement of this policy.

Cross Reference:

Legal Reference:

Adopted: January 3, 2005

Reviewed: April, 2017

**Professional Growth for Horizontal Advancement  
on the Adopted Salary Schedule**

This regulation is designed to define the requirements for advancement on the adopted salary schedule(s) for certificated personnel and to further the professional expertise of certificated employees in the Bellevue Public Schools.

Certificated staff members may receive credit for horizontal movement on the adopted salary schedule(s) upon completion, prior to the beginning of the contract year, of sufficient college credit to meet the requirement of the column heading on the salary schedule. Continuing contract units, may be substituted for college credit for not more than fifty percent of the total hours of credit obtained after the employee's last degree for the purpose of movement on the adopted salary schedule.

College credit must meet all of the following three criteria to qualify for horizontal advancement on the salary schedule.

1. Credits must be graduate hours unless the hours are required to complete another endorsement in an educational field or renew a previously held endorsement.
2. Credits must be at the same level (elementary/secondary) at which the employee is teaching or is endorsed unless the employee is completing or renewing an educational endorsement or completing an educational graduate degree.
3. Credits must be verified by the supervisor to (a) improve, expand or update knowledge of a field which is directly related to a major part of the staff member's current professional activities, and/or (b) assist the staff member to understand and/or implement methodologies or delivery systems for job-related tasks, and/or (c) be part of an approved program of studies at an accredited institution of higher education as substantiated by the employee.

College credit for advancement on the salary schedule for classes not meeting the above criteria may be granted by the personnel office provided the administration has determined that district personnel need the information presented in the class to meet school district goals or objectives.

Upon completion of an approved Master's program in education, only approved graduate hours and/or CCUs accrued after the date the Master's degree is conferred, will accumulate for horizontal movement.

Approved:	June 2, 1969
Reviewed:	January 11, 1988
Revised:	July 10, 1989
Reviewed:	November, 2004
Revised:	May 9, 2016
Reviewed:	April, 2017

**Salary Protection**

The Bellevue Public Schools will provide a salary protection plan for all contracted professional staff members with full premium to be paid by the school district. The program will be reviewed annually by the Board of Education.

Legal References:

Cross References:

Adopted:	February 16, 1970
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	April, 2017

**Salary Protection**

The Bellevue Public Schools will provide an income protection plan which will provide the following benefits for certified staff members:

- I. 66–2/3% of basic monthly earnings in effect immediately prior to the protected person's cessation of active employment because of disability. Basic monthly earnings shall mean the protected person's monthly rate of pay, exclusive of overtime, bonus or additional compensation.
- II. Benefits on accidents and sickness continuous to age 65 or death.
- III. Elimination period is to be 90 days of disability.  
\*The term disability is used herein to mean complete inability of the insured person to perform any and every duty pertaining to the person's employment for wage or profit: however, after the first twenty-four (24) months of any period of disability, this term means the inability to engage in any gainful occupation for which the person is reasonably qualified by education, training or experience.
- IV. Psychiatric disability is to be included.

Benefits payable will be reduced by the amount payable by the following programs if a disabled employee is eligible under the specified plans:

Workmen's Compensation  
Social Security

The payment of premium for an employee is required during the Elimination Period, thereafter, premiums shall be waived during the period of disability for which the employee is entitled to receive benefits.

The insurance company cannot terminate the Group Policy during any term for which it has been issued or renewed.

The insurance of any insured employee cannot be terminated for any reason as long as the individual remains an eligible employee of the policyholder, the Group Policy remains in force, the premium is paid, and the individual's attained age plus the Elimination Period does not exceed 65 years.

If the Group Policy is terminated, benefits are extended for totally disabled members during the remainder of total disability.

Approved:	February 16, 1970
Revised:	August 1, 1983
Reviewed:	January 11, 1988
Revised:	March 1, 1993
Reviewed:	November, 2004
Revised:	October 7, 2013
Reviewed:	April, 2017

**Longevity-Certificated Employee**

Each eligible certificated employee who has completed twenty (20) years of service with the district will receive longevity recognition of service in the amount of 3-3/4% of basic contract salary.

Legal References:

Cross References:

Adopted:	June 16, 1986
Reviewed:	January 11, 1988
Revised:	June 19, 1990
Revised:	June 3, 1991
Revised:	July 6, 1992
Revised:	August 2, 1993
Revised:	August 29, 1994
Reviewed:	December, 2004
Revised:	May 2, 2011
Revised:	June 5, 2017



**Certificated Employee-Reduction in Force**

Reductions in certificated staff which may be required due to decreasing enrollments, limited financial support, changing programs or other factors, will be accomplished, when possible, through the normal procedures of resignations, retirement, leaves of absence and other methods of attrition of staff.

In the event that it becomes apparent that the necessary staff reductions may not be accomplished through the normal attrition of staff, the Superintendent will recommend to the Board of Education the names of those individuals to be terminated under the reduction in force provisions of the continuing contract law.

The selection of personnel for termination shall be done in the inverse order of their length of uninterrupted service with the district, but with consideration given to (1) program to be offered, (2) areas of certification and endorsement which may be required to maintain accreditation, (3) state and federal regulations which may mandate certain employment practices and (4) special qualifications that may require specific training and/or experience. In the absence of the above considerations, length of uninterrupted service shall be the sole determining factor.

Those employees who have been terminated through a reduction in force shall be offered reemployment with the district for a period of two years following the date of termination when vacancies occur for which they are qualified. At re-employment, the employee shall resume the position on the salary schedule or range that is dictated by his/her experience and training, except that the length of time represented by the break in service shall not be included as service with the district.

Administrative regulations implementing the above policy statements shall be developed by the Superintendent of Schools.

Legal References:

Cross References:

Adopted:	June 7, 1976
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	April, 2017

**Certificated Employee-Reduction in Force**

When evidence demonstrates that certificated teaching and/or administrative staff members must be terminated through reduction in force due to change in circumstances the following regulations shall apply:

1. A list of certificated staff members who are paid from the teacher schedule and the administrative ranges shall be prepared as requested by the Superintendent. This list shall be referred to as the seniority list. The order of listing shall be by length of uninterrupted service with the district as of September 1, of the current school year. Interruption in service shall mean official resignation, cancellation or termination of employment contract as acted upon by the Board of Education. Periods of leave without pay, except as specifically excluded in policy or law, shall not be counted as service to the district. Length of uninterrupted service shall be calculated as follows:

- a. Probationary employees shall be credited with the same number of years of service to the district as they are credited with years of service toward attaining permanent status as outlined in State Law.

Upon attaining permanency, each such employee will be credited with a total of three years of service.

- b. Permanent employees shall be credited with one year of service each year thereafter, if he/she provides at least one hundred twenty days of contracted service during any one contract year regardless of the employee's full-time equivalency.

Service of at least ninety days, but fewer than 120 days, regardless of full time equivalency, during any one contract year shall constitute one-half year of service. No smaller increment of service shall be calculated.

The seniority list shall include the following data for each employee:

- (1) Name and building assigned
  - (2) Number of years of uninterrupted service
  - (3) Date of beginning of uninterrupted service (First day of contracted duty)
  - (4) Certification and endorsement applicable.
2. The data referred to in the above paragraph shall be as maintained in the district's personnel files as of January 1, each year. It is the responsibility of each employee to furnish any information concerning hours of credit, certification, and endorsement which would update his/her records.
3. For Reduction in Force purposes staff members may request to have removed from further consideration any endorsement or level of endorsement presently held by such staff members. All requests must
  - a. be in writing,
  - b. contain justification for such request, and

- c. be received by the Department of Personnel prior to November 1, of the current school year.

Justification for the exclusion of endorsements or levels of endorsement must be based upon the staff member's perceived inability to function with such endorsement or level of endorsement. The employee shall be notified of the decision by the Department of Personnel on or before December 1, of the current school year. The exclusion of an endorsement or level of endorsement will remain in effect until the staff member initiates proceedings for reinstatement.

Employees may request reinstatement of endorsements or levels of endorsement in the same manner and within the same time frame as that established for removing endorsements, but justification for reinstatement must contain evidence demonstrating the specific circumstances which have been changed to allow the staff member to function competently in the area and/or level of endorsement.

- 4. The seniority list will be the official list and will have no use other than that of determining seniority for reduction in force provisions of the continuing contract law. Individuals may appeal their placement upon the list through the regular appeal channels.
- 5. Following enrollment projections, program determinations, and financial estimates for the ensuing year, and after consideration is given to known resignations, terminations, leaves of absence, and retirements, the administrative staff shall compare the total full-time equivalencies of existing staff members and their qualifications to the requirements for the programs to be offered the forthcoming school year. Consideration will be given to (a) certification and endorsement required, (b) State and Federal regulations, and (c) special qualifications required. Staff members who rank lowest in uninterrupted years of service in the district and who are in excess of the total staff required to offer the programs will be identified. No staff member shall be entitled to a promotion or position of higher salary purely through the Reduction in Force process.
- 6. The following priorities shall be used when ties in years of uninterrupted service exist:
  - a. If two or more employees have the same number of years of uninterrupted service, the date of beginning of uninterrupted service shall take precedence. Date of beginning of uninterrupted service will be as established on the Personnel Action form.
  - b. If two or more employees have the same date of beginning of uninterrupted service, the person contributing the most to the district's total program shall have precedence. Such contribution shall be determined by the district administration and may include, but is not limited to, the following which are not listed in any order of priority: Serving on district or building committees, participating in in-service programs, coaching or sponsoring extra duty activities, teaching summer school.
- 7. When, in the belief of the district administration, the standard of quality of an extra duty program to be offered the forthcoming year may be threatened by loss of the head coach or sponsor through Reduction in Force, such head coach or sponsor may be retained over

the lowest senior employee qualified to teach in the same subject area(s) as such coach or sponsor. Such consideration may not be given when the aforementioned lowest senior employee has permanent status and the coach or sponsor has probationary status.

8. The Superintendent, at the first meeting of the Board of Education in March, will recommend to the Board of Education the names of those persons who shall be notified of the termination of their contracts due to reduction in force.

Following approval by the Board of Education, each affected employee shall be notified in writing by March 15, of the Board action and shall be provided a seniority list for examination.

9. During the period from March 15 to April 15, each affected employee shall have the opportunity to appeal the termination through the regular appeal channels.
10. Individuals who are terminated because of reduction in force shall be automatically placed on a recall list in order of seniority for a period of two years commencing with the new fiscal year following the date of termination. Individuals will not be continued on the recall list beyond the end of the second fiscal year.
11. Individuals on the recall list shall be given the first opportunity for reemployment when vacancies for which they are qualified occur on the basis of seniority and their qualifications as of the date of notification of termination. Those obtaining higher qualifications while on the recall list shall be considered for a position higher than the one from which they were terminated only if there is no one on the recall list who is eligible and interested in the position.
12. Notification of vacancy shall be made to the highest eligible professional on the recall list with confirmation in writing. The individual will have 12 calendar days to respond. No response shall constitute a refusal. In the event of a refusal, the position will be offered to the next highest eligible professional continuing until the position has been offered to all of those eligible on the recall list. If no individual on the recall list accepts the position, the Personnel Department may fill the vacancy from other sources. If any individual rejects more than one opportunity for reemployment, the individual shall be dropped from the recall list unless the individual is under contract with another educational institution. Once an individual has accepted reemployment, requests for change of assignment must be made through the transfer policies of the district.
13. For the purpose of establishing seniority only, individuals who are reemployed from the recall list will continue the date of employment as that which was established when first placed on the recall list. Years of service with the district shall not accrue during the time the employee is on the recall list.
14. Individuals on the recall list shall be given first consideration as substitute teachers.
15. In case of termination the following opportunities concerning fringe benefits will be available to the affected individual:

a. Accrued annual leave and termination pay

One of two options may be selected.

- (1) The individual may elect to maintain his/her leave balance with the district, and therefore not receive severance pay earned. Should the individual return to employment, the leave earned at the time of termination will be credited and carried forward. In the event an individual selects this option and for some reason does not return as intended, the severance pay earned will be paid either at the time the individual requests removal from the recall list or at the end of the two year recall period as appropriate.
- (2) The individual may elect to collect severance pay due at the time of termination. With this option the leave balance is reduced to zero. Should the affected employee return to work, leave accrual starts with the date of return to work.

b. Health Insurance

Persons terminated may continue while on the recall list to participate in the Group Health Insurance by providing the established district group rate of monthly payment one month in advance to the Central Office Payroll Department.

16. In the event of reemployment, the individual will be placed upon the salary schedule or ranges in the same position that he/she would have been had he/she not been terminated, excepting that the period of time while on the recall list will not be recognized for vertical movement on the schedule.

Approved:	June 7, 1976
Revised:	September 11, 1978
Revised:	September 10, 1984
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Revised:	April 3, 2006
Reviewed:	April, 2017

**Certificated Employee-Voluntary Separation Program**

Certificated and/or employees placed on the salary schedules A, B, D, M, or N, upon written application and approval by the Superintendent of Schools, may participate in a voluntary separation program. The program will be reviewed annually for possible modification. Modification shall not affect employees previously participating in the program. A benefit plan will be developed for each participant that considers the employees years of service, age, salary, and benefits to be paid. Benefit payment amounts will be provided to the participant on June 1 of the elected year of separation.

**Program Eligibility and Provisions**

1. Eligible employees must be at least fifty-five (55) years of age with at least fifteen years of service in the district or have a minimum of twenty years of full-time service in the district on August 31 of the elected year of separation.
2. Applications must be submitted in writing by February 15 of the elected year of separation. Acceptance of an employee's application for the voluntary separation program will be considered a voluntary resignation and termination of the employee's continuing contract.
3. Effective September 1, 2003 if an employee meets the years of service requirement in paragraph 1 of this section and the employee is receiving long-term disability benefits, they are eligible to participate in the voluntary separation program at age 65 or the end of their disability benefits. The benefit calculation will be based upon the employee's age, years of service and salary at the time the employee becomes eligible for disability benefits.
4. Employees on leave of absence are not eligible to participate in this program.
5. The district may utilize these individuals for up to ninety days per year as substitutes, consultants, or other school duties with the compensation to be determined by the established pay rates for persons performing that duty.
6. Effective September 1, 2003 program benefits may be paid under a district plan in a single payment in September of the elected year of separation.
7. Eligible employees electing to participate in the program may have the option to continue participation in the health and life insurance programs of the school district. The premium cost shall be paid by the employee.
8. Effective September 1, 2003 if an employee has served the Bellevue Public Schools for at least fifteen years and the employee dies, their estate is eligible to apply for the district voluntary separation program. The proceeds for the district voluntary separation program for the employee shall be paid to the estate of the employee.

Voluntary Separation Program Benefits

Age at time of leaving 20 yrs of svc. below age 55 at age 55 at age 56 at age 57 at age 66 at age 67+	<u>Percentage of Current Salary</u>		
	100 percent salary		
	100 percent salary		
	100 percent salary		
	100 percent salary		
	60 percent salary		
	45 percent salary		
	<u>Percentage of current salary for each full year of uninterrupted credited service in the district as a qualified employee</u>	<u>Amount of payment for each full year of uninterrupted credited service in the district as a qualified employee</u>	
58	2.60%	750	
59	2.50%	750	
60	2.40%	750	
61	2.30%	750	
62	2.20%	750	
63	2.00%	550	
64	1.60%	500	
65	1.50%	250	

Current Salary

Current Salary shall be defined as the annual salary for qualified full-time positions as defined by the salary schedules. Current Salary does not include extra duty pay, contract extensions, or other payments above the amounts specified by the salary schedule.

Credited Years of Service

A qualified employee will be credited service equivalent to that employee's full-time equivalency. Service will be credited for fractional years multiplied by the employee's full-time equivalency.

Interrupted Service

Interrupted professional service shall mean official resignation, cancellation, or termination of the employment contract as acted upon by the Board of Education. Periods of leave without pay as acted upon by the Board of Education shall not be counted as credited service to the district.

Adopted:	June 7, 1982
Reviewed:	January 11, 1988
Revised:	August 26, 1996
Revised:	August 4, 2003
Revised:	September 8, 2003
Reviewed:	November, 2004
Revised:	June 13, 2005
Revised:	August, 2006
Revised:	February 5, 2007
Reviewed:	April, 2017



**Voluntary Separation Program**

Benefit Payments

A benefit plan will be developed for each participant that considers the employee's years of service, age, salary, and benefits to be paid. Benefit payment amounts will be provided to the participant on June 1 of the elected year of separation.

Approved:	February 9, 1983
Reviewed:	January 11, 1988
Revised:	August 26, 1996
Revised:	November 3, 2003
Reviewed:	November, 2004
Reviewed:	April, 2017

**Certificated or Licensed Employee Professional Development**

The Board of Education believes the goal of professional self-improvement to be inherent in the responsibilities of each district employee.

The Board encourages certificated or licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The Board shall maintain and support an in-service program for employees.

The Superintendent or designee will develop and schedule in-service workshops as appropriate to meet the needs of the district.

The Superintendent and or designee should be responsible for reviewing and approving all requests to participate in professional development activities.

Legal References:

Cross References:

Adopted:	June 2, 1969
Revised:	October 1, 1984
Reviewed:	January 11, 1988
Revised:	July 10, 1989
Revised:	February 5, 1996
Revised:	January 3, 2005
Revised:	June 5, 2017

**Certificated or Licensed Employee Professional Development**

Certificated or licensed staff members, shall achieve permanent status as defined in Nebraska State Law. Permanent status commences when the employee fulfills duties following the probationary period.

Permanent certificated employees shall complete professional growth through activities approved by School Board.

The Superintendent of Schools will identify in advance those professional activities which are deemed appropriate for Professional Growth credit. These Professional activities will be presented to the Board of Education for approval.

Permanent employees on leave without pay status shall be expected to fulfill the same requirement as those employees not on leave without pay status.

Requests for attendance or participation in a professional development program, other than those programs sponsored by the school district, shall be made to the building principal. Approval must be obtained prior to attendance by an employee in a professional development program when the attendance would result in the employee being excused from their duties, when the school district pays the expenses for the program, or when the employee would receive compensation.

Employees authorized to represent the school system at meetings, trainings, workshops and conferences will be allowed salary and expenses in conformance with district procedures.

The administrative team shall have sole discretion to allow or disallow employees to attend or participate in the requested event. When making this determination, the value of the program for the employee and the school district, the effect of the employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the administrator shall be considered.

Legal Reference: 79-830

Approved:	October 1, 1984
Reviewed:	January 11, 1988
Revised:	February 5, 1996
Revised:	December 6, 2004
Revised:	May 2, 2011
Revised:	May 8, 2017

**Certificated Employees-Attendance at Meetings and Conferences**

Attendance at workshops, conferences, training programs, official functions, hearings or meetings by elected and appointed officials, staff members, and volunteers who at the request or with the permission of the district, engage in activities related to the purposes or functions of the district or for its general benefit, is recognized as of value and shall be encouraged to the extent that such attendance serves a recognized purpose of the district and that adequate budgeting, accounting and approval procedures are established by the Superintendent of Schools. Food and beverage service may also be provided for elected and appointed officials, staff members, parents, and volunteers engaged in district business by believing that such a provision is, on occasion, necessary to the efficient conduct of district business as well as a commonly accepted business courtesy.

The actual and necessary expenses of travel, meals, lodging, registration fees and other approved expenses incident to an approved activity will be borne by the school district in accordance with applicable state and federal statutes and regulations. No reduction in salary will be made nor will days be charged to an employee's leave account as a condition of attendance at an approved activity.

Legal References:

Cross References:

Adopted:	October 17, 1955
Revised:	February 18, 1960
Revised:	November 2, 1964
Revised:	July 2, 1973
Reviewed:	January 11, 1988
Revised:	October 4, 1993
Reviewed:	November, 2004
Reviewed:	April, 2017

### **Attendance at Meetings and Conferences**

The following regulations are established to ensure that attendance at workshops, conferences, training programs, official functions, hearings, or meetings by representatives of the school district which requires absence from regularly assigned duties and/or cost of travel, meals, lodging, or other expenses, serves a recognized purpose of the district and that adequate budgeting, accounting, and approval procedures are followed.

#### **Recognized Purpose**

The district shall support and encourage its employees and representatives to achieve the benefits derived from attendance at and/or participation in approved meetings and conferences. The expected gain to the district from these approved meetings and conferences must be commensurate with the expenditure of funds or human resources.

#### **Budgeting Procedures**

Actual and necessary expenses incurred by individuals attending approved meetings and conferences will be borne by the school district. These expenses will be included in the normal budgetary process. Included in the estimate will be the cost of registration, travel, lodging, and meals. Several levels of planning will occur. Building principals will be responsible for developing the budget for meetings and conferences their representatives attend to achieve building objectives. Appropriate district officials will be responsible for planning and developing the budget for district-wide representation at meetings and conferences associated with their responsibilities.

#### **Approval Regulations**

Requests for approval to attend an activity which requires absence from regularly assigned duties and/or costs of travel, meals, lodging, or other expenses should be made in writing on forms prescribed for that purpose or on the normal budgetary requisition forms. Requests to attend a meeting or conference will be approved by the immediate supervisor of the individual who submitted the request and/or by the appropriate district official to ensure that the meeting or conference indeed meets the following criteria:

1. Serves a recognized purpose of the district;
2. Expected gain to the district is commensurate with the expenditure of funds or human resources;
3. Funds for the activity are included in the budget. Naming the specific individual(s) who shall attend the conference or workshop will be the decision of the appropriate supervisor or administrator.

Accounting

Individuals representing the district at approved meetings and conferences shall present a detailed listing of actual and necessary expenses incurred for the activity. Authorized expenses may include: registration costs, fees or charges, parking, mileage provided by applicable Nebraska and/or federal statutes and regulations or actual travel expense if travel is authorized by commercial or charter means, meals and lodging at a rate not exceeding the applicable federal rate unless a fully itemized claim substantiating the costs actually incurred is submitted and approved.

Travel with Family Members

It is recognized that there are times when family members may wish to attend the meetings or conferences. The actual added costs for attendance of such members shall be borne by the representative of the district attending such meeting or conference.

Approved: October 4, 1993  
Revised: February 5, 1996  
Reviewed: November, 2004  
Reviewed: April, 2017

**Certificated Employee Tutoring**

Employees may not solicit to become a tutor, use school equipment for the purpose of tutoring, or personally charge a student or parent a fee for any service rendered the student on the school premises. Teachers employed in the Bellevue School System shall not tutor for pay any student enrolled in a class which they teach.

Legal References:

Cross References:

Adopted:	October 17, 1955
Revised:	February 18, 1960
Revised:	August 1, 1983
Reviewed:	January 11, 1988
Revised:	February 6, 1995
Reviewed:	November, 2004
Reviewed:	April, 2017

**Certificated Employees-Annual Leave**

Good attendance is essential because absences interrupt the educational process for students. There will be occasions when the employee will not be able to work. This policy provides the supervisor with the authority to approve all absences with or without pay.

**Number of Days**

One day of annual leave will be granted to certificated employees for each month of employment. The number of days to be earned during the forthcoming year shall be credited to the employee's leave account at the beginning of the contract period. For those employed on the teacher schedule, 10 days of leave will be earned annually. In the event that an employee is employed on a part-time basis, leave days will be prorated according to the percent of time employed. Advances of leave days beyond the current contract year will not be made.

**Application for Annual Leave**

Application for annual leave shall be made electronically and shall be approved by the applicant's supervisor before authorization of payment will be made. In the case where the absence can be planned in advance, prior approval for the absence must be obtained from the appropriate supervisor.

**Accumulation**

Days of leave, if not used, will accumulate from one year to the next. Employees with a balance of at least 33 days will have an annual option for payment of the leave accumulation above seven days in that year. Employees will be compensated annually for accumulated leave at the daily rate of pay for days in excess of 110. Leave will be charged in multiples of one-half day.

**Sick Leave**

In the event of disability, illness or injury of an employee which requires absence from his/her duties, all or any portion of the accumulated annual leave balance may be used by the employee as leave with full pay. When disability or illness requires an employee to be absent from work and the leave balance has been exhausted, payment of salary will continue for the employee for a period of time not to exceed 90 successive calendar days with the compensation being the difference between the daily contract salary of the employee and the least daily rate established for substitute teaching for that year.

Should an employee's disability extend beyond 90 successive calendar days, the employee will become eligible for benefits under the group income protection policy purchased by the school district. All payments of salary by the district will terminate at the time an employee qualifies under the long-term disability insurance policy. Leave days will not accrue for employees after the 90-day waiting period required under the long-term disability policy.

A physician's statement will be required for any disability which results in frequent or extended periods of absence.



Family Military Leave Act

The school district shall provide up to thirty days of unpaid Family Military Leave to an employee during the time federal or state deployment orders lasting longer than 180 days are in effect for their spouse or child. Employee is defined as any person who has been employed by the school district for at least twelve months prior to the request and has worked a minimum of 1250 hours within that time period. The employee must give at least fourteen days notice to the employer if the leave will consist of more than five consecutive work days. In all other cases the employee must give notice as soon as is practical. Certification from the proper military authority will be required to verify the employee's eligibility for the leave requested. The employee will use their accumulated leave days during their absence from work. Upon expiration of the leave, the employee is entitled to be restored to the position held prior to commencement of leave or to an equivalent position.

Other Leave

Occasional absences for essential personal business such as illness in the family and bereavement may be approved, with full pay, by the supervisor provided an employee has a sufficient annual leave balance. Requests for annual leave for essential personal business shall state the specific reason for the absence and, to the extent practicable, shall be made in advance. Requests for leave that will not be approved include, but are not limited to: union activities, political activities, vacations, other employment during assigned working hours, other activities which would be contrary to the best interest of the district, or when satisfactory arrangements cannot be made for replacement of employee. When the employee's leave balance is exhausted, absence for essential personal business shall result in leave without pay. Leave without pay may result when it is determined that the nature of the personal business is not necessarily essential.

Pay for Unused Annual Leave

When the contractual relationship between the district and an employee is severed, payment for one-fourth of the leave days will be made to the employee at the daily contract rate in effect as of the date on which the contract is terminated.

Upon termination of employment after twenty years of service, compensation for one-half of the total days of leave accumulated shall be paid to employees at the daily rate of pay.

Payment for accumulated leave will be made from a special account established for this purpose. Annual deposits into this account will be made by the school district at the beginning of the school year in an amount estimated to be sufficient to insure a balance at the end of the school year equal to the obligation represented by the total of leave balances at the end of the school year.

Daily Rate of Pay

For the purpose of calculating the daily rate of pay, the annual salary will be determined by placement upon the salary schedule or range, exclusive of fringe benefits, extra pay and extensions to contracts. The annual salary will then be divided by the number of days of responsibility identified in the employee's basic contract, exclusive of holidays and vacation.

Legal References: 55-501 to 55-507

Cross References: 410.011  
410.08

Adopted:	February 6, 1978
Revised:	February 5, 1979
Revised:	July 16, 1984
Reviewed:	January 11, 1988
Revised:	May 7, 1990
Revised:	September 10, 1990
Revised:	August 30, 1993
Revised:	February 10, 2003
Reviewed:	November, 2004
Revised:	October 24, 2007
Revised:	February 11, 2008
Revised:	October 7, 2013
Revised:	May, 2017

**Certificated Employees-Annual Leave**

Applications for leave shall be made electronically to the appropriate administrator.

Applications for leave which are not approved by the supervisor shall be forwarded to the Office of the Superintendent for review. Concurrence with the supervisor's recommendation will result in no salary payment for the period in question. Disagreement with the supervisor's recommendation will result in returning the application to the supervisor for further consideration.

A transfer of funds to the severance pay account will be recommended to the Board of Education in September each year.

Approved:	July 2, 1973
Revised:	January 11, 1988
Revised:	January 6, 2003
Reviewed:	November, 2004
Revised:	April 3, 2017

**Certificated Employees-Vacations, Holidays and Length of Contract**

1. Legal holidays are excluded from the annual day of work responsibility for all certificated employees and are specifically identified in the annual school calendar.
2. For those employed on a full-time basis for a twelve-month period, 20 days of vacation with pay will be provided. Beginning with the 2012-2013 contract year, new accumulation of vacation will not exceed thirty days. Vacation accumulated before the 2012-2013 contract year may be used or reimbursed with permission of the superintendent or will be paid upon separation of employment at the applicable daily rate of pay.
3. For those employed on less than a twelve-month basis, no provision is made for vacation.
4. The number of days of annual responsibility for employees with varying lengths of contracts: shall be as determined on each salary schedule.

Those employed on teacher schedule	188 days
OT/PT	195 days
School Psychologist	205 days
Administrator	249 days

5. Extension of contracts, when made for specific responsibilities beyond the basic contract, shall specify the number of days of additional responsibility and the nature of the activity to be completed.

Legal Reference:

Cross Reference:

Adopted:	July 2, 1973
Revised:	June 4, 2012
Revised:	June 5, 2017

**Certificated Employees Reduction in Pay**

Absences that do not qualify for annual leave must receive prior approval of the immediate supervisor. Reduction from salary for each day of absence that does not qualify for annual leave will be equal to the daily rate of pay. Such daily rate shall be determined by placement upon the salary schedule or range, exclusive of fringe benefits, extra pay and extensions to contracts. The annual salary will then be divided by the number of days of responsibility identified in the employee's basic contract, exclusive of holidays and vacation.

Legal References:

Cross References:

Adopted:	May 7, 1990
Reviewed:	November, 2004
Reviewed:	April, 2017

**Substitute Teachers**

Day to day substitute teachers are appointed to serve on a per diem basis for short, indefinite periods in meeting unforeseen and emergency situations, or as may be requested by a building principal.

Legal References:

Cross References:

Adopted:	November 4, 1968
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	April, 2017

**Substitute Teachers**

All arrangements for substitute teachers must be made through the principals as long in advance as possible. Teachers are not permitted to secure the services of any substitute teacher, or to make any arrangements for pay thereof.

All substitute teachers are required to assume duties as the principal may direct, and are subject to the same rules and regulations which govern regular teachers.

Rate of pay for substitute teachers will be established annually by the Board of Education.

Only those teachers who are duly certified will be appointed as substitute teachers.

Substitute Teachers Booklets will be prepare each year to assist with the substitute teacher program on a daily basis.

Approved:	November 4, 1968
Reviewed:	January 11, 1988
Revised:	February 8, 1993
Reviewed:	November, 2004
Revised:	May 2, 2011
Reviewed:	April, 2017

**Summer School Teachers**

Subject to special requirements of the summer school program, position openings shall be filled on the basis of competence and experience. Preference shall be given to applicants from the regularly appointed teaching staff.

Legal References:

Cross References:

Adopted:	November 4, 1968
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	April, 2017



**Summer School Teachers**

All teachers employed as summer school teachers must be eligible for regular certification. Subject to special requirements of the program, regular staff members will be given preference. Consideration will be given to employing outside personnel who, through special qualifications, enrich the program.

All applications to teach summer school will be made to the Personnel Department.

Approved:	November 4, 1968
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	April, 2017

**Paraprofessionals  
(Classified Staff)**

The employment of paraprofessionals who perform non-teaching functions as assistants to teachers is recognized as a valuable service in the educational process.

Teaching is defined to include, although not limited to, the following responsibilities: (a) The organization and management of the classroom or the physical area in which the learning experiences of pupils take place; (b) the assessment and diagnosis of the individual educational needs of the pupils; (c) the planning, selecting, organizing, prescribing, and directing of the learning experiences of pupils; (d) the planning of teaching strategies and the selection of available materials and equipment to be used; and (e) the evaluation and reporting of student progress.

Thus, any activity described above may not be performed by paraprofessionals.

Legal References:

Cross References:

Adopted:	April 7, 1969
Revised:	October 1, 1973
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Revised:	February 5, 2007
Reviewed:	April, 2017

**Paraprofessionals**

The following examples of duties are established to provide guidance in the assignment of personnel employed in the Bellevue Public Schools as paraprofessionals in accordance with the Nebraska Professional Practices Commission.

Examples of duties paraprofessionals can perform:

1. Assist in organizing field trips.
2. Read aloud or listen to children read.
3. Assist students in performing activities that have been initiated by the teacher.
4. Hand out papers and collect paper work.
5. Assist with supplementary work for advanced pupils.
6. Provide special help such as drilling with flash cards, spelling and play activities.
7. Assist in preparing instructional materials.
8. Reinforce learning with small groups.
9. Assist children in learning their names, addresses, telephone numbers, birthdays and parents' names.
10. S  
supervise free play activities.
11. P  
ut work on chalkboard.
12. O  
rder films and other supplies.
13. K  
eep attendance record.
14. T  
ype tests, bibliographies, lists, notices, class materials, dittos, and other items.
15. C  
heck objective portions of homework, work books, etc.
16. R  
ecord test results and grades.

uplicate tests and other materials.

Duties requiring professional judgment may not be performed by a paraprofessional. Examples of duties paraprofessionals should not perform:

1. Assume responsibility for a classroom or a professional service.
2. Assume responsibility for the diagnostic and programming functions of the classroom.
3. Assume responsibility for preparing lesson plans.
4. Assume responsibility for assigning grades to a student.
5. Assume full responsibility for supervising assemblies or field trips.
6. Initiate original concept instruction.
7. Act as an instructional resource aide for students without direct teacher supervision.
8. Assume full responsibility for supervising and planning activities.
9. Program or prescribe educational activity materials for students.
10. Grade subjective or essay tests.
11. Regular pupil behavior by corporal punishment, suspension, or expulsion.
12. Assign grades or other evaluation criteria to students' tasks.
13. Assume responsibility for medical needs of children.

**AR 411.04**

**Page 2 of 2**

In academic situations a paraprofessional must operate under the continuous supervision of a teacher. The teacher must be able to control and/or modify the situation. A professional should not supervise an instructional station alone, except for brief periods of time.

In non-academic situations, paraprofessionals can be assigned to supervise non-teaching activities. Non-academic activities would include supervision of playgrounds, bus loading stations, cafeterias, and study halls.

1988

Approved: April 7, 1969

Revised: June 5, 1972

Revised: October 1, 1973

Reviewed: January 11,

Reviewed: November, 2004

Reviewed: April, 2017

**Student Teachers**

The Bellevue Board of Education recognizes the importance of teacher training. In view of this need the Board is happy to cooperate with teacher training institutions in making the Bellevue Public School facilities and personnel available to the teacher training institutions so that student teachers may have an opportunity to have training and experiences in classroom situations, provided appropriate agreements between the institution and Bellevue Public Schools are made.

Legal References:

Cross References:

Adopted:	November 7, 1960
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	April, 2017

**Classified Employee Assignment**

The Superintendent or designee shall assign all classified employees to the particular building in which they will work and shall assign their responsibilities and duties.

Individual staff members in the Bellevue Public Schools may request to change positions in the district. The Superintendent or designee shall have the authority to process such requests after consideration is given to the general needs of the school system. Assignments shall not be denied because of age, race, color, religion, nationality, sex, marital or familial status, or disability, unless reasonable accommodation cannot be made.

Legal References:

Cross References:

Adopted: August, 2006

Reviewed: April, 2017

**Classified Employee Assignment**

The major responsibilities or duties for all classified personnel shall be assigned by the Superintendent or his/her designee. The building principal shall have the authority to assign specific responsibilities and duties. Such assignment shall, insofar as possible, provide for equitable and fair distribution of duties and other responsibilities, except for personnel whose employment agreements indicate special duties as basis of employment.

Building assignments for the forthcoming school year will, to the extent practicable, be communicated to each staff member before the conclusion of the current school year. Major changes in assignment should be discussed with the staff member(s) involved. Major changes in assignment made subsequent to initial notification should be communicated to the staff member(s) involved at the earliest practical time.

The Superintendent or designee shall consider the requests of staff members for changes of position in the various buildings and departments of the district.

All requests for a change of position should be made through the Personnel Department by completing an internal application for each individual job posting.

Adopted:	August, 2006
Revised:	May 2, 2011
Revised:	May 8, 2017



**Longevity-Classified Employees**

Each employee who has completed twenty (20) years of service with the district will receive recognition of service in the amount of 3-3/4% of basic contract salary.

This provision does not apply to classified staff covered by a negotiated agreement with the district.

Legal References:

Cross References:

Adopted:	June 16, 1986
Reviewed:	January 11, 1988
Revised:	June 19, 1990
Revised:	June 3, 1991
Revised:	July 6, 1992
Revised:	August 2, 1993
Revised:	August 29, 1994
Reviewed:	December, 2004
Reviewed:	April, 2017

**Classified Employee Vacation**

Vacations for all full-time non-certificated personnel employed on a monthly or annual salary will be granted according to the following policy with the exception of those persons placed on the Custodial and Maintenance Salary Schedule (C) and the Bus and Delivery Drivers' Schedule (G).

During the first year of full-time employment, non-certificated personnel employed on a monthly or annual salary will be granted one-half day of vacation per month of employment. Accruement starts from the day of employment. Eligibility for vacation is established after six months of continuous employment.

Beginning with the second year of employment, one day of vacation per month of employment will be granted.

After eight years of employment, twelve-month employees will be granted fifteen days of vacation annually.

After fifteen years of employment, twelve-month employees will be granted eighteen days of vacation annually.

After twenty years of employment, twelve-month employees will be granted twenty days of vacation annually.

Beginning with the 2012-2013 contract year, new accumulation of vacation will not exceed thirty days. Vacation accumulated before the 2012-2013 contract year may be used or reimbursed with permission of the superintendent or will be paid upon separation of employment at the applicable daily rate of pay. When holidays that are identified on the school calendar occur within the period that the employee is on vacation, vacation time shall not be charged.

Legal References:

Cross References:

Adopted:	August 18, 1969
Revised:	June 4, 2012
Reviewed:	April, 2017

**Classified Employees-Sick Leave**

During the first year of employment, one-half day per month sick leave will be allowed full-time non-certified personnel who are employed on a monthly salary. After the first year of employment, one day per month sick leave will be allowed. Any days of unused leave will be allowed to accumulate.

Legal References:

Cross References:

Adopted:	August 18, 1969
Revised:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	April, 2017

**Classified Employees-Sick Leave**

All sick leave requests will be made through the office of the Principal or the immediate supervisor in the building where the employee is assigned.

When deductions in pay may be necessary for days not approved or days in excess of annual or accumulated leave, such deductions will be made at the earliest possible time.

Employees will not be eligible for sick leave credit until completion of one full calendar month of employment.

Approved:	August 18, 1969
Revised:	January 11, 1988
Reviewed:	November, 2004
Revised:	May 2, 2011
Reviewed:	April, 2017

**Employee-Extended Periods of Absence Without Pay**

Upon proper application, which includes the favorable recommendation of the Superintendent of Schools or designate, the Board of Education will consider extended periods of leave without pay for reasons which may include, but are not restricted to, the following:

- (1) caring for an ailing relative;
- (2) the birth or adoption of a child;
- (3) further education that is related to the position held; or
- (4) a health impairment which does not qualify under the disability insurance program, yet would be aided by a period of rest and relaxation.

The maximum period to be granted will be one year, or, if leave begins after a semester has begun, the remainder of the semester in which the leave is to begin plus two more semesters. Leave of absence without pay may be renewed or extended at the option of the school board upon request of the employee and when recommended by the Superintendent.

Requests for leave without pay should be submitted as far in advance of the date requested to begin as is necessary to allow finding suitable replacements. Except in emergencies, the minimum time required is 30 days.

When establishing the dates for a period of leave without pay, consideration must be given to timing these with the end of a grading period or an instructional phase of the program.

An employee who has been granted leave without pay for less than sixty calendar days will be returned to the original position assigned.

An employee who has been granted leave without pay for more than sixty calendar days will be reassigned at the earliest practicable date following the date of leave termination and when a suitable opening is available.

Leave days do not accrue nor do the sick and personal leave provisions apply during the period that an employee is on an approved leave without pay status.

Group insurance programs provided by the district may be continued by the employee at the employee's expense during the period of leave without pay.

Upon return to paid employment, any leave balance accrued as of the beginning of the leave without pay will be credited to the employee and the employee will be placed at the same experience level for salary determinations as was justified at the time the leave began.

Rejection by the employee of a reassignment when offered following the termination of the period of leave without pay will be sufficient reason for terminating any obligation of the district to offer further employment.

Legal References:

Cross References:

Adopted:	May 7, 1990
Revised:	February 5, 1996
Reviewed:	November, 2004
Reviewed:	April, 2017

**Objectives for Equal Educational Opportunities for Students**

This section of the Board Policy Manual is devoted to the Board's goals and objectives for assisting the students of the school district in obtaining an education. Each student shall have an opportunity to obtain an education in compliance with the policies in this series. It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The Board supports the delivery of the education program and services to students free of discrimination on the basis of race (including skin color, hair texture, and protective hairstyles), color, national origin, sex, disability, or marital status and provides equal access to the Boy Scouts and other designated youth groups. This concept of equal educational opportunity serves as a guide for the Board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned, operated, or chartered transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and educational processes of the school district.

This section of the board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual shall mean the legal parents. It shall also mean the legal guardian or custodian of a student and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity laws and policies, including but not limited to complaints of discrimination, shall be directed to the superintendent or his or her designee.

Inquiries may also be directed in writing to the Director of the Kansas Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City Mo, 64106, (816) 268-0550; the Nebraska Equal Opportunity Commission, State Office Building, 301 Centennial Mall South, 5<sup>th</sup> floor, P.O. Box 94394, Lincoln, NE 68509-4934, (402) 471-2024 or (800) 642-6112 or by email to [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov). This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Legal References: Sect. 504 of the Rehabilitation Act of 1973  
20 U.S.C § 1681 et seq. (1994)  
34 C.F.R. § 104 et seq.  
34 C.F.R. § 160 et seq.  
Neb. Statute 79-2,114 et seq. (Neb. Equal Opportunity in Education Act).

Cross Reference: 100 District Organization and Basic Commitments

Adopted: November 7, 2011  
Revised: July 12, 2021



**Resident Students**

Children who are residents of the school district community will attend the school district without paying tuition. Students whose residency in the district ceases during a school year may continue attending school for the remainder of the school year without payment of tuition.

The residence of a student means the place, abode, or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. However, a student may establish a dwelling with someone other than the parents and attend public school in the school district without paying tuition if the primary purpose for residing in the school district is not for the purpose of obtaining a free public education. Any student shall also be admitted to the district upon request without paying tuition if at least one of the student's parents resides in the school district.

Each case involving the determination of residence of a student will be decided upon its individual merits by the Superintendent. Payment of tuition will not be required in cases where the resident student would otherwise be denied free common school privileges. The burden of proof to supply the necessary documents to demonstrate legal residence shall rest with the person claiming legal residence in the district. Specific documents required shall be determined by the Superintendent.

Legal Reference:                      Neb. Statute 79-215

Cross Reference:                      503.01     Student Attendance  
   801.01     Student Transportation

Adopted:              February 7, 2011  
Reviewed:             April, 2017

**Non-Resident Student/Option Enrollment**

Non-resident students shall be admitted to the Bellevue Public Schools in accordance with Nebraska Statutes, Nebraska Department of Education Rules, and district policies and procedures. Students who are eligible to attend a Nebraska public school but who are not legal residents of the school district may be admitted into the school district in accordance with the option enrollment program authorized by state statutes. Option enrollment students shall be accepted without charge. Students whose residency in the district ceases during a school year may request to continue attending school for the remainder of that school year. The acceptance or rejection of the request shall be in compliance with state law and regulations and in accordance with the district policy. Nonresident students not going through option enrollment may also be admitted under a contract with the student's resident district at the discretion of the superintendent upon application. A contract with another district or agency to provide services may be initiated for identified students when it is in the best interest of the school district.

The board shall adopt a resolution setting forth its specific standards for acceptance and rejection of applications as an option school. Standards will conform to those set forth by state statute. These may include the capacity of a program, class, grade level, or school building or the availability of appropriate special education programs operated by the district. The standards shall not include previous academic achievement, athletic or other extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings except as allowed by law.

Legal References:     Neb. Statute 79-215  
                              NDE Rule 19

Cross References:

Adopted: February 4, 1974  
Revised: August 1, 1983  
Revised: August 3, 1987  
Reviewed: January 11, 1988  
Reviewed: November, 2004  
Revised: February 5, 2007  
Revised: March 6, 2017

**Non-Resident Student Tuition Fees**

Tuition rates shall be reviewed annually. Separate tuition rates shall be established for special education students and students whose tuition is paid by their parent or guardian.

The tuition rate for nonresident special education students shall be determined based on the services required by each student and shall be maintained by the office of the Director of Fiscal Affairs.

The rate of tuition to be paid by individuals shall reflect the increased district cost resulting from the student attending a Bellevue School. Separate rates shall be determined for kindergarten pupils, pupils in grades 1 to 6, pupils in grades 7 to 8, and pupils in grades 9 to 12.

Approved:	August 18, 1969
Revised:	February 4, 1974
Revised:	August 1, 1983
Reviewed:	January 11, 1988
Revised:	February 5, 1990
Revised:	February 6, 1995
Revised:	July 11, 2005

**Attendance Areas and Assignment of Students**

The Board of Education intends to maintain the neighborhood school concept that has long been established in public education. Exceptions to the required attendance area assignments may be made on a very limited basis. It is also the intent of the Board of Education that attendance area boundaries remain relatively stable from year to year, but it recognizes that population shifts in the district may necessitate attendance area boundary changes.

The Superintendent of Schools is authorized to establish attendance boundaries and assign certain students or groups of students to centers outside their attendance area when necessary to (1) balance building utilization, (2) provide the program required to meet the needs of students, (3) accommodate parents who have provided acceptable justification for change, or (4) balance student enrollment patterns.

In the event that the district requires students to attend a school outside the assigned attendance area, the district normally will provide transportation. In isolated situations, the Superintendent of Schools may authorize the transportation of students within their own attendance area.

Prior to the opening of school parents will be notified of attendance areas. Communication between parents and school staff should precede any shift of attendance boundaries or change in an assigned attendance area.

Appropriate administrative regulations will be developed by the Superintendent of Schools.

Legal References:

Cross References:

Adopted: May 13, 1968  
Revised: April 4, 1977  
Reviewed: January 11, 1988  
Reviewed: November, 2004  
Reviewed: April, 2017

**Attendance Areas and Student Assignments**

The Superintendent of Schools shall provide for the annual assessment of each attendance area. Upon completion of this assessment, the Superintendent will establish new or reaffirm the present attendance boundaries for the ensuing year. Changes in attendance boundaries may be made to improve (1) building utilization, (2) racial balance, (3) military/civilian balance, (4) grade level balance, or (5) the students' geographical proximity to school.

Changes in attendance areas for an individual student may be made to provide a program not available to this student in the home school. Other changes in attendance areas for individual students may be made if intended to alleviate severe family hardships provided the change does not distort one or more of the five criterion for balancing the student population within the established attendance boundaries. Attendance area assignments will not be made based solely on personal preference or convenience.

Parents who wish to have their child attend a school other than their home school must submit a written request to the Office of the Superintendent of Schools. All requests will be reviewed by the appropriate central office administrator and the appropriate principal(s). No more than one Request to Transfer may be submitted for each level, i.e. elementary, middle school or high school unless the family relocates or extenuating circumstances arise.

Students who are approved for an attendance area reassignment, based on parental request and who are or will be involved in extracurricular activities involving inter-school competition, will be governed by the rules of the Nebraska School Activities Association.

Students may receive mandatory assignment to an attendance area other than his/her home school in accordance with the policy, rules and regulations relative to student control and discipline.

Parents are responsible for the transportation of students reassigned due to parental request or mandatory reassignment due to student control and discipline problems.

Approved:	May 13, 1968
Revised:	April 4, 1977
Reviewed:	January 11, 1988
Revised:	February 5, 1990
Revised:	February 8, 1993
Revised:	March 1, 1993
Reviewed:	November, 2004
Revised:	June 5, 2017

**Attendance Areas and Student Assignments**

The Superintendent of Schools shall provide for the annual assessment of each attendance area. Upon completion of this assessment, the Superintendent will establish new or reaffirm the present attendance boundaries for the ensuing year. Changes in attendance boundaries may be made to improve (1) building utilization, (2) racial balance, (3) military/civilian balance, (4) social and economic balance, (5) grade level balance, and/or (6) the students' geographical proximity to school.

Changes in school of assignment for an individual student may be made to provide a program not available to the student in the home school. Other changes in school of assignment for individual students may be made to alleviate severe family hardships provided the change does not distort one or more of the six criteria for balancing the student population within the established attendance boundaries.

Parents who wish to have their child attend a school other than their home school must submit a written request to the Office of the Superintendent of Schools. All requests will be reviewed by the appropriate central office administrator and the appropriate principal(s). Transfers may be approved for a single academic year.

Students who are approved for school reassignment, based on parental request and who are or will be involved in extracurricular activities involving inter-school competition, will be governed by the rules of the Nebraska School Activities Association.

Students may receive mandatory assignment to a school other than his/her home school in accordance with the policy, rules and regulations relative to student control and discipline.

The district will provide transportation to students assigned by the district to attend a school outside their attendance area for the purpose of accessing programs not available within the attendance area school. Transportation will be provided to students attending school within their attendance area if the elementary age student lives more than two (2) miles from school, the middle school student lives more than two (2) miles from school, or the high school student lives more than four (4) miles from school. Transportation will be provided to seventh and eighth grade students living within the area in the drawing in this regulation between Childs Road, Highway 370, Fort Crook Road and 25<sup>th</sup> Street.



Parents are responsible for the transportation of students reassigned due to parental request or mandatory reassignment due to student control and discipline problems.

Approved:	May 13, 1968
Revised:	April 4, 1977
Reviewed:	January 11, 1988
Revised:	February 5, 1990
Revised:	February 8, 1993
Revised:	March 1, 1993
Reviewed:	November 2004
Revised:	January 2007
Revised:	August 1, 2007
Reviewed:	February, 2009

**Student Enrollment and Transfer**

The Board of Education recognizes that we live in a mobile society and that families are required to move at all times – including during the school year. It is the philosophy of the Board that students should progress from grade to grade and meet the District graduation requirements. However, the Board does not believe that a student’s progress or graduation should be delayed because a “state specific” requirement is not met.

The Board of Education directs the Superintendent to develop procedures which will ensure that school personnel work with all students and parents in their transition from one school to another. To meet this commitment, it may be necessary to provide reciprocity within the curriculum or graduation requirements from one district to another.

Legal References:

Cross References:

Adopted:	April 1, 2002
Reviewed:	Annually
Reviewed:	November, 2004
Reviewed:	September, 2017



**Student Enrollment and Transfer**

The administrative staff of the Bellevue Public Schools encourages students to pursue in-depth programs and participate in school-sponsored activities in order to be a well-rounded student and prepare for movement from grade to grade and graduation. Students that transfer to a new school after the school year has begun should not be at a disadvantage over their classmates.

Bellevue Public Schools' staff will work with all students to:

- minimize credit loss due to a student transferring from one school to another
- include "State" history as a humanities elective
- recognize credits from other schools
- allow independent studies to complete a credit
- provide students the opportunity to complete credits after they have left the school district
- provide classwork to allow students to finish a class at their new school and earn credit from Bellevue
- upon completion of graduation requirements, allow students to return and graduate with their class in Bellevue
- match new students with someone they knew from other schools, or assign a "student mentor" to help transition to the new building
- enroll and allow students to start school immediately, even if they do not have school records
- provide copy of records to students moving to another district
- provide parents with tips on how to assist children transitioning from one school to another
- fax records and accept faxed requests for records that include student's or parent/guardian signature
- accept military identification cards as birth certificates

Adopted: April 1, 2002

Reviewed: November, 2004

**Foreign Student Exchange Program**

The School District of Bellevue pledges its support in the form of official waivers of tuition to nonresident foreign exchange students as per the following conditions:

1. The School District of Bellevue will accept a maximum of three students from other countries who come to Bellevue via exchange programs officially recognized by the Board of Education, in each of its Senior High Schools. The Superintendent must approve any exceptions to the limit of three foreign exchange students per high school.
2. Exchange programs recognized by the Board of Education are those approved by the Council on Standards for International Educational Travel.

Legal References:

Cross References:

Adopted:	April 7, 1975
Revised:	January 11, 1988
Reviewed:	November, 2004
Revised:	June 6, 2016
Reviewed:	May, 2017

**Foreign Student Exchange Program**

1. No student will be enrolled until all standards for admission have been cleared through the Office of the Superintendent. Information such as the student's name, nationality, age, sponsor's name and address, occupation of sponsor – PL 874 funding, etc., shall be supplied at that time.
2. Assignment of the student to the appropriate high school will be made through the Office of the Superintendent.
3. Admission of exchange students new to the United States will be made ONLY at the beginning of the school year. No placements will be made during the course of the school term.
4. Exchange students must agree to abide by the Policies and Regulations of the school district of Bellevue and the high school they are attending.
5. On September 1, of the year of admission to the Bellevue Public Schools, the exchange student must be at least sixteen (16) years old but not older than nineteen (19) years.
6. Exchange students are encouraged to assist in some manner the curriculum of the high school they are attending (i.e. assist with Language classes; History classes; etc.)
7. The Standards for International Educational Travel Programs as developed by the Council on Standards for International Educational Travel (copy attached) are standards by which the competency of sponsoring organizations, and the continued acceptance of that organization's students, will be judged.

Approved:	April 7, 1975
Revised:	April 27, 1979
Revised:	August 1, 1983
Revised:	January 11, 1988
Reviewed:	November, 2004
Revised:	May, 2017

**CSIET Standards for International Educational Travel Programs**

1. **ORGANIZATIONAL PROFILE AND EDUCATIONAL PERSPECTIVE:** International educational travel programs shall clearly be designed to serve educational purposes. Their structure and administration must ensure pursuit of appropriate learning objectives.
2. **PROMOTION:** International educational travel programs shall accurately and fairly represent their activities and sponsorship in advertising and other promotional materials.
3. **PARTICIPANT SELECTION:** International educational travel programs shall elect participants on the basis of clear criteria, ensure careful screening, provide sufficient lead time, ensure a likelihood of a successful experience for both the participant and all others involved, and provide safeguards against abuses in recruitment of students in areas such as school athletic participation or household domestic service.
4. **PARTICIPANT PLACEMENT:** International educational travel programs shall ensure adequate care and supervision for participants. Programs that provide participants a living experience with a host family shall maintain: (a) well-developed criteria for host family selection; and (b) a thorough screening process through which host families and participants are matched with each other. The sponsor shall provide safeguards against abuses in the placement of a participant in a home and/or school in areas such as school athletics or household domestic service. All programs must evidence thorough and accurate communication with school authorities, community leaders, and persons involved with special facilities and/or activities in which the participants will be associated during the exchange. If a participant shall attend school in the United States, the program sponsor shall secure written acceptance from the school principal or other designated responsible school administrator prior to confirming assignment of the participant to a host family. Copies of such documents authorizing enrollment shall be maintained by the sponsor and must be obtained before the participant leaves his/her home country.
5. **INSURANCE:** International educational travel programs shall guarantee that every participant is covered by health and accident insurance, and that provisions are made for the return of the participant to his/her home in the event of serious illness, accident, or death during the time period beginning with the participant's departure from home and extending until his/her return home. This guarantee may be met by insurance purchased by the sponsor program, purchased by the participant, provided by the participant's family, or in other ways. In the case of programs utilizing host families, the sponsor shall inform host families, as well as participants, of the participant's insurance arrangements and of procedures for filing claims.
6. **OPERATIONS:** International educational travel programs shall provide each participant with:
  - Suitable orientation, both prior to departure from the home country and after arrival in the host country, to acquaint the participant with the country, people, host family, school and, if appropriate, the academic program in which he or she will participate;
  - Access to personal counseling services during the term of participation, if needed;

- Support services to assist participants with supplementary travel, medical care needs, special educational needs, language problems, passport/visa questions, financial problems, etc.;
- Monthly personal contact from a sponsor representative during the term of the program as a supervisory check on the participant's status, progress, and needs;
- Information as to the sponsor's organizational policies and system of communication;
- Opportunity for participation in a post-exchange evaluation of the experience;
- A description of the criteria and incentives utilized by the sponsor in selecting group leaders.

International educational travel programs shall provide host families and schools with:

- Suitable orientation, prior to the participant's arrival, to establish an acquaintance with the participant's country, personal and academic background, and his/her individual needs and attributes;
  - Information as to the sponsor's organizational policies and system of communication;
  - Support services including periodic contact from sponsor personnel to help resolve problems arising during the participant's stay;
  - Opportunity for participation in post-exchange evaluation of the experience.
7. **FINANCIAL:** International educational travel programs shall be capable of discharging their financial responsibilities to all participants. They shall have sufficient financial backing, through bond, insurance, escrow accounts, etc., to protect all monies paid by any participant and to insure that no participant will be left stranded by virtue of bankruptcy or mismanagement. They shall provide public access, to the extent required by their legal tax status, to annual financial and audit reports. All sponsors, whether nonprofit or for profit, shall provide detailed written information regarding financial arrangements and requirements for participants, host families, and host schools. Program sponsors shall also provide the Council with: (a) either audited financial statements or a statement from an independent certified public accountant attesting to the financial strength of the organization; and (b) an explanation of any affiliate or other organizational relationships the sponsor may have, either in the United States or overseas.
  8. **ADHERENCE TO GOVERNMENT REGULATIONS:** International educational travel programs shall provide evidence that they comply with the appropriate governmental regulations in both the sending and receiving countries involved in any exchange or other activity under their auspices.
  9. **AGREEMENT TO ANNUAL REVIEW BY COUNCIL:** International educational travel programs shall agree to provide annual and/or interim reports as requested by the Council. In addition, they shall provide information to the Council's offices relative to the locations at which participants may be placed, and shall accept on-site visits by the Council's staff or other representatives with participants, host families, and/or host schools as deemed necessary.

**Alternative School, Class or Program**

The Bellevue Public School District will provide an alternative school, class or educational program for expelled students. The Board of Education directs the Superintendent of Schools to develop regulations and procedures defining the alternative school, class or educational program to be offered and the age or the type of students to be served by each school class or program.

Legal References:

Cross References:

Adopted: September 8, 1997  
Reviewed: December, 2004

**Alternative School, Class or Program**

The Superintendent of Schools recognizes the need for an appropriate alternative school, class or program for expelled students. Proper placement of expelled students into available services is necessary to protect all members of the educational community in the exercise of their responsibilities.

A secondary student who has not exhibited dangerous behavior but has violated rules or laws that constitute grounds for expulsion will be provided instruction in the evening high school, Project Recovery, or the General Equivalency Diploma preparation program.

Project Recovery provides an opportunity for nondangerous students to complete core curriculum classes at Bellevue West High School for up to four nights per week.

Non-dangerous students 16 years of age and older may attend the General Equivalency Diploma preparation program at the Adult Education Center. Students must be 18 years of age to earn a diploma or when the class in which the student was enrolled has been graduated at least one year.

Non-dangerous elementary students expelled from school will be provided homebound instruction.

Six areas of student conduct contained in state statutes that are grounds for expulsion are used to define a dangerous student.

- (a) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or to any student except for accident, self defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person;
- (b) the knowing and intentional possession, use or transmission of a dangerous weapon;
- (c) the knowing and intentional possession, use or transmission of a firearm;
- (d) engaging in the unlawful selling or dispensing of a controlled substance;
- (e) sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted any person; or
- (f) engaging in any other activity forbidden by laws of the State of Nebraska which activity constitutes a danger to other students.

Dangerous elementary students expelled from school will be provided homebound instruction. Homebound instruction includes sending assignments home, having a teacher periodically visit a safe site to tutor, administer tests and exchange homework assignments for completed homework.

Dangerous secondary students expelled from school will be provided instruction using accredited correspondence courses.

Approved: September 8, 1997

Reviewed: December, 2004

**Option Enrollment**

The Bellevue Public School District shall participate in the Option Enrollment Program to establish residency for tuition-free attendance of students residing in another school district. The Superintendent will develop administrative procedures to be followed for all Option Enrollment applications received by the District. Administrative procedures shall adhere to all requirements.

Legal References:

Cross References:

Adopted: March 1, 2010  
Revised: July 10, 2017



### **Compulsory Attendance**

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

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

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

### **Withdrawal To Age 6**

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

### **Minimum Age**

The district will not admit any child into kindergarten unless

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

### **Early withdrawal at Age Sixteen**

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

Legal Reference:                      Neb. Statute 79-201 et seq.

Cross Reference:                      502 Student Admissions

Adopted:	October 5, 1970
Revised:	August 1, 1983
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Revised:	February 7, 2011
Revised:	November 7, 2011
Revised:	August 6, 2012
Revised:	July 10, 2017

**Attendance Policy**

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. This attendance policy was developed in collaboration with the Sarpy County Attorney's Office and district attendance officer. This policy will outline how the school district will handle cases in which excessive absences are due to illness.

The Superintendent shall designate an attendance officer. The attendance officer will investigate the report of any child who may be in violation of the state's compulsory attendance statutes.

The attendance policy will refer to Satisfactory Attendance as missing 5% or less of the school year; At Risk Attendance: missing between 6-9% of school; Chronic Absence: missing 10% or more of school; Severe Chronic Absence: missing 15% of the school year and Habitually Chronic Absence: Missing 15% year after year. Truancy: refers to being absent without permission.

If any student becomes At Risk Attendance status, the school shall render all services to address barriers to attendance; services will continue if students become Chronic Absence as well as Severe Chronic Absence. These services shall include but are not be limited to the following:

1. Verbal or written communication by school officials and/or the attendance team with the person or persons who have legal or actual charge or control of any child.
2. A meeting or meetings between at a minimum, the school attendance officer, school social worker, a school administrator or his or her attendance team, the person who has legal or actual charge or control of the child, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not limited to:
  - a) Illness related to physical, mental, or behavioral health of the child.
  - b) Educational counseling to explore curriculum changes such as alternative educational programs to solve the absenteeism problem.
  - c) Educational evaluation to assist in determining the specific condition(s) contributing to the absenteeism problem, supplemented by specific efforts by the school attendance team to help remedy any condition diagnosed.
  - d) Investigation of the problem by the attendance team to identify conditions contributing to the excessive absenteeism problem. If services for the student and student's family are determined to be needed, the attendance team shall meet with the parent/guardian and child to discuss any referral to appropriate agencies to remedy the conditions.

- e) Family or individual counseling.
- f) Assisting the family in working with other community services.

The attendance officer may report to the county attorney when a student becomes Severely Chronically Absent, more than 20 days, with documented efforts of the collaborative plan that had been created to reduce the barriers identified to improve regular attendance. The school will notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. The county attorney may be involved at any stage in this process to address excessive absenteeism.

Legal Reference:                      Neb. Statute 79-208, 209 and Amendment LB 464 to 79-209  
NDE Rule 10.012.01B

Cross Reference:                      507.01    Student Records

Adopted:              February 7, 2011  
Revised:              August 6, 2012  
Revised:              June 9, 2014  
Reviewed:            May, 2017  
Reviewed:            June 1, 2020  
Revised:              October, 2020

**Attendance Policy**

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by their school principal or designee.

The attendance policy will refer to Satisfactory Attendance as missing 5% or less of the school year; At Risk Attendance: missing between 6-9% of school; Chronic Absence: missing 10% or more of school; Severe Chronic Absence: missing 15% of the school year and Habitually Chronic Absence: Missing 15% year after year. Truancy: refers to unexcused absences.

The Superintendent shall designate the building principal as the attendance officer at all schools, who will assemble an attendance team that will facilitate implementation of the attendance plan and will be responsible for oversight of the attendance strategies.

The attendance officer and the attendance team will investigate the report of any child who may be in violation of the state's compulsory attendance statutes.

The principal and the attendance team are required to follow District procedures and implement interventions when a student has reached: At Risk Attendance: missing between 6-9% of school; Chronic Absence: missing 10% or more of school; Severe Chronic Absence: missing 15% of the school year and Habitually Chronic Absence: Missing 15% year after year. If the student is Severely Chronically Absent, more than 20 days, the school may report to the Sarpy County Attorney. The school shall notify the child's family, or the person or persons who have legal or actual charge or control of any child, in writing prior to referring the child to the county attorney. The school will provide the county attorney with documented efforts and a collaborative plan that was created to reduce barriers identified to improve regular attendance. Illness that makes attendance impossible or impracticable shall not be a basis for referral to the county attorney. Nothing in this section shall preclude the county attorney from being involved at any stage in the process to address excessive absenteeism.

It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of excessive absenteeism. Students receiving special education services will be assigned in accordance with the goals and objectives of the student's Individualized Education Program.

Adopted:	August 6, 2012
Revised:	June 9, 2014
Reviewed:	May, 2017
Reviewed:	June 1, 2020

**Student Rights and Responsibilities**

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.

Legal References:

Cross References:

Adopted:	November 3, 1969
Revised:	August 2, 1976
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	April, 2017
Reviewed:	June 1, 2020

**Student Rights and Responsibilities**

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.

Approved:	November 3, 1969
Revised:	August 2, 1976
Revised:	June 9, 1986
Reviewed:	January 11, 1988
Revised:	February 8, 1993
Revised:	August 1, 1994
Reviewed:	November, 2004
Reviewed:	April, 2017
Reviewed:	June 1, 2020



**Bullying Prevention**

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

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

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

This policy shall be reviewed annually.

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

Legal References: Neb. Statute 79-254 et seq. (Student Discipline Act)

Cross References: 504.01  
504.03  
504.06  
504.181

Adopted: March 3, 2008  
Reviewed: April, 2017  
Reviewed: June 1, 2020

**Student Control and Discipline**

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

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

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

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

A staff member may use reasonable physical force, as distinguished from punitive action, against a student or physically restrain a student when it is necessary for self-defense, the protection of the student or other persons. Refer to Board Policy 504 on seclusion and restraint.

Legal References:                      Neb. Statute 79-254 et seq. (Student Discipline Act)

Cross References:

Adopted:	August 7, 1967
Revised:	August 2, 1976
Reviewed:	January 11, 1988
Revised:	September 12, 1988
Revised:	August 1, 1994
Revised:	June 7, 1999
Reviewed:	December, 2004
Revised:	February 7, 2011
Reviewed:	April, 2017
Reviewed:	June 1, 2020

**Student Control and Discipline****Introduction**

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, 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. Bullying another student or adult- The term is defined as any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle used by the school district, at school sponsored activities or at a designated school bus stop.
- C. False communication, verbal or written, of the presence of a bomb or other explosive device.
- D. The willful causing or attempting to cause damage to property.
- E. Stealing or attempting to steal property.

- F. 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.
- G. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from such person.
- H. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon. A weapon includes shotguns.
- I. Knowingly possessing, handling or transmitting ammunition for firearms. Ammunition includes shotgun shells.
- J. Knowingly possessing, handling or transmitting lasers.
- K. 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.
- L. Truancy or failure to attend assigned classes or activities.
- M. Tardy to school, assigned class or scheduled activity.
- N. Using language which, by school standards, is considered vulgar or obscene.
- O. Repeated violation of any valid rules of conduct established by the Board of Education, Superintendent, or building administrators of the Bellevue Public Schools.
- P. Loitering on school property before or after assigned classes without the permission of a staff member.
- Q. Causing a false fire alarm.
- R. "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).
- S. Unlawful assembly (assembly of students which disrupts the educational process).
- T. Engaging in any other activity forbidden by the laws of the United States or the State of Nebraska.
- U. Public indecency (as defined in state statute).
- V. Reckless driving.
- W. 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.
- X. 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 whenever the search is reasonably necessary to maintain order, discipline, health or safety. All such searches shall be based upon reasonable individualized suspicion 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.

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.

Approved:	August 7, 1967
Revised:	August 2, 1976
Revised:	August 1, 1983
Revised:	October 3, 1983
Reviewed:	January 11, 1988
Revised:	September 12, 1988
Revised:	August 1, 1994
Revised:	June 10, 1996
Revised:	February 8, 1999
Reviewed:	December, 2004
Revised:	February 11, 2008
Reviewed:	April, 2017

**Student Control and Discipline****Introduction**

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, 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.

(1) Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes and/or situations that occur outside of school but cause a substantial disruption or impact of learning within school.

(2) Willfully causing or attempting to cause substantial damage to property, or repeated damage involving property.

(3) Stealing or attempting to steal property of substantial value, or theft involving property.

(4) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person that may constitute a violation.

(5) Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from such person.

(6) Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon: Weapons include: Firearms means any weapon which is designed to or may readily be converted to expel any projectile by the action of an explosive or frame or receiver of any such weapon: handguns, rifles, and shotguns.

a. Look-Alike weapons (There have been a number of recent cases where students have faced serious disciplinary action for possessing AirSoft and other look-alike weapons on campus). In many cases, these simulated weapons may meet the definition of a dangerous weapon because they expel a projectile. Students may also face discipline under the provisions of 79-283. [Ref. § 79-256(2)]/ [Ref. § 79-256(3)] if they act with malice and display an item that appears to be a firearm, even if the item is not in fact dangerous.

b. Knives: Any dagger, dirk, knife, or stiletto with a blade.

c. Any other dangerous instrument which is capable of inflicting cutting, stabbing.

d. Knuckles and brass or iron knuckles means any instrument that consists of finger rings or guards made of a hard substance and that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

e. Other weapon includes incidents in which one or more students possessed or brought anything used as a weapon that is not classified as a handgun, rifle/shotgun, knife/dagger, or other firearm to schools. Examples include chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, nun-cha-ka sticks; stars; billy clubs; tear gas guns; electrical weapons (stun guns); BB or pellet guns.

f. Destructive devices means: (i) Any explosive, incendiary, chemical or biological poison, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than one-quarter ounce, (E) mine, (F) booby trap, (G) Molotov cocktail, (H) bottle bomb, (I) vessel or container intentionally caused to rupture or mechanically explode by expanding pressure from any gas, acid, dry ice, or other chemical mixture, or (J) any similar device, the primary or common purpose of which is to explode and to be used as a weapon against any person or property (Nebraska Revised Statute 28-1213) [Ref. § 79-267(5)].



g. Not with standing the foregoing, plastic utensils typically used for food preparation and consumption and not being used in a threatening or intimidating manner shall not be considered weapons.

**AR 504.03**  
**Page 3 of 5**

(7) Engaging in the unlawful selling, use, possession or dispensing of tobacco, alcoholic beverages or liquor, narcotics, drugs or other controlled substances or an imitation controlled substance as defined in state statute, a substance represented to be a controlled substance as defined in state statute or being under the influence of a controlled substance or alcoholic liquor.

(8) Public indecency (shall apply only to students at least twelve years of age but less than nineteen years of age; [Ref§28-806].

(9) Engaging in Bullying, which disrupts a school's ability to educate students; and bullying threatens public safety by creating an atmosphere in which such behavior can escalate into violence. For purposes of this section, bullying means any ongoing pattern of physical, verbal, or electronic abuse.

(10) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event.

(11) Repeated violation of any valid rules of conduct established by the Board of Education, Superintendent, or building administrators of the Bellevue Public Schools.

(12) Engaging in any other activity forbidden by the laws of the United States or the State of Nebraska.

(Examples: (this is not an exhaustive list) Loitering on school property before or after assigned classes without the permission of a staff member; Causing a false fire alarm; Trespassing (being present in an unauthorized place in the school, unauthorized presence on school property, or refusing to leave the school premises when ordered to do so by school officials), reckless driving; unlawful assembly.

(13) Violation of the student attire and grooming policy and/or the accompanying administrative regulation.

(It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a student who is truant, tardy, or otherwise absent from required school activities.) [Ref. § 79-267(10)]

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.

**AR 504.03**

**Page 4 of 5**

- 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 whenever the search is reasonably necessary to maintain order, discipline, health or safety. All such searches shall be based upon reasonable individualized suspicion 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.
- 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.

**AR 504.03**

**Page 5 of 5**

Approved: August 7, 1967

Revised: August 2, 1976

Revised: August 1, 1983

Revised: October 3, 1983

Reviewed: January 11, 1988

Revised: September 12, 1988

Revised: August 1, 1994

Revised: June 10, 1996

Revised: February 8, 1999

Reviewed: December, 2004

Revised: February 11, 2008

Reviewed: April, 2017

Revised: April 2, 2018

Reviewed: June 1, 2020

**Student Attire and Grooming**

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

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

Legal References:

Cross References:

Adopted:	November 3, 1969
Reviewed:	August 2, 1976
Reviewed:	January 11, 1988
Revised:	February 5, 1996
Reviewed:	November, 2004
Reviewed:	April, 2017
Reviewed:	June 1, 2020
Revised:	June 1, 2021

### **Student Attire and Grooming**

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

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

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

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

7. Coaches, sponsors, or teachers may have additional requirements for students in special classes, students in performing groups, or students representing the school as part of an extracurricular activity program.

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

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

Approved: November 3, 1969  
Revised: August 2, 1976  
Reviewed: January 11, 1988  
Revised: February 5, 1996  
Revised: February 8, 1999  
Reviewed: November, 2004  
Reviewed: April, 2017  
Revised: April 2, 2018  
Revised: June 1, 2020  
Revised: June 1, 2021

**Sexual Harassment of Students**

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

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

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

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

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

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

Legal References: 4000-01-P Department of Education Office of Civil Rights

Cross References:

Adopted:	January 10, 1994
Reviewed:	November, 2004
Reviewed:	April, 2017
Reviewed:	June 1, 2020
Revised:	September, 2020



**Sexual Harassment of Students**

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

If an employee becomes aware of or observes conduct which may be considered gender and/or sexual harassment or if a student becomes aware of or observes such conduct toward another student or toward himself or herself, the student or employee should immediately report the matter to the Title IX Coordinator or if the Title IX Coordinator is unavailable to the principal of the building to which the student is assigned or if the principal is the alleged harasser, to the Office of the Superintendent of Schools. Should the information be given to anyone other than the Title IX Coordinator, those persons shall report it immediately to the Title IX Coordinator who shall initiate an investigation into the alleged conduct. The investigation will be conducted timely and in subsequent to any law enforcement investigation should law enforcement also be involved.

Approved:	January 10, 1994
Reviewed:	November, 2004
Reviewed:	April, 2017
Reviewed:	June 1, 2020
Revised:	September, 2020

### **Student Fees**

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

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

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

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

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

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

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

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

- Any 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 policies.

Adopted:	July 1, 2002
Revised:	July 7, 2003
Revised:	August 4, 2003
Revised:	July 7, 2004
Revised:	July 11, 2005
Revised:	July 2, 2007
Revised:	July 7, 2008
Revised:	May 3, 2010
Revised:	July, 2011
Revised:	August 6, 2012
Reviewed:	June 1, 2020

### **Student Fees**

The Bellevue Public Schools proposed budget and staffing plan shall be developed within the parameter established by the Board of Education. The budget shall be developed to fully fund quality curricular and extracurricular activities for students where possible. Fees for participation in school activities must be approved by the Superintendent of Schools.

Should an extracurricular activity require expenditures in addition to the funding available through the budget the plans for the funding shall be submitted to the building principal/designee prior to finalization of the activity and any fundraising plans. The fundraising plan shall be designed to provide opportunities for all students to participate in the fundraising activity and the activity supported by the fundraising.

The student handbook shall contain a listing of activities for which the District may charge a fee. The assessment of a fee is limited to those activities identified in Board Policy. Generally, the activities shall be limited to attendance at and participation in extracurricular activities, transportation fees, lost or damaged property, before and after school services, breakfast, lunch, and snack programs, and post secondary education cost.

The student handbook will also contain the procedure that students and parent/guardian(s) must follow to request a waiver of fees. All waiver applications must be submitted in writing to the appropriate building administrator prior to the event for which the waiver is needed. Waivers may be granted for one school year and the student must complete a waiver request each year. All requests for waivers, information contained in the request for waiver, and the waiver approval is very confidential and all information shall be on a strict need to know basis.

The Superintendent of Schools recognizes that specialized equipment, specialized attire, alternative project materials, tennis and athletic shoes are the responsibility of the students.

The student handbook will include information concerning the following:

- Any non-specialized clothing needed for specific 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 course.

Some examples of Specialized and/or Non-Specialized equipment or attire required for participation in courses or extracurricular activities are listed below:

Physical Education:

Soft sole shoes

Swimsuit if enrolled in aquatics

**AR 504.19**  
**Page 2 of 2**

Shorts T-Shirt

Band:

Band Instrument  
White Shorts  
Band T-shirt  
Marching shoes  
Instrument reeds.

DECA and FBLA Conferences:  
Business Attire

Basketball, Cross Country, Football, Soccer, Track, Volleyball, and Wrestling require appropriate footwear.

Softball requires appropriate footwear and a softball glove.

Baseball requires appropriate footwear, baseball glove, and hat.

Golf requires appropriate footwear, golf clubs, and bag.

Tennis requires appropriate footwear and a tennis rack.

Swimming requires a swimming suit.

Cheerleading requires socks, cheerleading briefs, breakaway skirts, footwear, and shirts/warm-ups.

Graduation Ceremony requires graduation robe, cap and tassel.

Assistance may also be available for equipment or attire that the students are required to provide.

Annually, information in Board Policy, Administrative Regulation, procedures, and guidelines in student handbooks regarding student fees shall be reviewed. Recommendations for change will be submitted to the Superintendent of Schools by July 1<sup>st</sup> of each school year.

The Director of Fiscal Affairs shall establish and implement appropriate accounting practices to record and report the information required by the Student Fee Legislation.

Adopted:	July 1, 2002
Reviewed:	July 7, 2004
Reviewed:	July 11, 2005
Revised:	August 6, 2012
Revised:	July 6, 2015
Reviewed:	June 1, 2020

**Dating Violence Prevention**

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.

This policy shall be published in the student handbook.

Legal References: Neb. Statute 79-2,141

Cross References:

Adopted: June 7, 2010

Reviewed: April, 2017

Reviewed: June 1, 2020

**Staff Use of Seclusion and Restraint**

The use of physical restraint and/or seclusion of students by school personnel should be used only as a last resort to maintain safety in emergency situations when there is substantial risk of imminent bodily injury to the student and/or others.

Any staff member may physically restrain and/or seclude a student without advance notice to the building administrator when it is necessary for the protection of others or for self-defense. The Superintendent shall develop procedures for staff to follow in the implementation of this policy.

Legal References:

Cross References:

Adopted: February 7, 2011

**Student Organizations-School Sponsored**

In accordance with the adopted philosophy of education of the Bellevue Public Schools, the Board of Education affirms that recognized and school sponsored student organizations should further develop an environment conducive to the ethical, physical, and intellectual development of the student. The Board of Education, therefore, believes that recognized and sponsored student activities, organized for the purpose of furthering leadership and participatory opportunities for the student, may supplement the regular school curricula.

The Board of Education, therefore, recognizes those school organizations, authorized by the Board of Education and the Superintendent of Schools, which further fulfill the philosophy of the school district. The Board of Education does not authorize or recognize student organizations of a sectarian, partisan, or denominational nature or organizations which are adversarial or subversive in nature.

An adversarial student organization is an organization that conducts or repeatedly attempts to conduct activities that are contrary to law, district policy or school rules; which materially or substantially interfere or there exists a likelihood of materially or substantially interfering with the orderly conduct of educational activities within the school; or which would adversely affect the health, safety or welfare of any students or staff members. A subversive student organization is an organization that advocates the overthrow or destruction of the legally constituted government.

The Board also suggests that the Superintendent establish regular lines of communication among the respective groups with lines of responsibility, roles, authority, and responsibilities clearly set forth so that the schools may benefit from each group. This part of the policy shall be interpreted to mean that the Board recognizes only those school organizations authorized by the Board and/or the Superintendent as deserving of the provisions of this policy.

Rather, the Board considers as unlawful and a violation of this policy, the membership of students in such authorized groups according to Statute 79-4,125 of the State of Nebraska which states that pupils in a public school may not participate or be members of any secret fraternity or secret organization whatsoever that is in any degree a school organization.

Legal References:

Cross References:

Adopted:	November 3, 1969
Reviewed:	January 11, 1988
Revised:	January 10, 1994
Reviewed:	December, 2004
Reviewed:	May, 2017



**Student Organizations-Non Sponsored**

Bellevue secondary schools shall provide equal access and a fair opportunity to non-sponsored student organizations to organize and meet on school premises during non-instructional time. Bellevue secondary schools will not discriminate against non-sponsored student organizations on the basis of the religious, political, philosophical or other content of speech at such meetings.

Secondary school students are permitted to organize and conduct meetings of non-sponsored student organizations subject to the provisions of this policy. Such organizations must be voluntary, student initiated and directed, and non-supervisory school personnel, parents and any other persons who are not students enrolled in the school are prohibited from directing, controlling, conducting or regularly attending the meetings of such organizations. School personnel may regularly attend meetings of non-sponsored student organizations in a supervisory capacity to ensure compliance with this policy and the regulations developed pursuant to this policy. Non-sponsored student organizations shall not be deemed to be school sponsored or recognized. The fact that such organizations are permitted to conduct meetings under this policy shall not constitute an expression of school district support for the purposes, goals, objectives, activities, beliefs or opinions of such organizations or the content of any meetings thereof.

Membership in non-sponsored student organizations shall be limited to students currently enrolled in the specific secondary school where the organization meets.

Non-sponsored school organizations shall not engage in any activity which is contrary to law, district policy, or school rules; which materially or substantially interferes or there exists a likelihood of materially and substantially interfering with the orderly conduct of educational activities within the school; or which would adversely affect the health, safety, or welfare of any students or staff members.

The Superintendent of Schools will cause to be developed regulations and procedures for establishing, operating, supervising, and terminating the opportunity of non-sponsored student organizations to meet on school premises.

Legal References:

Cross References:

Adopted:	January 11, 1994
Reviewed:	December, 2004
Reviewed:	May, 2017

**School Publications**

The Board of Education is the publisher of all school publications. The Board of Education delegates to the Superintendent of Schools and building principals the responsibility to regulate the content of school publications.

The Board of Education, in recognition of the students' freedom of expression, wishes to allow for a maximum of free expression in student publications within the limits of student responsibility, good taste, and courtesy. The Board's recognition of the students' freedom of expression shall be interpreted to mean a differentiation between freedom and license.

The Board further interprets "freedom of expression" as including consideration by the sponsors of student publications of the maturity levels of the students, the care in the development of journalistic and other skills of expression among students, and the development of a sense of student responsibility for what is said to the individuals and groups addressed.

Since the Board recognizes and provides for the students' freedom of expression, and since the publications of the school are under the jurisdiction of the Board of Education, the Board shall consider unauthorized publications, if published, written, or distributed by students with school equipment or on school property, or which refer to the Bellevue Public Schools, either in title or authorization, to be a violation of this policy.

Legal References:

Cross References:

Adopted:	November 3, 1969
Reviewed:	January 11, 1988
Revised:	August 2, 1999
Reviewed:	December, 2004

**School Publications**

Student publications are important elements of the instructional program and contribute directly to the accomplishment of the goals of the school. The Board of Education and the professional staff recognize the students' freedom of expression within the framework of the policy of the Board of Education, and hereby establish the guidelines for student publications.

1. The school administration, the faculty sponsor, and, if necessary, a faculty committee will establish and maintain a manual for the guidance of editors of student publications which will contain at least the following features:
  - a. Policies, regulations, and bylaws for student publications within the instructional program.
  - b. Style guides.
  - c. Guides to question of taste and appropriateness.
  - d. Guide to cost limits.
  - e. Routes of appeal.
  - f. Statements of board policy and purposes of student publications.
  - g. Safeguards to freedom of expression.
  - h. Provision for review by the school attorney when review is needed to guard against charges of libel and slander.
  - i. Consideration of issues concerning school safety.
  - j. Provision for review at the district level of those publications which provide district-wide information or create a historical record of the school, district or community.
2. Principals have the right and responsibility to represent the publisher and regulate the content of school publications.

Approved:	November 3, 1969
Reviewed:	January 11, 1988
Revised:	August 2, 1999
Reviewed:	December, 2004

**Fund Raising by Students and Parents**

The Board of Education recognizes that fund raising activities are sometimes necessary to support the planned programs for students. Fund raising activities can provide important positive and philanthropic educational experiences for students.

The Board of Education also recognizes that fund raising can compete for the time students and their families spend on school and family-related activities. The time committed to the fund raising activity should be justified prior to conducting the activity and students should not disrupt classrooms while conducting the activity. Door-to-door sales by students are prohibited.

The justifiable need for funds and for a fund raising activity should be identified prior to conducting the activity. Fund raising for the purpose of providing financial support for the operation of an outside agency, other than agencies with the sole purpose of supporting Bellevue Public Schools, is prohibited. This would not prohibit a student organization from having a fund raising activity and donating all or a portion of the funds to a philanthropic organization or activity. The specific fund raising activity shall meet the guidelines for conducting fund raising activities that shall be developed and included in an Administrative Regulation.

Legal Reference:

Cross Reference:                   403.07 Soliciting Funds from School Personnel  
  506.081 Soliciting Funds from Students

Adopted:     February 8, 1999  
Revised:     November 1, 2004  
Revised:     September 14, 2015

### **Fund Raising by Students and Parents**

Specific fund raising projects conducted by students and parents in the Bellevue Public School District must be justified to and approved by the Principal of the school where the program benefiting from the activity is conducted. Fund raising activities will be reviewed to ensure the project falls within the guidelines of the Bellevue Public School District.

#### **Elementary Guidelines**

Any fund raising should be done for a clearly stated purpose. The purpose should contribute to educational goals or advocacy for children.

Fund raising activities that are family oriented and do not involve the sale of items by students should be encouraged. Book fairs, carnivals, family dinners, fun nights and skating parties are examples of family oriented fund raising activities. The school district will ensure that students with financial need will be accommodated to allow participation in school-sponsored fund raising events.

#### **Secondary Guidelines**

Only school-recognized and sponsored groups or organizations will be approved for fund raising.

A fund raising activity must have a clearly stated purpose that includes the benefit to the organization and/or the overall student body.

Student oriented activities such as talent shows, dances, etc. that involve a large part of the student body are examples of positive fund raising activities.

All fund raising proposals must be submitted in writing to the school administration.

Groups and organizations may not duplicate fund raising activities.

Individual students will not be excluded from trips or activities financed by fund raising simply because the student did not sell enough product.

Approved:	March 25, 1999
Reviewed:	November, 2004
Revised:	September 14, 2015

**Soliciting Funds from Students**

All schools shall earnestly seek to educate students in the services performed by the humanitarian agencies, and shall encourage students to participate in their financial support as a social and community project; However, direct solicitation of funds from students by non-school agencies is not permitted.

Legal Reference:

Cross Reference:           403.07 Soliciting Funds from School Personnel  
                                     506.08 Fund Raising by Students and Parents

Adopted:	January 10, 1972
Reviewed:	January 11, 1988
Revised:	November 1, 2004
Revised:	September 14, 2015

**Student Activities Fund**

A student activity fund shall be established at each secondary school. The Superintendent of Schools shall establish regulations and procedures for the management, collection and dispensation of funds in the account.

Legal Reference:

Cross Reference:

Adopted: June, 2005

**Student Activities Funds**

Activity accounts will be kept in each of the secondary schools and funds in each account shall be deposited in a local bank. These accounts shall be under the immediate supervision of the principal in each school who shall sign all checks in payment of bills which have been properly certified by the sponsors of the various activities or organizations. The Director of Fiscal Affairs shall be responsible for developing procedures to manage the accounting.

A duplicate receipt shall be made for all money received and the business transacted shall be checked at the end of each day. Monthly reports showing receipts, expenditures, bank balance and cash on hand shall be submitted to the Board. Each organization shall have its own treasurer who shall keep a record of dues and other receipts and expenditures and shall verify the accounts by checking with the school secretary once each semester. All funds of activities or organizations shall be turned in to the bookkeeper who shall deposit them at the bank.

Before obligating any activity account funds, all services must be approved first by the person in charge of the organization or activity, and second by the school principal or delegated representative. Requests for purchases in excess of \$100.00 must be approved by the Central Office Administrator responsible for the budget code before funds can be obligated.

Prices of all purchases regardless of the amount shall be carefully analyzed. Any purchase of \$200 or more will require price quotations directly from three or more companies.

Approved:	October 17, 1955
Revised:	April 19, 1966
Reviewed:	January 11, 1988
Revised:	February 5, 1990
Revised:	February 5, 1996
Revised:	August 4, 2003
Reviewed:	December, 2004
Reviewed:	May, 2005
Revised:	February 5, 2007



**Cooperative Sponsorship of Nebraska School Activities Association Activities**

The Board of Education recognizes that some of the activities sponsored by the Nebraska School Activities Association may be unavailable in one or both of the Bellevue High Schools and that the Bellevue High Schools may provide some activities sponsored by the Nebraska School Activities Association that are unavailable to students from other NSAA member schools. The Bellevue School District may enter into an agreement that allows high schools within the school district or a Bellevue High School and another NSAA member high school to field a common participating group for a specific interscholastic activity. Activities for Bellevue students conducted through an agreement for cooperative sponsorship between high schools shall be considered an activity program sponsored and operated by the Bellevue Public Schools and will be subject to the policies and regulations of the school district.

Cooperatively sponsored activity programs shall be planned for in the school curriculum. The expenses for students from a Bellevue High School that participate in a cooperatively sponsored activity, including necessary travel, will be borne by the Bellevue School District. The regular budgetary process will be followed to implement cooperatively sponsored programs.

Other NSAA member schools that cooperatively sponsor an activity with a Bellevue High School will assume responsibility for the transportation, liability, safety, and expenses of the participants from their school. Students from other NSAA member schools participating in a cooperative program in a Bellevue High School will be bound by the policies, rules and regulations that govern the Bellevue Public Schools' programs and any additional rules of the specific cooperating high school.

Cooperatively sponsored activities with other NSAA member schools will be considered when it has been determined that:

1. the activity should be part of the curriculum,
2. the regular educational program of the participants will not be unduly interrupted,
3. equal opportunity for students from both high schools to participate has been, considered,
4. the guidelines established by the Nebraska School Activities Association have been met, and
5. the staff, facilities, equipment, level of supervision and safety procedures are appropriate.

Cooperative agreements between the two Bellevue High Schools to conduct joint NSAA activities will always be considered before any agreement between a Bellevue High School and another NSAA member school is explored.

Cooperative agreements between high schools must be approved by the Board of the Bellevue Public Schools, other participating NSAA member schools and the Nebraska School Activities Association before implementation

Legal References:

Cross References:

Adopted:	December 2, 1991
Reviewed:	December, 2004
Reviewed:	May, 2017

**Prohibiting Discrimination on the Basis of Sex in Student Activities**

It is the policy of the Bellevue School District to comply with the regulations implementing Title IX of the Education Amendments of 1972.

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...”

Legal References:

Cross References:

Adopted: November 10, 1975

Reviewed: January 11, 1988

Reviewed: November, 2004

Reviewed: May, 2017

### **Student Records**

Protection of individual privacy is a matter of long-standing practice in a democratic society. Also, of major importance is the right of an individual to have access to files and records which are maintained on himself/herself. The maintenance and protection of student records is detailed in Nebraska Department of Record Management Schedule 10.

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

The Board of Education, therefore, directs the Superintendent of Schools to establish administrative regulations which will insure against invasion of privacy to the student or his/her family and which will provide for access to the student's records by the student, his/her family, and by school officials as needed in performance of their assigned duties.

The Administrative Regulation will provide for:

1. The type of information about the student and his/her family and the manner in which it is to be collected and stored;
2. The identification of individuals or agencies to whom specifically defined information may be released without parental consent;
3. The maintenance of a perpetual record for each student who has enrolled, including name, address, age, grade level, attendance, and achievement;
4. The notification of students, parents/guardians of students under eighteen years of age and eligible students at least annually, of the rights accorded them by the student records laws;
5. The opportunity for students, parents/guardians of students under eighteen years of age and eligible students to have a hearing at which they may challenge the content of a student's records; and
6. The destruction of information relating to disciplinary matters and material not specifically required as a permanent record upon the student's graduation or withdrawal from school.
7. The Administrative Regulation is intended to comply with the rules/regulations of the State Records Administrator adopted pursuant to Sections 84-1201 to 84-1220.

Legal References:

Cross References: Office of Record Management

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	October 1, 1973
Revised:	August 4, 1975
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Revised:	May, 2017

## **Student Records**

The following regulations are established for the management of personal information in regard to an individual student and his or her family.

### Cumulative Records

A permanent cumulative record will be maintained for each student who is or has been enrolled in the district. The records will contain information which is necessary to provide educational services to the student, to protect the student and other students, and to fulfill district, state, and federal requirements.

The principal is responsible for maintaining accurate and complete student records for all students who are enrolled in the building and for preparing student records for maintenance after the student has left the district.

Procedures are established for the collection, maintenance, and disposition of student records.

### Privacy Rights of Students and Parents

Procedures will be established for the annual notification of students and/or parents/guardians regarding the rights accorded them by the student records law.

The notice is to include the types of records and information kept on students, persons responsible for maintaining each type of record, the purposes for which those persons have access, the policies for reviewing and updating student records, and who will pay the charge, if any, for the reproduction of any or all of a student's records.

### Right to a Hearing

The school system shall provide students, parents/guardians of students under eighteen years of age, and eligible students an opportunity for a hearing to challenge the content of a student's records within one calendar year from the date the material was inserted in the student's record, in order to assure that records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. The school system shall provide students, parents/guardians of students under eighteen years of age, or eligible students an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein and a right to include in the student's records a written statement concerning the content of the student's records. Procedures will be established regarding hearings on student records.

### Release of Student Information

Right of access to a student's records is restricted to the student, parents/guardians of students under eighteen years of age, eligible students and school personnel who have a responsibility for working with students or student records.

Directory information will be available to the public unless the principal has received a written request from the student or parent/guardian of a student under eighteen years of age that certain information not be designated as directory information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student educational record. However, FERPA allows schools to disclose educational records, without consent to some agencies and individuals specified in the regulation. Procedures will be established regarding the release of student records.

#### Building Records Not Contained in a Student's Cumulative Record

Records of information regarding individual students may be maintained in addition to a student's cumulative folder according to district, state, or federal requirements.

It is recognized that, in some instances, professionals working in the school may maintain personal and confidential files containing notes and other than official student records for their own use in conferencing with students, staff and parents/guardians. Any and all data that is considered to be personal property of the professional should be guarded by these regulations and by professional ethics. If, at any time, any of the material described above is placed in the student's records, it then becomes the property and responsibility of the school district and it will be handled according to the school district's student records regulations and procedures.

#### Permanent Maintenance of Student Records

The school district will maintain a permanent student record for each student who has been enrolled in the school system.

Procedures are established for the complete and accurate maintenance of permanent student records.

#### Disposal of Records

Procedures are established for the confidential disposal of student records which are no longer needed.

Approved:	October 1, 1973
Revised:	August 4, 1975
Revised:	January 7, 1980
Revised:	November 2, 1981
Revised:	November 3, 1986
Reviewed:	January 11, 1988
Revised:	February 5, 1996
Reviewed:	November, 2004
Revised:	August, 2005
Reviewed:	April, 2017

**Student Health and Immunization Checkups****Physical examinations**

Students enrolling in kindergarten (or the beginning grade), students entering the seventh grade or students transferring to any grade in the district from out of state shall have a physical examination by a licensed physician, a physician assistant or an advanced practice registered nurse within six months prior to entrance and provide proof of such an examination to the school district.

A certificate of health stating the results of a physical examination and signed by a physician, physician assistant, or an advance practice registered nurse will be maintained in the student's health record.

**Immunizations**

Students enrolling in the school district shall also submit proof of immunization against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, hepatitis B, and chicken pox (varicella) as required by law. The student may be admitted provisionally if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission.

The Superintendent shall annually file a report required by the Department of Health and Human Services summarizing the immunization status of the district's students.

**Visual evaluation**

Students enrolling in kindergarten (or the beginning grade) or students transferring to any grade in the district from out of state shall also have a visual examination by a licensed physician, a physician assistant, an advanced practice nurse or an optometrist, including tests for amblyopia, strabismus, and internal and external eye health, and visual acuity. The visual evaluation must be completed within six months prior to entrance and proof of such evaluation shall be provided to the school district.

A certificate of health, or other form, stating the results of the visual evaluation and signed by a physician, optometrist, physician assistant, or advance practice registered nurse shall will be maintained in the student's health record.

**Notifications to parents**

The student's parent or guardian shall be notified in writing of their right to submit a written statement refusing such physical or visual examinations or immunizations for the student and shall be provided with a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

No child shall be required to submit to a health inspection, including those provided by the district if the child's parent/guardian provides the district with a statement signed by a physician, a physician assistant, or an advanced practice registered nurse practicing in accordance with statutes stating that the child has undergone the required inspection within the past six months. If such a statement is not received, the child shall submit to required inspections.

Parents will be promptly notified of any condition requiring professional attention.

### **Other health inspections**

During each school year the district will provide for screening for sight and hearing, dental defects and any other conditions as specified and scheduled by the Department of Health and Human Services. Parents will be promptly notified of any condition requiring professional attention.

Any student enrolling during the school year after these screenings will have such a screening made immediately upon entrance. Any student showing symptoms of any contagious or infectious disease shall be sent home as soon as practicable and the principal notified of the circumstances.

Legal Reference:               Neb. Statute 79-214  
  79-217 to 223  
  79-248 et seq.  
  Title 173 NAC 3

Cross Reference:               403.02 Child Abuse and Neglect Reporting  
  503.01 Student Attendance

Adopted:     June 7, 1971  
Revised:     November 5, 1973  
Revised:     November 3, 1980  
Reviewed:    January 11, 1988  
Reviewed:    December, 2004  
Revised:     February 7, 2011  
Revised:     August 7, 2017



**Student Physical Examination and Immunization**

In compliance with Nebraska State Statutes, a physical examination by qualified medical personnel is required of all students entering kindergarten and seventh grade, and those transferring to the school district from an out-of-state school district. The date of the physical examination must have been within the previous six months. Parents shall have up to thirty (30) days following date of enrollment to present evidence in writing of the physical examination or an objection to the physical examination in writing.

In compliance with Nebraska State Statutes, each student enrolled in the Bellevue Public Schools shall be required to be immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus prior to enrollment. Students may be provisionally enrolled if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible or if the student's parent/guardian is on active duty in the military services and the child is enrolling in school following residence in another state or country.

Provisional enrollment of military personnel new to the district is subject to school officials receiving a signed statement from the parent/guardian certifying that the student has completed the required immunizations. This provisional enrollment shall not continue beyond sixty days.

Exemptions will be granted for medical or health reasons substantiated by a signed statement from a physician, or religious conflict substantiated by a signed affidavit from the student's legal guardian if the student is a minor.

Approved:	June 7, 1971
Revised:	November 5, 1973
Revised:	November 3, 1980
Reviewed:	January 11, 1988
Revised:	December 6, 1993
Revised:	August 1, 1994
Revised:	August 21, 1995
Reviewed:	December, 2004
Reviewed:	April, 2017

**Administration of Medication to Students**

The administration of medicine to students during their attendance at school is a responsibility of great magnitude. While the Board of Education recognizes the medical benefits which are gained by the student who has been prescribed certain medicines, the Board of Education also believes that the primary responsibility for prescription, possession, and administration of a student's medicine lies with the parent and 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.

The Board of Education, therefore, directs the Superintendent of Schools to establish regulations for the administration of medicines to students during the school day. Such regulations will include the safeguards which provide for:

1. Written approvals of parents and/or physicians for the school to administer a medicine.
2. Safeguards for storage of medicine.
3. The conditions under which a school employee may administer medicine to a student.
4. Protocol for administration of medicine as the result of a life threatening situation.
5. Procedures for life-threatening asthma or Anaphylaxis.

The Board of Education prohibits the referral of a student by a professional staff member to a physician for the express purpose of prescribing a psychoactive drug.. The Board of Education directs that, in those situations in which physical or emotional dysfunctions seem to exist, the professional staff member may recommend only that a parent consider medical examination for a student.

Legal References:  
Rule 59

Cross References:

Adopted:	June 7, 1971
Revised:	July 7, 1975
Reviewed:	July 13, 2001
Revised:	March 3, 2003
Reviewed:	December, 2004

**Administration of Medication to Students**

Certain administrative precautions must be established before the school may administer or supervise the administration of medicine to students during the school day. In accordance with the acceptance of this responsibility, and according to the directives established in Board of Education Policy 508.02, the following regulations are established:

**Written Approvals**

**Long-Term Medications:** Prior to the administration of any medicine which is to be taken by a child for a period longer than two weeks, the written permission of both the parent and the child's physician must be on file in the office of the school in which the student attends. (A physician written asthma action plan must be on file for any child who has the diagnosis of asthma.)

**Short-Term Medications:** Prior to the administration of any medicine, which is to be taken by a child for a period of time less than two weeks, the written permission of the parent must be obtained. Short-term medication will usually include medicine such as antibiotics, eye drops, etc.

**Safeguards for Storage**

1. Medication which is administered under the supervision of the school will be stored securely at all times in a locked cabinet in the office of the school.
2. The school principal or his/her trained designate (nurse, health para, teacher, teacher para, or secretary) will accept and store no more than a school week's supply of the medication from the parent. However, more than a 20 day supply is accepted and stored for meter dosed inhalers and other medications when deemed appropriate. The medication may be brought to school by the student.
3. The medication will be brought to the school in a container with a pharmaceutical label, which must state the student's name, prescription, dosage, and manner of administration.
4. The school principal or his/her designate (nurse, health para, teacher, teacher para, or secretary) are the only persons authorized to accept responsibility for the storage of medicine.

**Conditions of Administration**

1. Except for emergency situations, only the school principal or his/her designate (nurse, health para, teacher, teacher para, or secretary) will administer or supervise the administration of a medicine.
2. Only the amount of medicine prescribed by the physician will be dispensed at any one time.
3. The person administering the medicine will ascertain that the student actually consumed the prescribed medicine while in the observation of the person administering the medicine.
4. The person administering the medication will maintain a record of students who receive medication and log each dosage.

Adopted:	June 7, 1971
Revised:	July 7, 1975
Reviewed:	January 11, 1988
Revised:	June 9, 2003
Reviewed:	December, 2004

**Communicable Disease**

The Bellevue Public Schools shall cooperate with the Nebraska Department of Health and Human Services and local authorities in developing and implementing procedures for control of communicable disease in the school. All procedures shall conform to the regulations for communicable disease control established by the Nebraska Department of Health and Human Services and the National Center for Disease Control.

In general, a student or an employee with a communicable disease will be allowed to attend school or perform normal work assignments if the individual's presence in school or the work environment does not present an unreasonable health risk to that individual or others as determined by regulations established by the Department of Health and Human Services. Regulations and procedures will be developed to ensure that the student or employee suspected of having a dangerous communicable disease which is transmittable in a normal school or work environment will have the individual's situation reviewed and rights protected.

The student or employee with a dangerous communicable disease transmittable in a normal school or work environment may be excluded from school or work until a written permission concerning management of the individual and the disease is provided by his/her physician. The student may be educated with the proper home or hospital bound services or the employee shall continue to receive salary and/or leave benefits until the student or employee is released to return to school/work.

As a condition of school attendance, employment, or continued employment, individuals suspected of having a dangerous communicable disease may be required to submit to compulsory medical examinations at school district expense. The district may implement alternative educational settings or restructure the job assignment for those individuals with dangerous communicable diseases.

Legal References:

Cross References:

Adopted:	January 11, 1988
Reviewed:	December, 2004
Revised:	May 2, 2011
Reviewed:	April, 2017
Reviewed:	June 1, 2020

**Communicable Disease**

A student may be suspended from school, or an employee may be suspended with pay or temporarily transferred to another position, if the individual has a dangerous communicable disease transmittable through normal school or work contacts. All suspensions and transfers will adhere to law and board policy.

Communication

All communications regarding dangerous communicable diseases shall protect the infected individual's right to privacy and conform to all applicable State and Federal Laws and Local Regulations and Board Policies.

Adopted:	January 11, 1988
Reviewed:	December, 2004
Revised:	June 5, 2017
Reviewed:	June 1, 2020

**Asthma and Allergic Reaction Protocol**

The district will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol as required by the Nebraska Department of Education. The school shall allow a student with asthma or anaphylaxis to self-manage his or her asthma or anaphylaxis condition upon written request of the student's parent or guardian and authorization of the student's physician or other health care professional who prescribed the medication for treatment of the student's condition.

The Superintendent and staff, in conjunction with licensed health personnel, shall establish procedures for the implementation of this policy during regular hours while school classes are in session. The procedures established shall comply with NDE rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction and use of an EpiPen and albuterol. The procedures shall ensure that each school building will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. Staff training in using the protocol shall occur periodically. Records of such training and occurrences of administering medication under the protocol shall be maintained.

The parent or guardian of a student of minority age may sign a waiver requesting that their student not receive emergency treatment under this protocol. Information about the waiver shall be provided to parents in the student handbook.

Legal Reference: NDE Rule 59.006

Cross Reference:

Adopted:	August 2, 2004
Reviewed:	March 6, 2017
Reviewed:	June 1, 2020

**Wellness and Nutrition**

The Board of Education desires to promote and monitor a school based wellness promotion. The Superintendent of Schools is responsible for the development of a program that shall:

1. Include goals for nutrition education, physical activity and other school-based activities designed to promote student wellness as appropriate;
2. Include nutrition guidelines for all foods available in each school during the school day; the objectives of the guidelines shall be to promote student health and to reduce childhood obesity;
3. Assure that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools;
4. Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced;
5. Involve parents, students, representatives of the school food authority, the school board, administrators and the public in the development and implementation of the school wellness policy as appropriate;
6. Provide that nutritional guidelines apply to all foods available in each school building during the school day when classes are in session; and
7. Encourage students, families, staff and community members to utilize the programs and facilities provided by Bellevue Public Schools and the Lied Activity Center to promote and maintain personal wellness.

Legal References:

Cross References:

Adopted:	July, 2006
Reviewed:	September, 2016
Reviewed:	September, 2017
Reviewed:	September, 2020
Reviewed:	September, 2021

**Wellness and Nutrition**

Education and activities designed to foster healthy lifestyles are essential for students to achieve their full potential. A set of recommendations for the district has been developed with four main components:

I. Nutrition Standards. Academic performance and quality of life issues are affected by the choice and availability of good foods in schools. Healthy foods support student physical growth, brain development, resistance to disease, emotional stability and ability to learn.

- A. Nutrition guidelines that require the use of products that are high in fiber, low in added fats, sugar and sodium, and served in appropriate portion sizes consistent with USDA standards shall be established for all foods offered by the district's Student Lunch/Breakfast Program.
- B. Student Lunch/Breakfast Program policies and guidelines for reimbursable meals shall not be more restrictive than federal and state regulations require.
- C. A la carte offerings to students shall be nutritious and meet federal recommended guidelines.
- D. Food sales by organizations outside of normal school hours shall be exempt from the requirements of these regulations.  
Nutrition services shall support classroom activities for all elementary students that include hands-on applications of good nutrition practices to promote health and reduce obesity.

E. Vending Machines.

(1) Vending machines shall provide snacks that meet the United States Department of Agriculture (USDA) regulations, regarding Competitive Food Policy.

(2) All beverage vending machines in public areas of the school shall contain only those items which comply with the United States Department of Agriculture (USDA) regulations, regarding Competitive Food Policy.

II Nutrition Education. Nutrition education and health living skills shall be taught as part of the regular instructional program and provides the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.

- A. Each school shall provide for an interdisciplinary, sequential skill-based health education program based upon state standards and benchmarks.



- B. Students shall have access to valid and useful health information and health promotion products and services.
- C. Students shall have the opportunity to practice behaviors that enhance health and/or reduce health risks during the school day and as part of before or after school programs.
- D. Students shall be taught communication, goal setting and decision making skills that enhance personal, family and community health.

III. Physical Education and Activity. Physical education and physical activity shall be an essential element of each school's instructional program. The program shall provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity.

- A. Physical Education Program. The physical education program shall be designed to stress physical fitness and encourage healthy, active lifestyles. The physical education program shall consist of physical activities of at least moderate intensity and for a duration that is sufficient to provide a significant health benefit to students, subject to the differing abilities of students.
- B. Students shall be supported in setting and meeting personal fitness goals that result in the achievement and maintenance of a health enhancing level of physical fitness.
- C. Students shall be provided varied opportunities for enjoyment, challenge, self-expression and social interaction that will lead to a physically active lifestyle.

IV. Other school-based activities designed to promote student wellness:

Healthy and Safe Environment. A healthy and safe environment for all, before, during and after school supports academic success. Safer communities promote healthier students. Healthier students do better in school and make greater contributions to their community.

- A. School buildings and grounds, structures, buses and equipment shall meet all current health and safety standards, including environmental air quality, and be kept inviting, clean, safe and in good repair.
- B. Schools and district offices shall maintain an environment that is free of tobacco, alcohol and other drugs.
- C. Safety procedures and appropriate training for students and staff shall support personal safety and a violence and harassment free environment.

- D. Each work site, school and classroom shall work to create an environment where students, parents/guardians and staff are respected, valued and accepted with high expectations for personal behavior and accomplishments.

V. Social and Emotional Well-Being. Programs and services that support and value the social and emotional well-being of students, families and staff build a healthy school environment.

- A. Each school shall provide a supportive environment that includes guidance, and counseling, that encourages students, families and staff to request assistance when needed and links them to school or community resources.
- B. Students shall be provided the skills to express thoughts and feelings in a responsible manner and give and receive support from others.
- C. Students shall be taught to understand and respect the differences in others and how to build positive interpersonal relations.
- D. Students and staff shall be encouraged to balance work and recreation and help to become aware of stressors which may interfere with health development.

VI. Health Services. An effective health care delivery system that promotes academic achievement by providing a broad scope of services from qualified health care providers will improve the mental and physical health of students and staff.

- A. Primary coordination of health services shall be the responsibility of the school nurse with the support and direction of the building principal. The additional support is available from state and federal agencies.
- B. The district shall collaborate with community health services and resources to promote health and wellness for students, families, staff and community.
- C. A coordinated program of school health services shall be provided to students and staff and shall include violence prevention, school safety, communicable disease prevention, health screening, community health referrals, and immunizations, parenting skills, first aid and other priority health education topics.

VII. Family, School and Community Partnership. Long term effective partnerships improve the planning and implementation of health promotion projects and events within each school and throughout the community.

- A. Family, student and community partners, shall be included as appropriate in school and district wellness programs and planning.

- B. The equality and diversity of the school and district community shall be valued in planning and implementing wellness activities.
- C. Community partnerships shall be developed and maintained as a resource for school and district programs, projects, activities and events.
- D. Schools and the district shall actively develop and support the engagement of students, families and staff in community health enhancing activities and events at the school or throughout the community.

Legal References:

Cross References:

Adopted:	August, 2006
Revised:	December 5, 2011
Reviewed:	September, 2016
Reviewed:	September, 2017
Reviewed:	September, 2020
Reviewed:	September, 2021

**Concussion Awareness**

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

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

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

A student participating on a school athletic team shall be removed from a practice or game when reasonably suspected of having sustained a concussion or brain injury in that activity after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. Any parent or guardian who suspects a student has sustained a concussion is expected to immediately notify district coaches or administrators of the injury. Students who suspect they have sustained a concussion shall immediately make such notification.

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

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

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

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

Legal References: LB 260 Concussion Awareness Act.

Adopted:	November 7, 2011
Reviewed:	June 5, 2017
Reviewed:	June 1, 2020
Revised:	July 9, 2020

**Sale of Items to Students**

Employees of the Bellevue Public Schools are prohibited from accepting personal gain from the sale of items to students.

Administrative regulations will be developed that define when employees exceed the policy of the Board of Education.

Any profits or premiums earned through the sale of items to students must be used for the benefit of the student body.

Legal References:

Cross References:

Adopted: July 7, 1997  
Reviewed: December, 2004  
Reviewed: April, 2017

**Sale of Items to Students**

School employees are prohibited from selling items to students without approval of the Superintendent of Schools or designee.

The following guidelines, as stated in the Code of Ethics of the teaching profession in the State of Nebraska, will be used to determine when employees exceed the policy of the Board of Education.

Employees shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.

Employees shall neither offer nor accept gifts or favors that will impair professional judgment.

Employees shall permit no commercial or personal exploitation of his or her professional position.

Approved: July 7, 1997  
Reviewed: December, 2004  
Reviewed: April, 2017

**Firearms and Destructive Devices**

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.

Legal References:

Cross References:

Adopted:	August 1, 1994
Revised:	February 6, 1995
Revised:	June 10, 1996
Reviewed:	December, 2004
Reviewed:	April, 2017
Reviewed:	June 1, 2020

**Homeless Children and Youth**

The Bellevue Public Schools will admit all children identified as “Homeless” in accordance with the requirements of Title X, Part C, Subtitle B, and Section 722. Children meeting the definition as Homeless under the McKinney-Vento Homeless Education Improvements Assistance Act of 1987 shall be admitted immediately, without charge, and without restrictions on such documentation as a birth certificate, proof of a physical, or evidence of completed immunizations. Homeless children shall be automatically eligible to access all services to which they are entitled by law.

The Superintendent shall designate an appropriate staff person as the Local Educational Liaison (LEL) for homeless children and youths, to carry out the duties in compliance with state and federal law.

**Legal References:**

Neb. Statute 79-215

NDE Rule 19 and Rule 61

42 U.S.C. §11431 and §11432 (McKinney-Vento Homeless Assistance Act) with amendments

20 U.S.C. §1232g Federal Education Rights and Privacy Act

**Cross References**

Adopted: June 9, 2014

Revised: June 5, 2017

Reviewed: June 1, 2020



**Homeless Children and Youth**

A homeless child or youth is defined as one who lacks a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children (as defined in section 1309 of the ESSA of 1965, as amended) who qualify as homeless by above conditions.

This definition includes both youth who are unaccompanied by family and those who are homeless with their families. The Bellevue School District will comply with state and federal law as it relates to homeless children or youth.

**Educational Liaison**

The Director of Student Services shall serve as the district's Local Educational Liaison who will serve in tracking, monitoring and coordinating programs and activities for these children. The identity and duties of the LEL shall annually be provided to the NDE, school staff, providers and advocates of services to homeless persons, and to homeless students.

**Review and Revision**

The district shall review and revise any policies that may act as barriers to the enrollment of homeless children and youths in the district. In reviewing and revising such policies, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Special attention shall be given to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.

Adopted: June 9, 2014  
Revised: May 8, 2017  
Reviewed: June 1, 2020

**Transgender Students**

This administrative rule is intended to clarify existing laws, rules and policies, and to guide how best to support the needs of the district's transgender students and their families. It does not anticipate every scenario and situation that may occur with transgender students' needs.

Therefore, it is encouraged that administrators discuss these issues with each student and family on a case-by-case basis to determine how best to support the student within the parameters of this administrative rule.

**1. Guidance for Privacy**

All persons, including students, have a right to privacy. This includes the right to keep private one's transgender status at school. Information about a student's transgender status, legal name, or gender assigned at birth also may constitute confidential medical information. School personnel should not disclose information that may reveal a student's transgender status to others, including parents and other school personnel, unless legally required to do so or unless the student has authorized such disclosure. Transgender students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information. Students are encouraged to discuss their rights with staff members as well as this regulation. Administration and staff will work with transgender students to develop a plan and to comply with this regulation. When contacting the parent or guardian of a transgender student, school personnel should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise.

**2. Definitions**

- "Gender identity" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the sex they were assigned at birth. Everyone has a gender identity.
- "Transgender" describes people whose gender identity is different from their gender assigned at birth.
- "Gender expression" refers to the way a person expresses gender, such as clothing, hairstyles, activities, or mannerisms.
- "Sex" is the physical makeup of a human being, referred to as their biological or natal sex. A person's biological sex is sometimes also referred to as their "assigned gender."

### **3. Names/Pronouns**

Transgender students have the right to be addressed and referred to by a name and pronoun that corresponds with the student's gender identity, as determined by the parent and student. District employees may not intentionally refuse to refer to a student by the name or pronoun identified as corresponding with the student's affirmed gender identity.

### **4. Official Records**

The District is required to maintain a mandatory permanent pupil record ("official record") that includes a student's legal name and legal gender. However, the District is not required to use a student's legal name and gender on other school records or documents. The District will change a student's official record to reflect a change in legal name or legal gender upon receipt of documentation that such change has been made pursuant to a court order. In situations where school staff or administrators are required by law to use or to report a transgender student's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

### **5. Dress code**

Students have the right to dress in accordance with their gender identity, in conformance with the dress and grooming standards contained in the Student Rights & Responsibilities Handbook and any dress and grooming standards prescribed by a student's school of attendance.

### **6. Restroom Accessibility**

Students shall have access to a restroom that corresponds to their gender identity. A student shall not be required to use a restroom that is incongruent with the student's gender identity. Where available, a single stall bathroom may be used by any student who desires increased privacy, regardless of the reason. The use of a single stall bathroom shall be a matter of choice for a student, and no student shall be compelled to use such a bathroom. Use of restrooms by transgender or gender nonconforming students shall be determined on a case-by-case basis depending on specific circumstances.

### **7. Physical Education, Athletics and Activities**

Transgender students shall be permitted to participate in gender-separated physical education, intramural athletics, and non-high school interscholastic athletics and activities in accordance with the student's gender identity. Participation in high school interscholastic athletics shall be governed by Nebraska School Activities Association policy. In the absence of such policy, schools will work with the NSAA to determine specific participation

parameters. Activities that may involve the need for accommodations to address student privacy concerns, such as overnight trips, will be addressed on a case-by-case basis using the guiding principles of safety and honoring the student's gender identity and expression.

### **8. Locker Room Accessibility**

A student shall not be required to use a locker room that is incongruent with the student's gender identity. Locker room usage shall be determined on a case-by-case basis, using the guiding principles of safety and honoring the student's gender identity and expression. Some options include:

- Use of a private area in the locker room (e.g., a bathroom stall with a door; an area separated by a curtain; a physical education instructor's office in the locker room).
- A separate changing schedule (e.g., using the locker room before or after the other students).
- Use of a nearby private area (e.g., a nearby restroom; a nurse's office).

### **9. Related Resources**

501P Objectives for Equal Educational Opportunities for Students

504.21P Dating Violence Prevention

504.02P Bullying Prevention

504.06P Student Attire and Grooming

504.06R Student Attire and Grooming

504.181P Sexual Harassment of Students; 504.181R Sexual Harassment of Students;

506.12P Prohibiting Discrimination on the Basis of Sex in Student Activities

### **10. Assistance**

For assistance or to express concern please contact Coordinator of Student Services. In matters related to school athletics and activities, please contact the Director of Activities.

608.01P Secondary Guidance and Counseling

608.01R Secondary Guidance and Counseling

Adopted:      October 5, 2015

**Pregnant and Parenting Students**

The Bellevue Public Schools is committed to the protection of the educational rights of pregnant and parenting students. Pregnant and parenting students, regardless of their marital status, have the same right as any other student to attend any District school or program and to do so in an environment free of discrimination or harassment. The District shall make reasonable accommodations for pregnant and parenting students so that no student is excluded from participation in, denied benefits of, or subjected to discrimination on the basis of that student's gender/sex (including pregnancy, childbirth, breastfeeding, pregnancy related medical condition, false pregnancy, termination of pregnancy or recovery therefrom).

Legal References:     Neb. Statute LB 427 and Amendment 739

Cross References:     Attendance 503.04R  
                                Attendance, 503.04P  
                                Bullying Prevention, 504.02P  
                                Compulsory Attendance, 503.01P  
                                Sexual Harassment of Students, 504.18P  
                                Sexual Harassment of Students, 504.18R

Adopted:     March 5, 2018  
Reviewed:     June 1, 2020

## **Pregnant And Parenting Students**

The Bellevue Public School District shall make reasonable accommodations for pregnant and parenting students so that no student is excluded from participation in, denied benefits of, or subjected to discrimination on the basis of that student's gender/sex (including pregnancy, childbirth, breastfeeding, pregnancy related medical condition, false pregnancy, termination of pregnancy or recovery therefrom).

Pregnant and parenting students have the right to attend school in an environment free from discrimination, harassment, intimidation and/or bullying. Bellevue Public Schools will work collaboratively with the school community to create and maintain a school culture where students feel welcome, safe, and respected.

### **I. Attendance and Absences**

#### **A. Attendance**

Every child, age 6 to 18, has the right and obligation to attend school. Pregnant and parenting students who are minors have the same obligation to meet compulsory school attendance laws as any student. This obligation applies to minor students regardless of their marital or parental status.

#### **B. Medical Illness**

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

#### **C. Requiring a Licensed Healthcare Providers Written Permission for School Participation**

BPS will require a student to provide written permission from her licensed health care provider that she is physically and emotionally able to continue to participate in school and/or participate in extracurricular activities.

## **II. Accommodations for Participation**

Bellevue Public School District will make reasonable accommodations to facilitate equal access and full participation of pregnant and parenting students. Such accommodations, implemented on a case-by-case basis, may include, but are not limited to:

- Providing hall passes for bathroom use as needed
- Scheduling classes in more accessible locations
- Providing a larger desk or work space
- Allowing elevator access when needed and possible
- Allowing additional time for passing periods and nutrition and lunch
- Providing modified activities in physical education programs when requested by the student and her medical provider (*Pregnant and parenting students are entitled to participate in physical education and school sports on the same basis as other students. BPS schools will ask a student to obtain certification of a licensed healthcare provider regarding her participation. When students cannot meet the requirements of the regular physical education curriculum, BPS will provide students with a modified physical education curriculum. This curriculum should be modified to meet the demands of each student's health and physical limitations as defined by their licensed health care provider and should provide physical education credit*).
- Arranging for school-based independent study during an extended pregnancy-related medical absence
- Allowing scheduling flexibility whenever possible to enable full participation and reduce school absences due to medical concerns

**Examples** of such flexibility could include:

- Facilitating changes to minimize loss of school time and to provide access to childcare
- Allowing students to remain in school
- Allowing a reduced schedule of classes or contracts for a student with medical complications
- Using online programs, such as Accellus

## **III. Accommodations for Lactating Status**

BPS will also make reasonable accommodations to the educational program and activities that are responsive to a student's lactating status. Reasonable accommodations for a lactating student include, but are not limited to:

- Providing a reasonable amount of time to accommodate her need to express breast milk or breastfeed an infant child.

*Examples of a reasonable amount of time could range from 20 to 40 minutes, two to three times a day; schools will consider a lactation schedule in order to allow a student to breastfeed or express milk at regular intervals; Include time to set up and clean equipment, collect, label and store milk*

- Access to a private and secure room (the door locks, or a message is placed on the door that the room is in use, or blinds/curtains are drawn), other than a restroom, to express breast milk or breastfeed an infant child (this may be an existing space on campus)

*Examples of such access could include:*

*A vacant office; A room which can be arranged to be used by the lactating student during specific times of day; A women's lounge; A first aid room; A dressing room; A cubicle with a partition or curtain*

- Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk
- Access to a power source for a breast pump or any other equipment used to express breast milk
- Access to a place to store expressed breast milk safely:

*Examples related to storing expressed breast milk could include: A storage location for an ice chest or cooler; A dedicated refrigerator; The Center for Disease Control and Prevention recommends breast milk is stored at room temperature up to 77°F in a 6 to 8 hour period. Containers should be covered and kept as cool as possible. If students carry their own insulated cooler bag, the recommended temperature is 5-39°F using ice packs in contact with milk containers at all times and with limited opening of the cooler.*

- A student shall not incur an academic penalty as a result of her use during the school day of reasonable accommodations and shall be afforded an opportunity to make up any work missed due to such use. A complaint of noncompliance with the provision of reasonable accommodations for lactating students may be filed with the Director of Student Services. **If you wish to file a complaint of discrimination with OCR, you may use the online complaint form available at <http://www.ed.gov/ocr/complaintintro.html>.**

#### **IV. Enrollment - In-School Child Care Facility**

Pregnancy can be a difficult and stressful time for students and their families. Support and collaboration of school staff are crucial in ensuring on-going educational success. Bellevue West serves as a center for Early Head Start under the Sarpy County Head Start Program. Reasonable efforts will be made by the sending school (Bellevue East) and the receiving school (Bellevue



West) to locate and assist students who need to transfer (completely voluntary). These efforts might include, but are not limited to:

- Making a referral to the school counselor/administration to locate and assist students when transfers are needed from Bellevue East to Bellevue West
- Ensuring the transfer has been completed (If a student makes the decision to transfer schools, the school counselor will make sure that their grades or credits are not lost in the process. Also the new school will need to have the classes that they need or can make an arrangement for them to get them. Students have the right to return to their previous school).
- Making a referral to the F.A.S.E Team (social workers)
- Enrolling in a support group for moms with a F.A.S.E. Team member
- Planning with students for their return to their home school if they choose

## **V. Professional Development**

The State Department of Education (NDE) shall offer training for teachers, counselors, and administrators for the rights of pregnant and parenting students to receive equal access to education.

Legal References:                      Neb. Statute LB 427 and Amendment 739

Cross References:                      Attendance 503.04R  
Attendance, 503.04P  
Bullying Prevention, 504.02P  
Compulsory Attendance, 503.01P  
Sexual Harassment of Students, 504.18P  
Sexual Harassment of Students, 504.18R

Adopted:                      March 5, 2018

Reviewed:                      June 1, 2020

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

In dealing with law enforcement officials and the removals of students and/or interviews of students, Bellevue Public Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational programming. Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child's parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: coroners, jailers, marshals, police officers, sheriffs, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests. Interviews of students by law enforcement officials and other law authorities should be urged to contact students for questioning outside the instructional day and off school premises whenever possible. School employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

**Legal References:**

Neb. Rev. Stat. §49-801

Neb. Rev. Stat. §§43-248; 43-418; 79-294; 79-2104 20 U.S.C. §1232g (FERPA)

**Cross References:**

Adopted: April 2, 2018  
Reviewed: June 1, 2020

### Bellevue Public Schools Memorial Guidelines

The Bellevue School Board provide family and friends opportunities to share their grief upon the death of a student or staff member who were enrolled in one of the district's schools at the time of their death or employees that were employed at Bellevue Public Schools at the time of their death. Such opportunities should be in accordance with the following guidelines. Bellevue Public Schools will consult with parents of the deceased student to determine if the parents consent to memorializing their child or with the family of the deceased employee.

#### MEMORIALS

Student/staff memorials may be established if there is no cost to the school with the consent of the deceased student's parents or guardians.

Appropriate memorials include:

1. A memorial scholarship administered by the Bellevue Public Schools Foundation.
2. Purchase of library books, school supplies and equipment. Donated books may include a bookplate or equipment may include an engraved plate no larger than two by six inches. **Wording will be limited to “Donated by the \_\_\_\_\_ family” or “Donated by the \_\_\_\_\_ family in honor of mental health awareness, cancer, etc” but with no mention of the deceased’s name.** Any engraved bookplate will be removed at the end of ten years and offered to the parents or guardians.
3. Monetary funds designated to a particular school activity or department; or contributions by students/staff to memorials designated by the family, i.e. cancer society, local charity, etc.

#### GRADUATION CEREMONIES

1. A family may also request a cap and gown in memory of a deceased student.
2. There will be no personalized participation in graduation ceremonies on behalf of a deceased student. One chair is reserved at every *baccalaureate ceremony* and that chair "represents every student that has died that would've been in that class.

Adopted: April 2, 2018

**School Calendar**

A proposed school calendar for the ensuing two school years shall be submitted to the Board of Education for adoption at the first regularly scheduled Board meeting in March each year. Any calendar revisions which may become necessary after adoption should be submitted to the Board as early as possible prior to the implementation of the calendar or at the first regularly scheduled Board meeting the following March.

The proposed school calendar shall indicate the dates school will be in session with teachers and students in attendance and any other teacher duty dates. The proposed school calendar will be consistent with existing statutes, State Department of Education rules and regulations, and existing personnel contracts.

The Superintendent of Schools is responsible for designing a calendar to accommodate all of the planned experiences and activities the school district provides.

The Board of Education recognizes that the instructional program includes classes, homeroom, athletics, activities, contests, assemblies, clubs, recess, field trips, passing time and other planned instructional activities. The Board further recognizes that from time to time these compete for the attention of individual students and professional staff. The Superintendent of Schools will periodically assess the manner that time is allocated and used in the schools and adjust the delivery system for the program if necessary. It is the intent of the Bellevue Public Schools to minimize conflict and provide a balanced program of academic studies and other instructional activities within the total educational program.

Legal References:

Cross References:

Adopted:	June 2, 1969
Revised:	July 2, 1973
Reviewed:	January 11, 1988
Revised:	April 8, 1991
Reviewed:	November, 2004

**School Calendar**

The proposed calendar for the ensuing two school years will be developed by considering input from Board of Education members, faculty, school patrons, and the administrative staff and will be presented to the Superintendent of Schools by February 15 each year.

In establishing the proposed calendar, consideration will be given, but not limited to, the variables listed below:

1. Comparability with other districts in the area.
2. Predictable format as holidays change year to year.
3. Minimum hours of instruction required by policy, laws, rules, or regulations.
4. Total instruction time for students.
5. Instructional time for seniors.
6. Beginning and ending time of each day.
7. Daylight hours for students getting to and from school.
8. Time allowed for inclement weather or other emergency closings.
9. Observed holidays by the district.
10. Test week at the end of the semesters.
11. Number of class sessions per semester/year.
12. Athletic contests and activity events in relationship to
  - a. beginning of the school year.
  - b. ending of the school year.
13. Contract days for teachers.
14. Staff development days during the school year.
15. Pre-school workshop dates and times.
16. Winter break time.
17. Mid-winter break time.
18. Spring break time.
19. Beginning date for students and staff.
20. Ending date for students and staff.
21. Parent conference dates and times.
22. Graduation date in relation to
  - a. last day for seniors.
  - b. athletic contests and activity events in late May.
  - c. Memorial Day weekend.
23. College summer school beginning time.
24. College summer school ending time.
25. Beginning date for Bellevue Public Schools' summer school.
26. Ending date for Bellevue Public Schools' summer school.
27. Non-student days to correspond with federal holidays.
28. In-service days to correspond with end of semesters.
29. Relationship between starting times for elementary and secondary schools.
30. Time for the emergency closing of school due to extreme weather and other emergencies.

Approved:	June 2, 1969
Revised:	July 2, 1973
Reviewed:	January 11, 1988
Revised:	April 8, 1991
Revised:	February 6, 1995
Reviewed:	November, 2004

### **Curriculum Development**

Curriculum development shall be an ongoing process in the school district. Each curriculum area shall be reviewed and revised when necessary according to the timelines set out by the Superintendent. These timelines will provide for periodic review of each curriculum area.

The Superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research of the school district's curriculum needs and a long-range curriculum development program. In making recommendations to the board, the Superintendent shall propose a curriculum that will:

- fulfill the philosophy of the school district;
- reflect the educational and operational needs assessment of the school district;
- articulate courses of study from kindergarten through grade twelve;
- identify minimum objectives for each course and, at the elementary level, for each grade;
- provide for the evaluation of the procedures and methods for attaining the objectives;
- provide for objective monitoring of a student's progress;
- provide for the needs of vocational and college bound students;
- include, if feasible, the course offerings requested by the students;
- provide measurable quality academic content standards by the dates specified in Part 004 of Rule 10 that are the same as, equal to or more rigorous than the adopted state standards of the Nebraska Department of Education.

The above mentioned standards include the English Language Arts Standards (2014), Mathematics Standards (2015), Science Standards (2010) and Social Studies Standards (2012) as approved by NDE. Any changes from the specific standards as approved by NDE in those four areas will be attached to this policy.

It shall be the responsibility of the Superintendent to keep the board apprised of necessary curriculum changes and revisions and, if needed, to develop administrative regulations for curriculum development and recommendations to the board.

Legal Reference:       NDE Rule 10  
                              20 U.S.C. § 1232h (1994).  
                              34 C.F.R. Pt. 98 (1996).

Cross Reference:

Adopted: April 6, 1970  
Reviewed: January 11, 1988  
Reviewed: December, 2004  
Revised: September 14, 2009  
Revised: February 7, 2011  
Revised: March 6, 2017

**Curriculum**

The Department of Curriculum and Instruction is delegated the responsibility for the development, implementation and evaluation of the school district's educational programs. The department will be responsible for recommending program improvement and change to the Superintendent of Schools. It is expected that all recommendations will be based on study, research and identified needs of the school district. Upon approval of the Superintendent, major curriculum changes will be implemented.

The Department of Curriculum and Instruction will develop or select program guidelines to be used by the professional staff. The development and/or selection of program guidelines will utilize the practice of staff involvement.

Through in-service activities, the Department of Curriculum and Instruction will continually orient staff members to the district's educational programs and seek means to improve the district's curriculum. Through staff involvement, the department will also continually seek means to assess the educational programs provided.

All certified staff members will continually attempt to inform the patrons of the school district about the educational programs provided.

Approved: April 6, 1970  
Reviewed: January 11, 1988  
Reviewed: December, 2004

**Trial Programs**

The professional staff of the school district should continually seek ways to increase learning opportunities for the students. New programs implemented on a trial basis, should be based on careful study and a reasonable expectation that they will provide increased learning opportunities for students. Particular care must be taken to insure that pupils involved in such programs will not be affected in any way which would be detrimental to them or to their educational progress. Those trial programs which may have a significant impact upon either the patrons, pupils, staff or financial resources shall be reviewed by the Board of Education prior to their implementation.

Trial programs will be defined as those programs which meet one or more of the following criteria:

1. Displays a major change from the ongoing program.
2. Displays a major change from the ongoing organizational patterns within which programs are provided.
3. Involves a major change in the types of instructional materials provided.

Changes in programs that are of a district wide nature will not be viewed as trial programs. The Board of Education will be continually informed of the progress and results of trial programs.

Legal References:

Cross References:

Adopted:	May 11, 1970
Reviewed:	January 11, 1988
Reviewed:	December, 2004



**Trial Programs**

Building principals desirous of establishing trial curriculum programs will discuss, prior to implementation, these projects with the appropriate directors in the Department of Curriculum and Instruction. Prior to their implementation, the Department of Curriculum and Instruction will inform the Superintendent of Schools of all trial curriculum programs. The Superintendent will determine if a given trial program should be reviewed by the Board of Education. Upon approval of the Superintendent, programs may be implemented. Periodic reports of the progress and results of the program will be presented to the Board of Education.

Approved: May 11, 1970  
Reviewed: January 11, 1988  
Reviewed: December, 2004

**Multicultural Education**

The Bellevue Board of Education's Statement of Philosophy indicates that "The schools should provide an equal educational opportunity for all." Therefore students shall have an equal opportunity for a quality education without discrimination, regarding their race, religion, color, sex, marital status, national origin or disability. Working in cooperation and harmony with other social institutions and aspects of community life, it is the intent of the Board to continue to provide a curriculum, guidance and counseling program, instructional delivery system and in-service education programs designed to include the promotion of a genuine understanding and mutual respect for people of diverse backgrounds and cultures. The Superintendent of Schools shall ensure that appropriate instructional materials are selected to support the intent of this policy.

Legal References:

Cross References:

Adopted:	November 5, 1979
Reviewed:	January 11, 1988
Revised:	September 1, 2004

**Life Education**

The Board of Education of the Bellevue Public Schools recognizes the inclusion of human life education in the curriculum of the schools. Aspects of human sexual behavior, physiology, and procreation are integral parts of the broader program of life education, but, in view of their sensitive and controversial natures, must be taught with specific objectives.

The objectives of the human life education shall be an attempt to:

1. Provide students with an understanding of the proper clinical vocabulary which describes the human body and its physiological functions (one system of which is the reproductive system) in order that students may read, understand, and discuss social concerns such as venereal disease, use of drugs and narcotics, and health and hygiene with a socially acceptable vocabulary.
2. Develop within students an understanding of the biological processes of procreation.
3. Increase each student's self-understanding of his/her own biological, psychological, and physiological development.
4. Assist each student to recognize and understand that individuals differ in patterns of biological, psychological and physiological growth and development.
5. Assist each student to develop moral and spiritual values which are consistent with his maturity and his framework of religious and parental convictions.
6. Assist the parents and the religious faiths in the development of a student's ability to form value judgments of sexual behavior which are consistent with the moral and spiritual values and beliefs of society.

**Attainment of Objectives**

The means through which the Bellevue Public Schools will attempt to attain the above objectives will be in the regular classroom procedures and the courses specified in the administrative regulation.

The Superintendent of Schools will make a concerted effort to insure that the teaching and administrative staffs are familiar with, and regulated by, board policies and administrative regulations of the Teaching of Moral and Spiritual Values, the Selection and Use of Learning Materials, Controversial Issues, N.E.A. Code of Ethics, and this policy and its administrative regulation.

Legal References:

Cross References:

Adopted:	July 12, 1971
Reviewed:	January 11, 1988
Reviewed:	December, 2004

**Life Education****Introduction**

Underlying all of the concepts referred to below is the nature of arriving at a spiritual and moral position. Teachers and administrators cannot avoid their responsibility in matters which are of such vital concern to a democratic society. Recognition and awareness on the part of both teacher and student of the various disagreements is necessary when teaching such issues. The teacher is obligated to respect the wishes of the parent, within the limits of law and board policy, and must make a concerted effort to strengthen the spiritual and moral values of the students. A teacher should never ridicule or belittle the values of a particular child or parent.

The board policy on Moral and Spiritual Values stresses the morality of intellectual freedom. However, the human personality is a whole, not separated into equal parts of intellect and emotion. Because of the interrelationship of mind and emotions, the teacher is under an obligation to recognize that intellectual freedom as a concept must be practiced, by that the students in our public schools must have the opportunity of achieving intellectual and emotional freedom. The teacher must not impose his values on the student. The concept of intellectual freedom will, however, mean that the teacher will teach those moral and spiritual values commonly accepted by society and found in law. The teacher carries a grave responsibility -- that of freeing a student intellectually, yet always with the goal of strengthening the moral and spiritual values of the student.

The teacher must be aware of the possible consequences of his attitudes and his actions, either voluntary or involuntary, both of which, due to the nature of teaching itself, may influence the values that are continuously being formed as the pupil develops intellectually and emotionally.

**General Principles**

Several general principles must also be established whenever the topic of human sexual behavior arises in the schools. These principles are:

1. the obligation of teaching within the framework of Moral and Spiritual Values policy.
2. that the Bellevue Public Schools do not instruct students in either the specific techniques of sexual intercourse nor do the schools \*advise or prescribe methods of birth control to individual students or groups of students.
3. the obligation of the teacher to attempt to inform the parent/guardian of impending instruction which includes discussion or presentation regarding human sexual behavior.
4. the recognition that parent/guardian may withhold permission for a student to participate in a unit of studies which is concerned with human sexual reproduction.

\*The definition of the term "advise" permits information about methods of birth control to be presented and discussed in appropriate high school classes without giving counsel, offering opinions or suggestions as worth following, or recommending methods of birth control as desirable.

5. the professional obligation of the teacher to use, in his academic speciality, discretion in responding to questions about human sexual behavior and/or human biology.
6. the recognition that the general topic of human sexual behavior may occur in many disciplines, but that it is secondary to the major education purpose. As such, it should not be unduly emphasized.

### **Definition of Terms**

Human reproduction refers to the specific biological and/or physiological characteristics of man's reproductive system.

Life Education includes education in human sexual behavior which is more inclusive than either the biological or physiological aspects of human reproduction. Life Education is concerned with the sociological, psychological, and cultural patterns of human sexual behavior in the family, or pre-family setting.

### **General Guidelines**

Life education is included within the regular framework of courses which comprises the K-12 curriculum and is generally taught in science, health, and home economics courses. The following general guidelines are established for life education.

1. The General Principles of teaching about human sexual behavior shall be followed.
2. The science, health, and home economics course guidelines/descriptions shall serve as the guide for instruction in the life education units.

### **I. Primary Level (Grades K, 1, 2, 3)**

In the primary grades, human life education emphasizes the family, the roles of family members, and the responsibilities of the members of the family. Human reproduction should be discussed in terms which indicate that the fetus grows within the mother's body. The teacher will emphasize that marriage is the proper state for human reproduction. Specific reference to, or explanation of, the act of intercourse should not be introduced at this level of instruction.

### **II. Intermediate Level (Grades 4, 5 6)**

At this level, the Life Education unit may include the concepts of fertilization and fetal growth within the framework of the human biological systems. Conception should be explained as the process in which sperm and egg unite. Specific reference to, or explanations of, the act of intercourse should not be introduced at this level.

The facts of the menstrual cycle and of menstruation will be introduced only to fifth and sixth grade students in health and physical education classes in which boys and girls are separated.

### **III. Middle School Level (Grades 7, 8)**

At the middle school level, the following topics may be included in the curriculum in those classes in which boys and girls are separated:

- masturbation
- menstrual cycle and menopause
- nocturnal emission
- sexually transmitted diseases

Students may be made aware that certain types of contraceptive methods (i.e. abstinence, condoms) may help prevent the exchange of body fluids and thereby reduce the chance of spreading the virus that can cause AIDS. The topic of deviant sexual behaviors is not to be included in any curricular area.

### **IV. High School Level (Grades 9,10,11,12)**

At the high school level, teachers will make a reasonable effort to inform the parent/guardian in writing of impending instruction in life education.

### **V. Other Considerations**

Theories or beliefs of the Origin of Man may be introduced, but the teacher must stress the theoretical nature of each viewpoint.

Approved:	July 12, 1971
Reviewed:	January 11, 1988
Revised:	August 17, 1992
Reviewed:	December, 2004

**Teaching of Moral and Spiritual Values**

Inherent in the heritage of the public schools is a concern for the teaching of moral and spiritual values as an integral part of the curriculum. Historically, our democratic society has affirmed and fostered the belief that one of the central and continuing purposes of public education is the development of the moral and spiritual values necessary for the conduct of life in a democratic society. The curriculum of the public schools, therefore, is an index to the morals and values of the particular human group, our democratic society, which has established the schools.

Accepting the responsibility of teaching moral and spiritual values, the board of education affirms that such an acceptance further enhances and develops the philosophy of education of the Bellevue Public Schools. In that philosophy, the board of education has stated that moral and spiritual values should be taught in the public schools.

**Definitions**

Moral values are defined as those values which, when applied in human behavior, exalt and refine life consistent with the standards of conduct that are approved in our democratic culture.

Spiritual values are defined as those values which are not restricted to only religious values but which also include aesthetic, ethical, and intellectual values.

Curriculum is defined as those school system activities which are planned, carried out, and supervised for the purpose of helping students grow morally, spiritually, intellectually, and physically.

**Rationale**

Implicit in the responsibility of teaching moral and spiritual values is the recognition of the assumptions underlying the controversy. At the core of the disagreement are the differences of opinion in regard to (a) the nature of man and (b) the methods of ascertaining and establishing truth. It is with this issue that public education must affirm its neutrality and emphasize the distinction between church and state. Such a distinction is a matter of philosophical principle, a principle which underlies both the constitution of the federal government, the state constitution, and the thoughts of our founding fathers. That principle, or limitation, establishes freedom of conscience, thought, and worship, and predicates that the public schools, as organs of the state, must teach values, principles, morals, or virtues without reference to a particular religious belief. Neither can the public school assume a position that is anti-religious. In essence, the public schools, though acknowledging the disagreements in regard to the nature of man and the ascertainment of truths, must maintain a neutral attitude with respect to the teaching of specific religious beliefs which attempt to answer these questions. Therefore, the following premises are established:

1. that public schools must accept the responsibility of teaching moral and spiritual values.
2. that public schools cannot, either ethically or philosophically inculcate moral and spiritual values which are based solely on religious faiths.



3. that the public schools are hospitable to all religious opinion and are partial to none of them.
4. that public schools, when teaching spiritual and moral values, must observe the law, defined as the body of rules for human conduct prescribed and enforced by the representatives of organized society, and the common law, defined as the decisions of the federal and state courts.
5. that public schools must teach those moral and spiritual beliefs which are commonly accepted by society.

### **Acceptance of Responsibility**

The implications in the responsibility for teaching moral and spiritual values are far-reaching. The very concept of democracy demands that its citizens reflect the values essential for the maintenance and continuity of a democratic society. If our democracy is to survive, the public schools must succeed in their responsibility for moral and spiritual education. In essence, the public schools must develop an understanding of the democratic principles, the common body of ideals such as truth, goodness, justice, honesty, duty and the host of other values that constitute the moral and spiritual heritage of Western civilization. When these values are common and parallel to those of religious faiths, then the school is not in conflict with the principle of separation of church and state when it teaches such values. In fact, the school teaches those morals and values which are both common to religious dogma and to the democratic principle.

Moreover, since the factor of religion is important to the concept of democracy, and is an important part in the growth of the student, then the student must have every opportunity to become aware of and familiar with religion as a part of his/her broad personal development. Without the development of personal integrity, the individual would fluctuate with every doctrinal issue which confronts the individual. Increasingly important in this age of powerful conflicting propaganda is the duty of the school to help the individual gain possession of a firm core of democratic convictions, ideals, and standards by which to weigh controversial issues.

### **Ethical and Philosophic Considerations**

Although public schools are prohibited from selecting any system of religious faith as the sole basis for the teaching of spiritual and moral values, the presentation of religious issues as recognizable components of a larger social problem in which real and meaningful alternatives are presented is consistent with ethical and philosophical standards. The school is obligated to treat such issues. Any suppression of alternative points of view crushes freedom of expression and choice, and leads to indoctrination.

### **Legislation and Common Law**

It is quite clear that the public schools are well within the law and, in effect, obligated by the law to teach those moral and spiritual values which have been established, through representative government, as public law. Specifically, then, the public schools must teach those laws, or rules for human conduct which are prescribed and enforced by the representatives of organized society. Some, but not all, of the laws which are derived from the common agreement of society are laws which govern:

1. property rights, either individual or group.
2. physically harmful acts toward individuals and/or society.
3. marriage and/or sexual conduct.
4. alcohol, narcotics, tobacco, and other items harmful to the individual and/or society.
5. parental obligations to the child.
6. treasonous acts.
7. acts which violate the civil rights of citizens.

### **Common Moral and Spiritual Beliefs**

The board of education believes that there are common moral and spiritual values which should be taught in the Bellevue Public Schools. The following values, most of which are contained in the Constitution and Bill of Rights, and in the declarations and creeds of the major religious groups, are imperative moral and spiritual values for the curriculum:

Human Personality: The importance of the individual personality, the inherent worth of every human being, and the capacity of the individual for moral judgments and moral responsibility are concepts fundamental to all that follow. The school should help the child acquire self-respect and an adequate self-concept.

Moral Responsibility: Marks of maturity are moral responsibility and self-discipline. The school should help children attain a measure of self-reliance tempered by social conscience and should help the child understand the responsibility of an action in relationship to himself/herself and to society.

Institutions as Servant of Man: Institutions justify their existence as they contribute to the growth, happiness, and well-being of individuals. Education must encourage a continuing appraisal of existing institutions, including that of education, itself, to the current and prospective needs of people.

Common Consent: Voluntary cooperation, contrary to the idea of survival of the fittest, is essential to all forms of life. According to the American system of values, no partisan interest is authorized to overreach the popular will. This does not mean the repudiation of force under any and all circumstances. Force, tempered by humanity, regulated by law, and safeguarded by justice, must restrain those who reject the methods of peace. The principle that group decisions should be made and enforced by common consent applies in all relationships of life. The principle is the same whether the group is 150 million citizens, or a thousand members of a student body, or three men planning a fishing trip.

Devotion to Truth: The human mind should be liberated by access to information and opinion. Custom and complacency have deprived us of a sharp awareness of the morality of intellectual freedom. Yet, in terms of human history, the rights of an individual to speak his/her mind, to worship according to conscience and training, and to have access to knowledge and divergent opinions are relatively recent achievements. The public schools should provide young people with experience in the processes of seeking truth, of comparing opinions, and of appealing to reason on controverted questions. Mastery of this kind of intellectual honesty is a difficult task. It is not achieved by allowing children to do as they please.

Respect for Excellence: The school should stimulate and recognize the achievement of excellence in every sphere of life, in skilled production, in social and civic leadership, in literary and artistic creativity, in scientific insight, in technological ingenuity, in social sensitivity, in physical health and stamina, and in personal integrity.

Moral Equality: It is recognized as a mark of virtue by all the great religions that one should treat other people as one would wish himself/herself to be treated. Thomas Jefferson gave political emphasis in his first inaugural to “equal and exact justice to all men, of whatever State of persuasion, religious or political.”

Brotherhood: The public school should be regarded as an agency for increasing the learner's usefulness to the entire society as well as a road to individual success. Such a school, while it moderates the egotistic tendencies and strengthens the social and cooperative impulses, will also insist that each individual learn to accept individual responsibility. Such a school will be consistent in fostering participation in a variety of humane and constructive community activities and at the same time applauding and encouraging every effort to achieve self-reliance and self-respect.

The Pursuit of Happiness: Lasting happiness is derived largely from deep personal resources and from the affection and respect of others. The schools, therefore, should give a large place to those types of experience that satisfy spiritual needs and inspire the noblest achievement.

Spiritual Enrichment: Spiritual enrichment and appropriate experiences to develop it are a major concern of the school. Although the public schools are prohibited from teaching any of the denominational creeds, they have a responsibility to teach moral and spiritual values without endangering religious freedom and without circumventing the policy of separation of church and state.

### **The Teacher and Academic Freedom**

Academic freedom usually comprises three elements; freedom of inquiry and research; freedom of teaching within the school; and freedom of extra-mural utterance and action. Certain obligations are consistent within this framework of academic freedom and those obligations are especially true in the teaching of spiritual values and morals. The teacher, for example, will not judge the deep religious convictions of a child as either being right or wrong. The teacher, when discussing issues of a controversial nature must recognize the obligation of presenting objectively the various alternatives to an issue. The obligation of presenting theory as theory must be observed by the teacher. Although every teacher, as a human being, has the right of opinion and belief, the teacher will be especially cognizant of his/her beliefs and be able to avoid using the classroom as a forum for imposing his beliefs on the student. The teacher, therefore, must recognize that academic freedom applies not only to the teacher but also to the student, and makes every effort to assure that the student is free to select values consistent with the student's framework of familial, personal, and religious beliefs.

### **The Pupil**

The student, during the individual's school years, should develop and strengthen the student's own moral and spiritual code. If the student has a strong religious faith, and strong family support, the task of the school will be easier. If the student lacks a strong faith and parental support, the school must use as its only resources the law, the standards of the community, the teacher, and the school curriculum to develop within the student those moral and spiritual values that our American society has accepted.

Legal References:

Cross References:

Adopted:	July 12, 1971
Reviewed:	January 11, 1988
Revised:	March 1, 1993
Reviewed:	December, 2004

**Citizenship**

Being a citizen of the United States of Nebraska and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students shall have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students shall be instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community, the value of active participation and the practice of civil discourse. Instruction will also be aimed at developing patriotism, recognizing patriotic holidays and a reverence for the flag, developing an understanding of our nation's history and its constitution, and gaining an understanding of the dangers and fallacies of other forms of government.

Legal References: Nebraska Statute 79-724

Cross References: 102 Educational Philosophy of the District  
504 Student Rights and Responsibilities  
505 Student Discipline

Adopted: November 7, 2011

**Gifted Students**

The Board of Education recognizes the individual characteristics of students and strives to advance to the fullest all aspects of each student's development.

The gifted and talented students in the Bellevue Public Schools are those students who exhibit above average abilities, have commitment to initiated tasks, and possess problem-solving and creative abilities. These traits must be exhibited to the degree they can be identified through the use of multiple criteria selection instruments. Once identified, these students should be exposed to varied processes of learning strategies for the purpose of acquiring methods and sources of learning rather than only concentrating on current, existing content.

The Board of Education directs the Superintendent of Schools to develop regulations and procedures to ensure that appropriate programs are provided for the gifted/talented students. The Board of Education also expects the Superintendent and staff to inform patrons of our school district about the program provided. Programs requiring additional staffing or expenditure of funds must be presented to the Board prior to implementing.

Legal References:

Cross References:

Adopted:	September 10, 1979
Reviewed:	January 11, 1988
Revised:	February 5, 1996
Reviewed:	December, 2004

**Gifted Students**

The Superintendent of Schools recognizes the need for an appropriate program for students identified as gifted and talented. Proper identification and placement of gifted students into differentiated programs is generally necessary to allow these students to develop their abilities to optimum levels.

Gifted and talented students are identified by the use of multiple criteria which assess the areas of ability, task commitment, and creativity. The end product of the identification process is a cumulative case study which includes information concerning the student's unique abilities, talents, interests, psychological traits, and educational accomplishments. The case study allows placement of students into the least restrictive environment, primarily a classroom-centered placement allowing for consideration of both similar age and ability peer interaction. The identified gifted and talented student's program is based on one or more of the following program prototypes.

PrototypesDescription

Curriculum Acceleration

Students may progress through the regular curriculum at an accelerated pace or carry heavier class loads in a certain subject or subjects.

Grade Acceleration

Students who exhibit abilities to function socially, emotionally, and intellectually at a higher grade level may advance to that grade level for all courses.

Cross Building Acceleration

Subject and grade acceleration is not restricted to a single building. Students may leave their home building to attend appropriate classes in other district buildings.

Cluster Grouping

Gifted children at a given grade level are grouped into a "cluster" in one classroom. This cluster would comprise a maximum of one-third of the class. The remainder of the class would be composed of students representing normal classroom distribution.

Multi-grade Grouping

Students from different grade levels meet together for certain classes.

Differentiated Curriculum

Students regular curriculum is adjusted as appropriate for the individual learners in terms of context, process, and /or product.

High Ability Learner Program (HAL) (Pull Out Program)	Identified students with high ability in grades 4-6 meet with a HAL teacher and their intellectual peers for a specified period of time each semester. The program is administered in the students' home school on a rotation basis.
Summer School	Supplementary programs may be suited to students' interests and needs.
Internal Resource	Subject area specialists employed by the school district provide expertise in specific areas for gifted and talented students.
External Resource	Specialists in varied fields not employed by the school district who can provide expertise in specific areas for gifted and talented students.
Extracurricular School Offerings	Activity clubs, interest clubs, student council, and other offerings not a segment of the traditional course offerings are available for all students.
Extracurricular Non-School Offerings	Activity and interest clubs, and service organizations not sponsored by the school are available for some students.
External Offerings	Opportunities are offered by other organizations such as math contests, music contests, writing contests, and seminars.
Independent Study	Students independently pursue study in areas of interest with teacher direction.
Elective Program	Class and activity options are available within grade levels that provide opportunities for gifted and talented students.
Advanced Placement	Secondary students are allowed to take university level courses for which cooperating colleges may grant credit and/or advanced standing.
Early Graduation	Students may graduate when requirements for graduation have been met.



**Dual Enrollment/Credit**

Students may be enrolled in college courses while still attending high school classes.

**Internship**

Students work in the field with an expert in lieu of regular classroom work.

Building administrators and the appropriate central office administrators are expected to communicate the availability of a program for gifted and talented students to patrons of the school district.

Instructional program modification plans for each identified student will be developed by a team including, but not restricted to, the student's teachers, the building administrator or representative and other appropriate staff.

The student and the student's parents will review the educational plan written for the student. This plan will include the student's areas of strengths and interests, program objectives and/or activities, and related information.

The responsibility for development of procedures for identification, placement and development of education plans for each student within the defined program prototypes rests with the Department of Instruction. Recognized areas of giftedness will be included in these procedures with initial priority given to implementation of prototypes that concentrate on intellectual and academic giftedness. All procedures must be consistent with any Federal or State laws, rules, or regulations related to the education of gifted and talented students.

Approved:	September 10, 1979
Reviewed:	January 11, 1988
Revised:	December 6, 1993
Revised:	October 10, 2001
Reviewed:	December, 2004

**Part-time Enrollment of Nonpublic School Students**

The Bellevue Public Schools acknowledges its responsibility to permit students residing in the Bellevue Public School district who attend a private, denominational or parochial school, or a school which elects pursuant to section 79-1601, not to meet accreditation or approval requirements, may attend classes that are being taught in the public schools for those classes which a student/students parent may request. Part-time enrollment reimbursements pursuant to section 79-611.

The Superintendent shall develop procedures for the implementation of this policy.

Legal References:                      Neb. Statute    79-2, 136; 79-611  
   LB 821 (2006)

Cross References:                      504.01 Student Rights and Responsibilities  
   504.03 Student Control and Discipline

Adopted:	November 4, 1968
Reviewed:	January 10, 1972
Reviewed:	January 11, 1988
Revised:	February 4, 1991
Reviewed:	November, 2004
Revised:	August, 2006
Revised:	June 5, 2017

**Part-time Enrollment of Nonpublic School Students**

The Board shall allow the part-time enrollment of students who are residents of the School District and who are also enrolled in a private, denominational or parochial school or in a school which elects, pursuant to section 79-1601, not to meet accreditation or approval requirements. Such students are referred to herein as “nonpublic school students”. Part-time enrollment shall occur without payment of tuition, but shall not entitle a student to transportation or transportation reimbursements pursuant to section 79-611.

The Board establishes the following principles for enrollment of nonpublic school students:

1. The primary school for a nonpublic school student is the student’s private, denominational, parochial or home school.
2. Nonpublic school students are not to be given priority over full-time students.
3. Nonpublic school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
4. Enrollment of nonpublic school students is not to negatively affect the educational services to be provided to full-time students.

Approved:	November 4, 1968
Reviewed:	January 10, 1972
Reviewed:	January 11, 1988
Revised:	February 4, 1991
Reviewed:	November, 2004
Revised:	July 10, 2006
Revised:	May 8, 2017

**Students with Disabilities**

All students are entitled to a free appropriate public education. Therefore, the Board of Education directs the Superintendent to develop administrative regulations and procedures necessary to ensure identification, diagnosis, and placement of students with disabilities in appropriate special education and related services in the least restrictive environment. Special education and related services shall conform to federal and state laws and regulations regarding the education of students with disabilities.

Legal References:

Cross References:

Adopted:	October 17, 1955
Revised:	February 18, 1960
Revised:	February 5, 1963
Revised:	September 7, 1976
Revised:	October 5, 1981
Reviewed:	January 11, 1988
Revised:	February 8, 1993
Revised:	February 5, 1996
Revised:	May 1, 2000
Reviewed:	December, 2004

**Students with Disabilities**

The design, administration and evaluation of programs for students with disabilities within the Bellevue Public Schools is a general responsibility of the Department of Instruction. The implementation of services, supervision of programs and evaluation of personnel assigned to specific buildings are the responsibility of the designated principal.

The Department of Instruction shall be responsible to provide the system and support staff necessary for the location, identification, evaluation, diagnosis, placement and education of students with disabilities in appropriate programs as directed by federal and state laws and regulations. The identification, evaluation, diagnosis and placement shall be conducted by a team of qualified specialists. The disabilities served shall include those defined by federal and/or state laws and shall be verified by properly certified or licensed personnel.

The Superintendent of Schools directs the Department of Student Services to develop operational procedures which will ensure that students with disabilities as defined by federal and state laws are appropriately identified and served. The operational procedures shall incorporate the requirements of federal and state laws and regulations.

Approved:	September 7, 1976
Revised:	October 5, 1981
Reviewed:	January 11, 1988
Revised:	February 8, 1993
Revised:	February 5, 1996
Revised:	May 1, 2000
Reviewed:	December, 2004

**Adult and Continuing Education**

Admission Requirements

Adult High School Diploma Program

Any person 16 years of age or older who is not enrolled in a secondary school may enroll in the General Educational Development (G.E.D.) Program leading to an Adult High School Diploma.

Adult Basic Education Learning Center

Any person 16 years of age or older not enrolled in a secondary school, and who has been unable to achieve an elementary or secondary completion through a traditional program may attend class at the Learning Center. A student who is currently suspended or expelled from a school for violation of state or federal law or school board policies regarding violent offenses or firearms and destructive devices may not attend the Adult Basic Education Learning Center during the period of suspension or expulsion.

Project Recovery Program

Any person 16-21 years of age may, if recommended by the principal of the high school last attended, enroll in Project Recovery to earn Bellevue high school credit. A student who is currently suspended or expelled from a school for violation of state or federal law or school board policies regarding violent offenses or firearms and destructive devices may not attend the Project Recovery Program during the period of suspension or expulsion.

College Credit Program

Any person 16 years of age or older may earn Metropolitan Community College credit by successfully completing selected courses offered in Bellevue by Metropolitan Community College. Admission and registration for these courses is regulated by and accomplished through Metropolitan Community College.

Self-Improvement and Hobby Program

Anyone 16 years of age or older may participate in the Self-Improvement and Hobby Program by registering through Metropolitan Community College.

Tuition and Fees

Tuition for the Self-Improvement and Hobby Program and the College Credit Program is determined by and paid to Metropolitan Community College.

Tuition for Project Recovery students who are not residents of the Bellevue School District is based on program costs which are established annually.

A refundable book deposit fee is charged for each textbook loaned to a student in Project Recovery.

There is no tuition for the Learning Center or Adult High School Diploma Program. Fees for materials and scoring are charged to persons who take the G.E.D. test and for issuance of State of Nebraska and Adult High School diplomas.

Graduation Requirements

Adult High School Diploma

The Bellevue Public Schools Adult High School diploma is given to a student who achieves passing scores on the Tests of General Educational Development (G.E.D.) and lives in Nebraska. Special permission to take the test must be obtained from the Nebraska Department of Education for students under 19 years of age.

Approved:	September 7, 1965
Revised:	February 5, 1973
Revised:	September 5, 1974
Revised:	October 6, 1975
Revised:	September 8, 1986
Reviewed:	January 11, 1988
Revised:	February 6, 1995
Revised:	August 21, 1995
Revised:	February 5, 1996
Reviewed:	December, 2004

**Selection and Use of Learning Materials**

Learning materials refer to all materials provided by the district which may be read, listened to, or viewed as part of or supplemental to the instructional program. There are two broad categories of materials:

1. Those materials used for study by a small group, a class, or an individual, such as: textbooks, films, filmstrips, and tapes.
2. Those supplementary materials for small group, class, or individual use such as library books, pamphlets, magazines, tapes, and are utilized in the media center or checked out for use.

The Board of Education has the legal responsibility and final authority for the choice of reading, viewing, and listening material to be used in the schools.

Classroom teachers shall have a predominant voice in the selection and use of these materials since they must be judged in terms of the ways that they are used to meet the instructional goals. Materials selected are expected to be up-to-date, to meet the various interests, maturity and ability level of pupils, to meet accreditation standards and state requirements and to guard against a point of view contrary to the best interests of the community, state, and nation.

Teachers desirous of using materials that appear to be of a controversial nature should consult with the principal to determine appropriate action. A proper means of attempting to inform parents prior to the use of controversial materials should be determined .

The right of parents to supervise or restrict the materials which their children use in their study will be protected, but this is not to be construed to allow one individual's personal taste or preference to be imposed upon all members of the community or all students in a particular class. Individuals or groups shall be allowed to object to the use of any materials through the procedures set out in the administrative regulations.

Legal References:

Cross References:

Adopted:	November 6, 1967
Revised:	July 12, 1971
Reviewed:	January 11, 1988
Reviewed:	December, 2004



**Selection and Use of Learning Materials**

**Selection**

1. Classroom Materials–Selection: Decisions are usually based on the recommendations of curriculum committees of professional staff members. The Department of Curriculum and Instruction will provide appropriate guidelines and services such as consultants, curriculum guides and recommendations of the State Department of Education, publications of other school districts, recommendations of colleges, universities and professional organizations and the results of research in the area, which the committees may use as resources. All requests for the selection of new and/or additional materials will be subject to approval from building principals and the Department of Curriculum and Instruction.
2. Supplementary Materials: Library materials and other materials designed for individual use shall be selected from approved lists such as, but not limited to, those prepared by the American Library Association, professional publications, bibliographies of courses of studies, and recommendations of teachers. All requests for the selection of materials will be subject to approval from building principals and the Department of Curriculum and Instruction.

**Use**

1. When a building principal feels that materials are of a controversial nature, the principal may request that the materials be reviewed by a professional screening committee. Whenever possible, the review should be conducted prior to the introduction of the materials in the schools. The committees will be under the direction of the appropriate director. The committees will make specific recommendations for the proper use of materials under consideration. Recommendations may include the following:
  - a. No restrictions, available to students of a given level upon request.
  - b. To be used and available only under the direction of designated members of the certified staff.
  - c. Available to students only with a parent's permission.
  - d. Material should not be provided by the schools.
2. Whenever there is a disagreement, parents have the right to restrict their children from using the materials, and to file a formal complaint.

**Complaints**

1. The building principal shall have primary responsibility for handling complaints.
2. If, after oral discussion with the principal, the complainant remains dissatisfied, then he/she will be required to complete the appropriate form if he/she wishes further action on the complaint.

3. Classroom Materials: Individuals or groups wishing to challenge the generally required classroom materials shall have an opportunity to examine them thoroughly and shall make a written, signed statement listing their objections and the reasons for them. The staff of the Department of Curriculum and Instruction will review the statement, will consult with principals and teachers on the use of the materials, and will then meet with the complaining individuals or groups in an effort to reach agreement. If agreement is not reached, the complainant may request that the matter be placed upon the agenda for the Board of Education. Consideration will be given to a hearing of all aspects of the issue. The decision of the Board of Education shall be communicated in writing to all interested parties.
4. Individual Supplementary Materials: Individuals or groups wishing to challenge any item in the media centers shall make a written, signed statement of their objections and the reasons for them. This statement shall be referred to a media committee composed of the appropriate central office director; the K-6 and/or 7-12 Media Coordinator; the principals and media specialist of the school involved; and a representative appointed by the President of the PTA Council or a representative of the parent advisory committee of the school involved. The committee shall review the item objected to, report their findings in writing to the complainant, and meet with them in an effort to reach agreement. If the complaining parties are not satisfied with the decision, they may request that the matter be placed on the agenda for the Board of Education. The decision of the Board of Education shall be communicated in writing to all interested parties.
5. If a parent does not wish his child to use a particular item, he may state his request in writing to the building principal and his desires will be observed. However, a request that the item be removed from circulation for use by all pupils must be channeled through the proper committee.
6. All requests for review shall be made by completing form Ins. 33 "Request for a Review of Controversial Subjects or Materials."
7. The written reports of committee actions and results of their meetings with complaining parties shall be reported to the Board of Education.

Approved:	November 6, 1967
Revised:	July 12, 1971
Reviewed:	January 11, 1988
Revised:	February 5, 1990
Reviewed:	December, 2004

**Request for a Review  
of Controversial Subjects or Materials**

(Answer all questions – if question is not applicable indicate by NONE)  
(Use reverse side if necessary)

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Complainant represents:

Himself/Herself: \_\_\_\_\_

Organization: \_\_\_\_\_  
(Name)

Other: \_\_\_\_\_  
(Identify)

Nature of Complaint: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To what portion of the subject or material do you object: (Be specific) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If material, give title, author, and publisher: (cite pages) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What do you think could be the result of studying this subject or material by the students? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If book or article, have you read it in its entirety? \_\_\_\_\_

What suggestions would you make? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signed)

Distribution:

White: Superintendent's Office

Canary: Principal

Pink: Originator

**Controversial Issues**

Training for effective citizenship is accepted as one of the major goals of our public schools. An instructional program developed to achieve this purpose properly places great emphasis upon teaching about our American heritage, the rights and privileges we enjoy as citizens, and the citizenship responsibilities that must be assumed in maintaining our American way of life. It is believed that if a student learns all the student can about an issue, including its problems and ramifications, the student will freely choose the American way of life.

One of our cherished rights is that of dissent through such channels as public and private debate, the ballot, the processes of law - all with legal protection against unjust reprisal. For these reasons, the discussion and study of controversial issues within proper limits and for truly educational purposes are to be encouraged and will be defended in the Bellevue Public Schools.

In preparing for effective citizenship, pupils must learn the techniques and skills of democratic dissent. They must have opportunities to hear, discuss, and study issues that are controversial. Teachers must be free to conduct such discussions without fear of reprisal so long as they maintain a high level of professional impartiality. Accordingly, it shall be the purpose of our schools to recognize the pupil's right:

1. To hear, discuss, and study any controversial issue which has political, economics, or social significance and concerning which (at his/her level of maturity) the student should have an opinion.
2. To have free access to all relevant information, including the materials that circulate freely in the community.
3. To hear, discuss, and study under competent instruction in an atmosphere of freedom from bias and prejudice.
4. To form and express his/her own opinions on controversial issues without thereby jeopardizing his/her relations with the student's teacher or the school.
5. To be protected against indoctrination of religious beliefs.

As stated in the school district's philosophy of education, "the schools should work in cooperation and harmony with other social institutions and aspects of community life." Therefore, each professional staff member has a responsibility to attempt to inform others of instructional programs that are of a controversial nature prior to their introduction in the schools. Teachers are expected to consult with their building principals to determine the best way of informing parents and other patrons about recognized controversial aspects of the program prior to their introduction.

Teachers who conduct study and discussion according to the intent of this policy will be protected by the Board from unjust charges and attack by every means at its disposal, including legal.

The Board's position in this matter applies to the regular curricular program of the schools and to extracurricular activities held before or after school within the school building or outside the school, wherever school or school-related groups are involved. The board must reserve the right assigned it under the law to give or withhold consent for any school activity according to its judgment as to whether any given activity is beneficial and for the best interest of the district and for the pupils of the district.

The Superintendent of Schools is authorized to establish such rules and regulations as in his/her judgment will be needed to carry out the intent of the board as expressed in this policy. Appeals, if needed, will be channeled through the regular grievance procedure adopted by the board. These rules, regulations, and procedures will be defined in Administrative Regulations: Controversial Issues.

Legal References:

Cross References:

Adopted:	October 17, 1966
Revised:	July 12, 1971
Reviewed:	January 11, 1988
Revised:	March 1, 1993
Reviewed:	December, 2004

**Request for Review of Controversial Subjects or Materials**  
Answer all questions – if question is not applicable, indicate by NONE.  
Use reverse side if necessary

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Complainant represents

Himself/herself: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Other: (identify) \_\_\_\_\_

Nature of Complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To what portion of the subject or material do you object: (be specific) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If material, give title, author, and publisher: (cite pages) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you think could be the result of studying this subject or material by the students? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If book or article, have you read it in its entirety? \_\_\_\_\_

What suggestions would you make? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_

Distribution:

White: Superintendent's Office

Canary: Principal

Pink: Originator

**Controversial Issues**

Controversy in the school program needs to be handled in a professional manner. The Superintendent of Schools has been authorized to establish such procedures, rules, and regulations as needed to carry out the intent of the Board of Education policy. The following material presents the guidelines to be followed by all school personnel.

**Controversial Topics**

Since schools must teach about some controversial topics, the principal must consider the handling of such matters as a regular part of his/her job. It is the principal's duty to anticipate controversies, to direct and advise teachers, and to inform and consult parents. Principals will be held primarily responsible for the administration and supervision of the curriculum, including the selection of materials and methods of instruction.

Good teaching of subjects involving controversial topics requires particular skill and so far as is possible only teachers of superior training and experience should be assigned subjects in which a large body of material deals with controversial topics. Teachers should deal with only those issues falling within their fields of preparation. The teacher's approach to controversial topics will be impartial and objective, attempting always to present both sides of an issue.

Specifically, teachers should use the following criteria for determining if certain topics should be studied:

1. The topic must not involve indoctrination of religious beliefs.
2. The topic in question must be within the range, knowledge, maturity, and competence of the students.
3. Ample study materials and other learning aids will be made available from which a reasonable amount of data pertaining to all aspects of the topic could be obtained.
4. Consideration of the topic should require only as much time as is needed for ample study by the class, but sufficient time should be provided to cover the topic adequately.
5. The topic should be current, significant, real and important to the students and teacher. Significant topics are those which concern a considerable number of people, are related to basic principles, or at the moment are under consideration by the public, and the news media.
6. The teacher should keep in mind that the classroom is an open forum and not a committee for producing resolutions or dogmatic pronouncements. The class should feel no responsibility for reaching an agreement.

Representatives (Laymen) of varying points of view may present issues directly to students only through invitation by a teacher with approval of the principal.

Attendance at assemblies involving outside speakers on controversial topics will be voluntary on the part of the students. These events will be publicized in advance for the benefit of both students and parents.

A teacher who is in doubt concerning the advisability of discussing certain topics should confer with the principal as to its appropriateness.

Teachers have a responsibility to confer with the principal to determine the best means for informing parents and other patrons of controversial topics to be presented prior to their introduction in the schools.

### **Materials in the Curriculum**

Using suggestions from national curriculum groups and professional organizations drawing upon standard selection guides and acting upon their best knowledge of their own students, the professional staff should determine which content can best be taught at each grade level. The literary merit of a publication should be the factor which determines its inclusion or exclusion in the curriculum. Materials that appear to be questionable may be referred to a screening committee of professional staff members under the direction of the appropriate curriculum director prior to their use in the schools.

A parent shall have the right to make, and have granted, a request that his/her child not study a given book or literary work. The parent shall have the right to suggest only, through formal complaint procedures, that a given book or literary work be excluded from the curriculum for all students.

### **Handling of Complaints**

The following procedure shall be used to facilitate the proper and prompt handling of complaints of this nature:

1. The building principal shall have primary responsibility for handling complaints.
2. If after oral discussion with the principal the complainant remains dissatisfied, then he/she will be required to complete the appropriate form if he/she wishes further action on the complaint.
3. The completed form will be sent to the appropriate central office administrator who will arrange for a conference of all interested parties such as the teacher, principal, complainant, and the administrator.
4. Should dissatisfaction remain after the above conference, the matter will be included on the agenda of the next regularly scheduled Board of Education meeting.
5. The decision of the Board of Education shall be communicated in writing to all interested parties.

Approved:	October 17, 1966
Revised:	July 12, 1971
Reviewed:	January 11, 1988
Revised:	March 1, 1993
Reviewed:	December, 2004



**Request for a Review  
of Controversial Subjects or Materials**  
(Answer all questions – if question is not applicable indicate by NONE)  
(Use reverse side if necessary)

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Complainant represents:

Himself/Herself: \_\_\_\_\_

Organization: \_\_\_\_\_  
(Name)

Other: \_\_\_\_\_  
(Identify)

Nature of Complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To what portion of the subject or material do you object: (Be specific) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If material, give title, author, and publisher: (cite pages) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you think could be the result of studying this subject or material by the students? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If book or article, have you read it in its entirety? \_\_\_\_\_

What suggestions would you make? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signed)

Distribution:

White: Superintendent's Office

Canary: Principal

Pink: Originator

**Media Program**

The media program is defined as that part of the educational program relating to the services, facilities, equipment, and materials provided through media centers.

With the vast influx and availability of print and non-print media, it appears that society in general, and the schools in particular have a responsibility to ensure that students have access to collections of materials that will enhance their intellectual, moral, and spiritual growth. Careful selection and evaluation of library materials is essential, however, the principle that the library is the time-honored place where students may go to seek information must not be violated. Inherent in this principle is the right of the student to seek out materials commensurate with the student's interests and level of maturation. This principle will be incorporated into the media program for the school district.

The school district will adhere to the accreditation standards and guidelines of the State of Nebraska. In addition, the Superintendent and staff will be expected to develop long range plans to achieve national standards and to evaluate the media program to ensure that it adequately supports the instructional program.

Legal References:

Cross References:

Adopted:	July 12, 1971
Reviewed:	January 11, 1988
Revised:	February 5, 1996
Reviewed:	December, 2004

**Use of Electronic Technology**

Use of electronic technology for communication; transmitting and receiving information; and for storing, retrieving, and manipulating data is an integral part of the education process. The Board of Education encourages and supports the use of electronic technology in instructional programs and activities within legal and ethical parameters.

The Board of Education recognizes that electronic technology is rapidly expanding in the field of education and that the inappropriate use of that technology, whether intentional or accidental, could occur in the schools. To assure appropriate use of electronic technology in the Bellevue Public Schools, the Superintendent of Schools will develop regulations and procedures related to the appropriate use of electronic technology in the instructional programs and activities of the school district.

Legal References:

Cross References:

Adopted: November 7, 1994  
Reviewed: December, 2004

**Use of Electronic Technology**

To ensure appropriate uses of electronic technology in instructional programs and activities, procedures for the uses will be developed within guidelines of Board of Education policy; State of Nebraska statutes; rules and regulations of the State Board of Education; and applicable Federal rules, regulations, and statutes.

Procedures for the use of electronic technology will identify inappropriate uses of electronic technology including but not limited to the use of telephones; computers and accompanying peripherals and network systems; software including both internet based and client specific, system resources such as PowerSchool or other online resources; television; satellite-linked communications; and on-line data and communication services.

The procedures will also include a copy of the following items:

1. A document that will be provided to those persons who use district electronic technology; The document will delineate the appropriate use of technology in the schools and inform them that disciplinary actions will be taken for infractions of rules established for appropriate use of technology in schools.
2. A document that will be provided to parents of K–12 students attending Bellevue Public Schools in which appropriate use of technology in schools is delineated. Parents will also be informed that disciplinary actions will be taken against students who are found in violation of rules for appropriate use of technology in schools.
3. All documents required to obtain access to on-line telecommunication services available in district schools.

Approved:	November 7, 1994
Reviewed:	December, 2004
Revised:	June 5, 2017

**Use of Internet and World Wide Web**

The Bellevue Board of Education supports and encourages the appropriate and responsible use of the Internet and World Wide Web to support instruction and assist with fulfillment of job responsibilities.

It is the policy of the Bellevue Public School District to: prevent user access over its computer network to, or transmission of, inappropriate materials via Internet, electronic mail, or other forms of direct electronic communication; prevent unauthorized access and other unlawful online activities; prevent unauthorized online disclosure, use, or dissemination of personal identification information; and comply with applicable federal and state laws and regulations.

The Superintendent of Schools in compliance with the “Children’s Internet Protection Act”, enacted March 2001, shall purchase and install hardware devices and software and provide staff training and direction designed to: block access to visual depictions that are obscene, child pornography, or material harmful to minors.

The following terms shall be defined pursuant to the “Children’s Internet Protection Act” as the following:

- A. Obscene, as that term is defined in section 1460 of title 18, United States Code;
- B. Child pornography, as that term is defined in section 2256 of title 18, United States Code;
- C. Harmful to minors, means any picture, image, graphic image file, or other visual depiction that--
  - (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- D. Sexual act; sexual contact. —The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.
- E. Provide education for minors about appropriate online behavior, including interacting with other individuals on social networking websites as well as cyberbullying awareness and response.

The Superintendent of Schools shall promote the safety and security of users of the district’s computer network and provide for the monitoring of all online activities of individuals and unapproved online activities of network users. Unauthorized access, including so-called “hacking” and unlawful online activities by network users is specifically prohibited.

All employees of the Bellevue Public Schools and all students enrolled in the Bellevue Public Schools shall consider compliance with this policy a condition of employment and/or enrollment. There shall be no expectation of privacy for information stored on or transmitted with district equipment. Illegal or improper activities will be reported to the appropriate authority. Any individual determined to be in violation of this policy will be subject to disciplinary action provided by approved policies up to and including student expulsion or employee termination.

Legal References:

Cross References:

Adopted:	June 3, 2002
Reviewed:	December, 2004
Revised:	September 13, 2021

**Web Page Publishing**

The Board supports and encourages the publication of web sites to enhance community relations, to foster creativity, to demonstrate student learning, and to advance the mission of the district. It is a means of providing information to the community about school events and classroom activities, and provides an effective line of communication between the community, staff and students. All district web sites shall be used only for purposes related to the educational curriculum or operation of the district.

The Superintendent will develop written web site regulations that pursue the benefits of maintaining web sites while protecting the school and community from potential misuse. All web pages on the web sites will conform to all policies, administrative regulations and procedures of the district.

Each employee of the Bellevue Public Schools and students enrolled in the Bellevue Public Schools shall consider compliance with this policy a condition of employment and/or enrollment. There shall be no expectation of privacy for information stored on or transmitted with district equipment. Illegal or improper activities will be reported to the appropriate authorities. Any individual determined to be in violation of this policy will be subject to disciplinary action provided by appropriate policies.

Legal References:

Cross References:

Adopted: January 8, 2001  
Reviewed: December, 2004

**Web Page Publishing**

To ensure appropriate uses of district web sites, procedures for the uses will be developed within guidelines of Board of Education policy; State of Nebraska statutes; rules and regulations of the State Board of Education; and applicable Federal rules, regulations, and statutes. Commercial, political, non-district organizations, and/or private use of any of the district's web sites is strictly prohibited. Information displayed on web pages shall comply with federal and state law and regulation and board policy and administrative regulation concerning the use, storage and release of confidential or copyrighted information. All computers either owned or leased by the school district are school district property and no right of individual privacy shall extend to the information or communications stored or contained in the computer or any of its components or software. The administration reserves the right to monitor any computer activity and on-line communications for improper use. This administrative regulation shall be reviewed annually following initial adoption.

The Assistant Superintendent for Instruction shall develop and implement appropriate procedures to provide guidance for web site and web page development and usage.

**Staff Web Pages**

Staff may create web pages to use as part of class activities or to provide a resource for other staff members. Staff web pages must reflect the educational goals and objectives of the district. District employees or guests may not establish personal web pages using district resources. Staff who create or supervise the creation of web pages shall be responsible for content and compliance with applicable federal and state laws and board policy and administrative regulation.

**School or Class Web Pages**

Schools, classes or staff may establish web pages that present information about the school or class activities. The Building Principal will designate an individual who will be responsible for managing the school web site. Teachers will be responsible for maintaining their class web pages. The individual assigned to manage the web page shall be responsible to ensure compliance with the board policy and administrative regulation.

**Student Web Pages**

Students may establish web pages with staff sponsorship and approval by the building principal. Material presented in the student's web page must be related to the student's educational and career preparation goals and activities. Student web pages developed as part of a class will only be published on the district's Intranet unless approval by the building principal has been granted to publish on the Internet.

Adopted: January 8, 2001  
Reviewed: December, 2004



**Musical Instruments**

Students will generally be expected to furnish their own musical instruments for instruction and activities. However, in order to maintain the quality of music program desired, the Board of Education recognizes the need for the school to purchase, maintain, and issue those musical instruments which the individual student could not reasonably be expected to own.

Legal References:

Cross References:

Adopted:	February 2, 1970
Reviewed:	January 11, 1988
Reviewed:	December, 2004

**Musical Instruments**

Those instruments deemed necessary for the school to own shall be recommended by the professional staff with approval of the building principal.

The school will be expected to provide:

1. Tubas
2. Percussion Equipment
3. Bassoons
4. Piccolos
5. Bass Guitars
6. Flugel Horns
7. Baritone Horns
8. Double French Horns
9. Baritone and Tenor Saxophones
10. Bass and Alto Clarinets
11. Alto Flutes
12. Oboes

Instruments will be purchased by competitive bid and inventories shall be submitted to principals at the close of each school year.

Assignment of school-owned instruments will be according to needs as determined by the professional staff.

No assessments for maintenance shall be imposed on the individual unless damage, undue wear, or general lack of care by the student is in evidence.

The professional staff shall determine maintenance needs and will be responsible for security of instruments during times when instruments are not assigned.

Approved:	February 2, 1970
Reviewed:	January 11, 1988
Revised:	February 3, 1992
Reviewed:	December, 2004

**Class Size**

The Board of Education recognizes that class size is a function of staffing level, type of instruction provided, type of students served, facility limitations, type of program offered or selected, distribution of students between attendance areas, distribution of students between grade levels within a building and parameters imposed by available resources, law, rule or regulation. The Board also recognizes that different staffing patterns and ranges in class size are necessary to accommodate class size variables.

The Board of Education will annually review, through the budgetary planning process, the staffing plan for the ensuing year before the budget is developed. The projected average class sizes included within the proposed staffing plan will:

1. Allow a variety of staffing patterns and ranges in class size to accommodate the recognized variables.
2. Meet laws, rules and regulations that are mandated.
3. Balance staffing resources whenever possible.
4. Minimize the range in class sizes.
5. Maintain the neighborhood school concept whenever possible.
6. Avoid dividing families.
7. Make school assignments for students as permanent as possible.
8. Provide a staffing level that can be reasonably implemented within available resources.
9. Meet rules and regulations that govern programs in which the district has elected to participate.

Legal References:

Cross References:

Adopted:	August 2, 1982
Reviewed:	January 11, 1988
Reviewed:	December, 2004

**Grouping for Instruction**

The Board of Education supports instructional arrangements that provide for the needs of individual pupils, allow for the placement of pupils in the best learning situation possible in a school, and challenge each pupil to grow and develop intellectually. Forms of grouping flexible enough to allow individual students to move from one group to another as the student's needs or the activities change may be incorporated within the district.

**Special Services**

Selection procedures for students needing special services will follow regulations outlined by the State Department of Education, the Federal Department of Education, and/or other local policies, regulations and procedures. Special education services will be provided for students with disabilities at all levels in the educational process.

**Elementary School**

Grouping in the elementary schools generally will be within a heterogeneous classroom. When the regular curriculum, materials and activities that support the curriculum, or pacing of instruction do not meet individual student's needs, appropriate learning options will be available for those students on a district-wide basis.

**Middle School**

Students may be grouped within heterogeneous teams to effectively and efficiently deliver the transitional, departmentalized curriculum of the middle school. When the regular curriculum, materials and activities that support the curriculum, or pacing of instruction do not meet individual student's needs, appropriate learning options will be available for those students on a district-wide basis.

**High School**

Grouping in the high schools occurs when the student selects courses within the diversified curriculum provided students. When the regular curriculum, materials and activities that support the curriculum, or pacing of instruction do not meet individual student's needs, appropriate learning options will be available for those students on a district-wide basis.

**Selection of Pupils****Elementary**

Students will be assigned to elementary classrooms by the principal. The grouping of pupils within a classroom at the elementary level will be the responsibility of the teacher. Grouping of students district-wide will occur based on selection of students for whom the regular curriculum should be modified.

### Middle School

The placement of pupils into classes and teams in the middle schools will be the responsibility of the building principal. The grouping of pupils on a day-to-day basis within teams will be the responsibility of the teachers. The selection of pupils for transitional classes that have different levels of curriculum content will be the responsibility of the building principal. The principal will use all available information and seek the assistance of parents, teachers, guidance counselors, and other personnel to ensure proper placement of each pupil. Grouping of students district-wide will occur based on selection of students for whom the regular curriculum should be modified.

### High School

The placement of pupils into classes in the high schools will be the responsibility of the building principal. The selection of pupils for transitional classes that have different levels of curriculum content will be the responsibility of the building principal. The principal will use all available information and seek the assistance of parents, teachers, guidance counselors, and other personnel to ensure proper placement of each pupil. Grouping of pupils within high school classes will be the responsibility of the classroom teacher. Grouping of students on a district-wide basis will occur based on selection of students for whom the curriculum should be modified.

Legal References:

Cross References:

Adopted:	December 5, 1966
Reviewed:	January 11, 1988
Revised:	February 6, 1995
Reviewed:	December, 2004

**Grouping for Instruction**

The responsibility for the placement of students in the best learning situation possible is delegated to the building administration and professional staff within the guidelines of Board Policy, Administrative Regulation, and the Laws and Constitution of the State of Nebraska and the United States.

Multiple criteria will be considered as students are placed in specific courses by principals. These multiple criteria may include:

1. Student ability,
2. Past student success in the subject area and school,
3. Student interest,
4. Parent or guardian recommendations or requests,
5. Future educational/occupational plans,
6. Teacher recommendations,
7. Counselor recommendations, and
8. Student needs.

The staff will ensure that parents are provided an opportunity to be informed of all courses selected by their child or placements of their child in programs or courses that have different levels of curriculum content. If a parent or guardian is concerned about a class, program or course, the process outlined in the Student Rights and Responsibilities Policy will be used to resolve the concerns of the parent or guardian.

Approved: February 6, 1995  
Reviewed: December, 2004

**Extra-Curricular/Co-Curricular Activities**

**School Sponsored**

The Board of Education recognizes that educational experiences provided through the public school cannot and should not be limited to the classroom. For this reason, extracurricular activities, contests and field trips will be provided in the school program.

Activities shall be planned for in the school curriculum and budgeted for annually. When included in the planned curriculum and in the budget document, the expenses for such programs, including necessary travel expense, shall be borne by the district.

**Non-School Sponsored**

The Board of Education recognizes that students and teachers, on a voluntary basis, may make trips to various areas of the United States and foreign countries. These unofficial trips will not occur during the school day and are not endorsed or supported by the Board of Education of the Bellevue Public Schools. No publicity, literature or advertisements may infer sponsorship by any individual school, the Board of Education or the Bellevue Public School District.

Class time, school time, or school resources and facilities may not be used to promote or solicit participation in these trips. No employee of the Bellevue Public Schools shall use his or her position to solicit children or parents to participate in the activity. School employees shall not use any materials, equipment, facilities or other school district resources to promote these activities. School employees shall not be considered employees of the district when participating in these activities.

School employees must be careful not to give the perception that their involvement with optional trips infers district sponsorship or endorsements. School employees are discouraged from holding organizational meetings in their homes. The travel agency or representative of the carrier should conduct organizational meetings.

Legal References:

Cross References:

Adopted: July, 2006  
Revised: February 5, 2007

**Off-Campus Extra-Curricular/Co-Curricular Activity Trips**

Off-campus extracurricular activity trips which are part of the school district, metro conference, or Nebraska State Activities Association (NSAA) schedule shall be approved and organized through the normal school district budget and planning.

For all other proposed off-campus activity trips, which involve the school district budget or financial support from individuals and/or organizations other than the school district, the following regulations shall apply:

1. The specific details for the trip must be presented to the building activity director and principal. Specific details shall include the trip schedule, supervision plans, purpose of the trip, cost of the trip (budget and fund raising plans), insurance (if needed), etc.
2. The building principal shall submit the request to the appropriate director.
3. All out-of-state trips must be approved by the Superintendent of Schools or designee before plans can be made for the trip.
4. The school district will not purchase health, accident, or life insurance for students who participate in activities. Parents/Guardians must provide insurance information and permission to treat forms.
5. Parents/Guardians of students who participate in off-campus activities shall execute an agreement to hold the School District and supervisors harmless from any liability for injuries and/or property damage incurred by a student during the activity.

Approved: July, 2006



**Secondary Guidance and Counseling**

School counselors design and deliver comprehensive school counseling programs that promote student achievement. A comprehensive school counseling program is an integral component of the school's academic mission. Comprehensive school counseling programs, driven by student data and based on standards in academic, career and personal/social development, promote and enhance the learning process for all students.

Effective school counseling programs are a collaborative effort between the school counselor, parents and other educators to create an environment that promotes student achievement. Staff and school counselors value and respond to the diversity and individual differences in our societies and communities. Comprehensive school counseling programs ensure equitable access to opportunities and rigorous curriculum for all students to participate fully in the educational process.

It is the policy of the Bellevue Public Schools to employ school counselors that are certified/licensed educators with the minimum of a masters degree in school counseling and are uniquely qualified to address the developmental needs of all students through a comprehensive school counseling program addressing the academic, career and personal/social development of all students.

Legal References:

Cross References:

Adopted:	March 6, 1967
Reviewed:	January 11, 1988
Revised:	March 1, 1993
Reviewed:	December, 2004
Revised:	June 5, 2017

**Secondary Guidance and Counseling**

School counselors focus their skills, time and energy on direct and indirect services to students.

School counselors participate as members of the educational team and use the skills of leadership, advocacy and collaboration to promote systemic change as appropriate. The framework of a comprehensive school counseling program consists of four components: foundation, management, delivery and accountability.

1. Foundation - School counselors create comprehensive school counseling programs that focus on student outcomes, teach student competencies and are delivered with identified professional competencies.

2. Management - School counselors incorporate organizational assessments and tools that are concrete, clearly delineated and reflective of the school's needs.

3. Delivery - School counselors provide services to students, parents, school staff and the community in the following areas:

A. Direct Student Services

- i. School counseling core curriculum
- ii. Individual student planning
- iii. Responsive services

B. Indirect Student Services - Indirect services are provided on behalf of students as a result of the school counselors' interactions with others including referrals for additional assistance, consultation and collaboration with parents, teachers, other educators and community organizations.

4. Accountability - To demonstrate the effectiveness of the school counseling program in measurable terms, school counselors analyze school and school counseling program data to determine how students are different as a result of the school counseling program.

Approved:	March 6, 1967
Reviewed:	January 11, 1988
Revised:	March 1, 1993
Reviewed:	December, 2004
REVISED:	June 5, 2017

**Textbook Loans to Private School Students**

The Bellevue Board of Education recognizes the Legislature of the State of Nebraska and the State Board of Education have given the Board the power and duty to purchase and loan textbooks to private school students. Under this legislation, a school district shall not be obligated to spend any money for the purchase and loan of textbooks to students enrolled in private schools other than funds specifically appropriated by the Legislature for the purpose of purchasing and loaning textbooks.

The Board of Education directs the Superintendent of Schools to develop regulations and procedures to implement the textbook loan to students enrolled in a private school program in a manner that recovers from the State of Nebraska costs associated with this program within the constraints of State Statute and State Board of Education Procedures and Rules.

These regulations and procedures will also establish a priority for selecting textbooks that will be purchased if, after the distribution of funds, the Board is unable to provide all of the textbooks for which applications have been made due to a pro-rata reduction in the funds by the Department of Education.

Legal References:

Cross References:

Adopted: December 4, 1989  
Reviewed: November, 2004

**Textbook Loans to Private School Students**

The Department of Curriculum and Instruction will develop procedures to implement the “Textbook Loans to Private School Students” program that are consistent with Board Policy, Administrative Regulation, State Statute and State Board of Education Procedures and Rules.

These procedures will provide for accomplishing the following activities related to the textbook loan program.

1. Maintaining current curriculum textbooks available
2. Distribution of textbook available
3. Receiving requests for textbooks
4. Summarizing requests for textbooks
5. Applying for funds for textbooks
6. Preparing purchase orders
7. Ordering textbooks
8. Receiving textbooks
9. Barcoding and inventorying textbooks
10. Conducting drawings for textbooks, if necessary
11. Notifying parents where and when textbooks will be available
12. Checking out textbooks
13. Checking in textbooks
14. Collecting fines, if necessary
15. Maintaining an inventory and storage facility for textbooks

The following course and grade priorities are established to select the textbooks that will be purchased if, after the distribution of funds, the school district is unable to provide all of the textbooks for which applications have been made due to a pro-rata reduction in the funds by the Department of Education.

<b>Priority</b>	<b>Course and Grade</b>
1	Elementary Reading texts by grade K-6
2	Elementary Math texts by grade K-6
3	Elementary Science texts by grade K-6
4	Elementary Social Studies texts by grade K-6
5	All other elementary texts by grade K-6
6	Secondary English/Language texts by grade 7-12
7	Secondary Math texts by grade 7-12
8	Secondary Science texts by grade 7-12
9	Secondary Social Studies texts by grade 7-12
10	All other secondary texts by grade 7-12

If it is necessary to use grade level to establish priorities to select the textbooks that will be purchased and loaned, students in the lowest grade level will receive the highest priority.

Approved: December 4, 1989  
Reviewed: November, 2004  
Revised: April 14, 2014

**Student Evaluation**

The Board of Education believes that an evaluation program will provide a means for objective assessment of academic growth and potential of the student, will assist the professional staff in determining the needs of the individual student and the student body as a whole and will provide information which has implications for changes in the curriculum or instructional procedures.

The Board of Education, therefore, directs that an evaluation program be established which will provide for an ongoing, comprehensive and comparable record of academic growth and development and which evaluates the effectiveness of curriculum and instructional procedures.

The Board of Education also directs that procedures be followed which will ensure the confidentiality of an individual's evaluation records.

Legal References:

Cross References:

Adopted:	August 3, 1970
Revised:	March 2, 1981
Reviewed:	January 11, 1988
Revised:	April 4, 1994
Reviewed:	December, 2004

**Student Evaluation****Philosophy**

In order to ensure an effective learning environment for students, frequent evaluation of student performance is essential. The staff of the Bellevue Public Schools believes:

1. Reliable information is needed about what students are or are not learning.
2. The curriculum objectives of the school district guide the assessment process.
3. Curriculum activities are used where possible to provide the means to assess student progress.
4. Student learning can be improved when assessment data are used to guide needed curricular and instructional practices.
5. An evaluation program uses a variety of assessment methods.
6. The use of assessment data is an integral part of the school system and individual school operation, including instructional planning, and the school improvement accreditation process.
7. Various methods and assessment instruments are needed to provide information as needed by different audiences (students, parents, teachers, administration, community).
8. Students learn best when they are involved in assessment, evaluation and communication of their own learning.

**Mission**

The mission of the evaluation program of the Bellevue Public Schools is to provide school staff, parents/guardians, and students with information that can be used to measure, expand, and improve students' educational experiences and learning. To provide the most reliable and useful information possible, a variety of assessment methods is used. The integration of assessment practices in the instructional process helps the teacher make informed decisions about the instructional needs of each student. Standardized norm-referenced tests are used to measure a sampling of basic skills to compare achievement of students in the Bellevue Public Schools with similar students in the nation.

Criterion-referenced tests reflect the degree of success in student achievement of subject objectives. Additional competencies are measured by other means, such as performance measures, observations, and examples of student work. Traditional grades (i.e. A, B, C, D, F) generated by these means are used to communicate with parents, employers, colleges, etc., the relative student accomplishment based on district standards.

**Objectives**

The evaluation program is designed to:

1. Identify the strengths and weaknesses of students in order to assist them in improving their learning.
2. Evaluate the curriculum and mandated instructional processes.
3. Assist teachers and administrators in planning instruction and instructional delivery.
4. Involve parent/guardians, students, teachers, and administrators in monitoring the progress of individual students.

5. Provide information to students, parents/guardians, school personnel, and the community.
6. Encourage and support teachers in the use of a variety of assessments.
7. Assist the student through the developmental sequences of educational placement and career planning.
8. Analyze achievement of Bellevue Public Schools students and compare it with local, state, and national standards.
9. Include all students in district assessment programs. Appropriate accommodations or alternate assessments are provided to students whose disabilities require special consideration.
10. Meet district, state, and federal reporting requirements.

#### Definitions

1. Evaluation – the comparison and interpretation of assessment data with criteria or standards.
2. Assessment – the process of measuring, collecting, and compiling data which can include, but is not limited to, written tests and performance activities (experiments, speeches, etc.)
3. Standardized Testing Program – the process in which standardized tests are administered according to a regular schedule.
4. Standardized Test – an instrument through which a systematic sample of performance is obtained under prescribed conditions, is scored according to definite rules and is capable of interpretation by referring to the normative information on the instrument.
5. Criterion-Referenced Test – an instrument which measures student achievement of specific local objectives.
6. Accommodation – change in test administration which do not change the underlying construct being measured.
7. Alternate assessment - a substitute way of gathering information on the performance and progress of students who are unable to participate in typical assessments.

Approved: August 3, 1970  
Revised: March 2, 1981  
Reviewed: January 11, 1988  
Revised: April 4, 1994  
Revised: August 6, 2002  
Revised: January 6, 2003  
Reviewed: December, 2004

## **Curriculum-Assessments**

### **1. State Assessments**

Bellevue Public Schools has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessment in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

### **2. Achieving Valid Assessments**

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility); local curriculum assessments (summative and interim/formative); and other coursework assessments (e.g., daily formative assessments, classroom test, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:



- a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.
  - i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.
  - ii. Local Curriculum and Coursework Assessments. Local curriculum and coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using “test banks.” For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.

b. Teaching for Success on Assessments

It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student’s knowledge, and not simply test preparation.

- i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to “teach to the test” by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. “Cramming” assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.
  - ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.
- c. Conditions for Successful Assessments.
  - i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and

how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.

- ii. **Climate.** Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.
  - iii. **Security.** Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.
- d. **Full Participation.** Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.
- e. **Assistance During Assessments.**
- i. **Standardized Assessments.** Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints," giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).
  - ii. **Local Curriculum and Coursework Assessments.** For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.
- f. **Student Answers.** Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all "bubble"

sheet assessments and completely erase mistaken answers and extra marks on “bubble” sheet assessments). Educators are not to change answers on a student’s assessment sheet or otherwise participate in the submission of false or misleading assessment results.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District’s standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

Legal Reference: NDE Rule 10.05; NDE Rule 27.004.02H and 004.03D

Cross References:

Adopted: May 2, 2011

**Reporting Student Progress to Parents**

Parents must be kept informed of their child's progress and accomplishments. The intention of the Board of Education is that the reporting of such information be a continuous, cooperative effort of communication between home and the school.

The Board of Education, therefore, directs the Superintendent of the Bellevue Public Schools to develop and implement ways of reporting student progress and accomplishments to parents.

Changes to the Grading Protocol will require the consent of the Board of Education.

Legal References:

Cross References:

Adopted:	July 7, 1975
Reviewed:	January 11, 1988
Reviewed:	December, 2004
Revised:	August 3, 2015

**Reporting Student Progress to Students and Parents**

In order to establish continuity in reporting students' progress to students and parents, the methods used will include, but are not limited to, the following:

1. A student report form or an electronic message will be submitted to parents at least four times a year.
2. Student-parent-teacher conferences will be held at least twice a year for all grade levels.
3. Mid-term progress report forms may be used between reporting periods to indicate a change in a student's progress.
4. Informal notes including e-mail messages or other forms of communication.
5. Telephone calls as necessary.
6. Special report forms for continuous progress classes may be used in lieu of a grade entry on the report card at the secondary level.
7. The parents of seniors who are in danger of not graduating are to be so notified personally the semester prior to graduation or as soon as it determined the student might not graduate. When all other methods have failed the parent shall be contacted by registered mail.

The written Student Report Form shall include all subject matter areas in which student is enrolled. Personal and social development and attendance shall also be used. Additional reports of student progress may include: rubrics, Individual Educational Plans, and Individual Program Modification Plans and etc.

The Student-parent-teacher conference shall include, but is not limited to, a discussion of the following topics:

1. Any information which may help to develop a better understanding of the student's progress/achievement or promotes participation in the education process. This may include personal and social growth, attendance concerns, and behavioral characteristics.
2. Explanation of marking code/method used on the Student Report Form.
3. Student's progress in the areas cited on the Student Report Form.
4. Results of recent diagnostic or norm-referenced testing (if available and applicable).

Since reporting to parents is a continuous process, each school which a student attends has a responsibility to the succeeding school for providing information pertaining to the student's achievement. Therefore, procedures for reporting the achievement of any student who transfers or withdraws will be carefully followed.

The Student Report Form is marked according to the student's progress. The academic grading key is as follows:

Kindergarten through Grade 2

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

Grade 3 through Grade 12

A - 90-100%  
B - 80-89%  
C - 70-79%  
D - 60-69%  
F - below 60%  
✓ -Needs Improvement

Kindergarten-Grade 12

Essential Objectives  
Advanced  
Proficient  
Progressing  
Beginning

Pass-Fail marks may be used for courses in secondary schools that do not affect a student's class rank or honor roll status.

Approved: July 7, 1975  
Revised: September 6, 1983  
Reviewed: January 11, 1988  
Revised: February 5, 1996  
Revised: March, 2003  
Reviewed: December, 2004  
Revised: May 12, 2008

**Student Promotion and Retention**

It is a commitment of the school to meet individual differences by placing each student at the age, social, and intellectual level most favorable to his/her total educational development. To meet this commitment, it may be necessary to alter the established sequence of grades and/or courses.

The Board of Education directs the Superintendent to develop procedures which will insure that school personnel confer with parents before a decision is made which retains a student.

Legal References:

Cross References:

Adopted: July 7, 1975  
Reviewed: January 11, 1988  
Reviewed: November, 2004  
Reviewed: April, 2017

**Student Promotion and Retention**

Promotion and retention are based on the following criteria:

academic achievement,  
physical development, and  
social and emotional development.

When unsatisfactory achievement makes promotion questionable, a conference will be arranged to determine which course of action is best for the student. This conference will include parents, counselor (if applicable), teacher(s) and principal. The principal shall give consideration to the information so derived in making his/her decision.

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

Approved:	July 7, 1975
Reviewed:	January 11, 1985
Revised:	February 5, 1990
Reviewed:	November, 2004
Revised:	September 14, 2009
Reviewed:	April, 2017



## **Senior High School Graduation Requirements**

### **Introduction**

The high school diploma is a document representing the successful completion of planned experiences which have extended over thirteen years of a student's life. These experiences have been guided by professional educators whose actions were controlled and influenced by the Board of Education, patrons, courts of law, legislators and students.

A democratic institution, created by the state, cannot fulfill every single expectation of the community it serves. Instead, it tends to reflect the thinking of the majority of the members of the society which it serves and through individual or special programs provides for exceptional students who cannot be educated in the traditional manner. The Bellevue Public Schools have responded to these societal demands by establishing comprehensive high schools. These schools attempt to provide a meaningful education which can lead to graduation for every student regardless of his ability. The Bellevue Board of Education has stated in its philosophy that "the schools should foster the unique development of each individual."

The diploma does not and should not mean that all recipients are equally prepared for life and future employment. Differences in competencies and abilities of graduates will be observed from school to school and from student to student.

Each student who completes a course of studies will have different competencies and knowledge depending on the student's ability, effort, individuality of a student's preparation by presenting or stressing skills and knowledge different from those presented by colleagues within the same academic areas. The defined curriculum limits but does not and should not eliminate creative efforts on the part of each teacher to supplement and organize the learning activities for each child and classroom.

The diploma cannot stand alone as a symbol of an educated citizen. To summarize with one document all of the experiences to which a child has been exposed in thirteen years at school would be an oversimplification of what actually occurs. The written transcript is available and more clearly represents what the student has accomplished in school.

This record, with the diploma, can give a clearer picture of the accomplishments of the individual. An analysis, by a potential employer or post secondary school, of what courses a student pursued and how successfully he completed these courses along with his attendance data, class rank, grade point average, the results of a competency exam, and other available data, will generally indicate an individual's potential for success in future activities.

### **Statement of Policy**

The Bellevue Board of Education establishes the following minimums before a student may be granted a high school diploma. The requirements are threefold and relate to time, behavior and academic requirements.

The requirements are consistent with:

1. The philosophy of the Bellevue Public Schools.
2. The regulations and criteria of the Nebraska State Board of Education.
3. The criteria of the North Central Association of Colleges and Secondary Schools.

Requirements

1. **Enrollment:** Eight semesters of enrollment are required in order to be considered eligible for graduation from a senior high school. A semester of enrollment is defined annually when the school calendar is adopted. A student must be enrolled in a minimum of four credits each semester.
2. **Credits:**
  - a. Students must earn a minimum of forty-six credits in grades 9-12. Thirty-six credits required for graduation shall be from the following core curriculum areas:

Language Arts	Vocational Education
Social Sciences	Foreign Languages
Science	Visual and Performing Arts
Mathematics	Personal Health and Fitness
  - b. A credit is defined as the successful completion of a course which meets the equivalent of five periods per week for one semester with at least 60 clock hours of instruction available to students.
3. **Distribution of Credit:** Credits must be earned according to the following schedule:

Course of Study	Credit Required
English	Eight Credits
Mathematics	Six Credits
Science	Six Credits
Social Science	Six credits of which two must be in the area of world studies, two American History, one American Government and Economics.
Physical Education/Health	Three Credits (Should be broken out.) Health (1) PE (2)
From any of the core areas	Seven Credits
Electives	Ten or more credits

ROTC may be substituted for physical education/health and the total credits needed from the core area will be adjusted accordingly.

4. In addition to these requirements of time and courses, a student must exhibit acceptable behavior and attendance patterns if he expects to attend the Bellevue Schools and receive a diploma. School Board Policies and the accompanying Administrative Regulations clearly define the behavior patterns expected of our students. Most students who complete the four years required to receive a diploma have then exhibited these minimum social functions.
5. Exceptions to these requirements may be authorized by the Superintendent of Schools under unusual circumstances.

#### Exceptional Needs Students

The Board of Education recognizes the need to provide alternative opportunities for students with unique needs. These students may need programs beyond the scope of the usual high school offerings.

The Board authorizes the Superintendent to establish regulations to award appropriate credit for programs designed for these students.

These programs may include: evening high school, special education, approved correspondence or extension programs, summer school, work study programs, advanced placement courses, introductory/basic program courses, cooperative programs with area colleges for credit, vocational cooperative education programs, or other programs approved by the Superintendent of Schools.

The Board of Education directs the Superintendent of Schools to develop administrative regulations which will ensure that each student will pursue a complete and diversified educational program within the guidelines of this policy.

Legal References:

Cross References:

Adopted:	October 17, 1955
Revised:	February 18, 1960
Revised:	April 6, 1970
Revised:	November 8, 1977
Revised:	March 4, 1985
Reviewed:	January 11, 1988
Revised:	November 3, 2003
Reviewed:	November, 2004
Revised:	April 3, 2006
Revised:	May 7, 2018

**Senior High School Graduation Requirements**

The administrative staff of the Bellevue Schools encourages students to pursue programs in depth that accommodate their individual interests and talents. These programs, however, should not be detrimental to the pursuit of a complete and diversified basic educational program. Therefore, no student may utilize more than 4 credits in physical education, in grades 9-12, to meet the minimum graduation requirements.

All credits earned in grades 9-12 will be recorded on the student's transcript. Credits earned in guidance, driver's education, athletics, religion, and office or lab assistant will be recorded on the student's transcript, but will not be used for meeting minimum graduation requirements. Class rank will be calculated using a weighted grade point average of credits earned in grades 9-12, excluding the grades earned in those areas listed in the preceding sentence. Bellevue Public Schools will abide by the rules outlined in the Interstate Commission or Education for Military Children Compact.

**Transfer Students**

1. Every effort will be made to allow seniors who transfer to a Bellevue Senior High School, and who present programs which were planned at their previous school, to continue to pursue that planned program and graduate at the time originally planned.
2. A student who enrolls in a Bellevue Senior High School, who is classified as a senior student, and who wishes to be graduated from the prior school, may have credits transferred to that school.
3. A student who transfers from a Bellevue Senior High School, and who is classified as a senior upon transfer, and who has attended a Bellevue Senior High School for at least one semester, may graduate from a Bellevue Senior High School if:
  - a. The student completed the graduation requirements of a Bellevue Senior High School;
  - b. or the student completes a program equivalent to a Bellevue Senior High School's requirements at the school to which he transfers;
  - c. or the student faces unusual graduation requirements which would delay normal graduation plans at the receiving school.
4. A student who has transferred from another district, who resides in Bellevue, and who has been a member of a class already graduated, may be granted a Bellevue diploma by meeting all graduation requirements and successfully pursuing a minimum of two credits in the Bellevue School System.

Exceptions to Attendance and Credit Requirements

The Superintendent of Schools authorizes the senior high school principal(s) to approve or disapprove requests for exceptions to the graduation requirements within the following guidelines:

1. An extremely unusual set of circumstances which would prevent the student from continuing his secondary education.
2. Prolonged illness, physical or psychological disability, or other disabilities which would prevent the student from graduating.
3. The existence of unusual circumstances which indicate the program of the secondary school can no longer meet the needs of the student.

Any of these situations, although not inclusive, may be considered sufficient reason for a student to be eligible for graduation with an exception to normal requirements. However, this regulation will not be interpreted to mean that the mere fulfillment of any of the conditions will result in automatic graduation.

Approved:	October 17, 1955
Revised:	February 18, 1960
Revised:	April 6, 1970
Revised:	November 8, 1977
Revised:	March 4, 1985
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Revised:	April 2, 2018

**Service Animals**

The Bellevue Public Schools acknowledges its responsibility to permit people with disabilities to be accompanied by a service animal in its school buildings, in classrooms and at school functions, as required by the Americans with Disabilities Act, 28 C.F.R Part 35.

The Superintendent shall develop procedures for the Superintendent, building principals and IDEIA or Section 504 teams to follow in the implementation of this policy.

Legal References:

Cross References:

Adopted: March 7, 2011  
Reviewed: May, 2018

**Therapy Dogs**

The Bellevue Public Schools acknowledges that trained and certified “therapy dogs” can provide emotional support, well-being, comfort, and companionship to students and staff. Therapy dogs must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy dogs are allowed only to staff or other adults, contracted or volunteer. Any qualified adult wishing to use a therapy dog on school grounds must receive permission from the appropriate administrator(s). Therapy dogs are personal property of the owner or handler and are not owned by the School District.

The Superintendent shall develop procedures for the implementation of this policy.

Legal Reference:

Cross Reference:

Adopted: March 7, 2016

## **Therapy Dogs**

A “therapy dog” is a dog that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students and staff. Therapy dogs are not “service animals” as defined in the American with Disabilities Act. The dog must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy dogs are personal property of the owner/handler and are not owned by the school district.

**Therapy Dog Standards and Procedures.** The following requirements must be satisfied before a therapy dog will be allowed in school buildings or on school grounds:

**Request.** An Owner/handler who wants to bring a therapy dog to school must submit a written request to a principal or the superintendent. The request must be renewed each school year or whenever a different therapy dog will be used.

**Training and Certification.** The Owner must submit the dogs training certificates. Minimum certification for a dog is the successful completion of the American Kennel Club’s Canine Good Citizen Certification and the successful completion of a recognized AKC Therapy Dog Training Program.

**Health and Vaccination.** The therapy dog must be clean, well groomed, in good health, house broken, and immunized against diseases common to dogs. The Owner must submit proof of current licensure from the local licensing authority and proof of the therapy dog’s current vaccinations and immunizations from a licensed veterinarian.

**Control.** A therapy dog must be under the control of the Owner through the use of a leash or other tether unless the use of a leash or other tether would interfere with the therapy dog’s safe, effective performance of its work or tasks. However, the therapy dog must be under the owner’s control at all times.

**Identification.** When on district property, the therapy dog must have appropriate identification identifying it as a therapy dog in the form of a vest or bandana.

**No Disruption.** The therapy dog must not disrupt the educational process by barking, seeking attention, or any other behavior.

**Health and Safety.** The therapy dog must not pose a health and safety risk to any student, employee, or other person at school.

**Supervision and Care of Therapy Dogs.** The Owner is solely responsible for the supervision and care of the therapy dog, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy dog.



**Authorized Area(s).** The Owner shall only allow the therapy dog to be in areas in school buildings or on school property that are authorized by school district administrators.

**Insurance.** The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy dog while on school property.

**Exclusion or Removal from School.** A therapy dog may be excluded from school property and buildings if a school administrator determines that:

1. A handler does not have control of the therapy dog;
2. The therapy dog is not housebroken;
3. The therapy dog presents a direct and immediate threat to others in the school; or
4. The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy dog from school premises immediately upon such a determination.

**Allergic Reactions.** If any student or school employee assigned to a classroom in which a therapy dog is permitted suffers an allergic reaction to the therapy dog, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

**Damages to School Property and Injuries.** The Owner of a therapy dog is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy dog.

**Agreements.** Prior to a therapy dog being allowed to enter a building, there must be a Therapy Dog Agreement Form on file with the building principal and all provisions set-out in the Agreement must be met.

Adopted: March 7, 2016  
Revised: May 7, 2018

**Developing, Applying and Controlling Budget**

The Superintendent shall present a detailed budget annually at the July meeting of the Board, including estimated income and expenditures for the ensuing year. Such budget will consider inventories, current needs, and needed improvements or expansion of plant or services. Said budget shall be considered by the Board, with suggestions for alterations and provisions made for public hearing, publication, and adoption as defined in statute.

The budget, when adopted, shall be the financial plan for the year, and monthly statements shall be rendered to the board by the secretary showing the amount allotted under each major division, amount spent to date and balance available. Any transfer from one division to another or expenditure beyond the amount budgeted, shall be by action of the board.

It is the philosophy of the Bellevue Public Schools Board of Education that the community provide all students with a quality, free appropriate public education. The budget for the Bellevue Public Schools will be developed to provide the resources (staff, materials, equipment, facilities, activities, and etc.) necessary for all students to participate in a quality, free appropriate public education.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	August 1, 1983
Reviewed:	January 11, 1988
Revised:	October 4, 1993
Revised:	February 5, 1996
Revised:	February 10, 2003
Reviewed:	November, 2004

**Deposits and Investments**

The treasurer of the school district may deposit funds in the following depositories designated from time to time by the board of education in accordance with state statutes.

American National Bank  
Great Western Bank  
Great Southern Bank  
U.S. Bank  
Wells Fargo Bank  
First National Bank  
Bank of the West  
Bank of Nebraska

Funds not needed for immediate obligations shall be invested in accordance with state statutes. Authorized investments include: collateralized local bank certificates of deposits and collateralized money market accounts, treasuries, government agency securities, Nebraska School District Liquid Asset Fund, Nebraska Public Agency Investment Trust, and trusts which invest in U.S. government or agency securities or interests in guaranteed student loans.

Legal Reference:                      Neb. Statute    77-2314  
   77-2350  
   77-2350.01  
   77-2350.02  
   77-2352

Cross Reference:

Adopted:            September 1, 2004  
Revised:            May 2, 2011  
Revised:            August 5, 2013

**Inventory**

The Superintendent, or delegated representative, shall keep accurate records of textbooks, library books, and movable equipment, including visual education equipment, athletic equipment, music equipment and uniforms, typewriters, information systems equipment, and office equipment. Any loss of significant value of equipment and supplies not consumed in the process of use shall be reported to the Board. The inventory shall be kept on file at the central administration office.

**Legal References:****Cross References**

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	May 1, 1972
Revised:	January 11, 1988
Revised:	February 5, 1996
Reviewed:	November, 2004

**Audits**

At the end of the fiscal year, the auditor selected by the Board shall audit all accounts, vouchers, cancelled checks, including student activity funds, food service, bond, capital improvement, retirement fund, etc. The audit will be completed using a method of accounting approved by the Nebraska Department of Education.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Revised:	May 2, 2011
Revised:	January 6, 2014

**Settlement of Claims**

The district shall maintain a public record of all settled claims. The record of claims settled in the amount of at least fifty thousand dollars, or one percent of the total annual district budget, whichever is less, shall include a written executed settlement agreement. The agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of any financial compensation paid by or to the district on its behalf.

Specific portions of the claim may be withheld from the public record only as provided by state statute. Upon settlement, the agreement shall be included as a board agenda item at the next regularly scheduled board meeting. This policy does not require the board or district employees to comment on the settlement agreement.

This policy does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference:               Neb. Statute 84-712  
                                      LB742

Cross Reference:

Adopted:       February 7, 2011

**Senior Citizens Admission to School Activities**

Any resident of the Bellevue School District who has reached the age of sixty-five years shall be admitted to school activities with his or her spouse without charge upon presentation of a pass which has been approved by school officials.

Legal References:

Cross References:

Adopted: November 5, 1973  
Reviewed: January 11, 1988  
Reviewed: December, 2004

**Senior Citizens Admission to School Activities**

Forms similar to the one attached shall be made available to senior citizens' centers in the district and may be obtained from the Personnel Department of the district.

Upon completion of the application form a pass for two persons, applicant and spouse, shall be issued. Passes will be in force for one school year.

Approved: November 5, 1973  
Reviewed: January 11, 1988  
Reviewed: December, 2004



**Application Form**

**Senior Citizens' Passes**  
**Bellevue Public Schools**

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City Zip

Telephone \_\_\_\_\_ Age \_\_\_\_\_

**Gifts, Grants and Bequests**

1. The purpose of this policy is to establish uniform practices respecting the administration and management of scholarships, gifts, grants and memorials offered to and received by the Bellevue Public Schools.
2. The Bellevue Public Schools may accept gifts, grants, scholarships and memorials which are subject to restrictions or which are made on condition, subject always to approval and acceptance of the restrictions or conditions by the Board of Education.
3. The management and administration of all funds received by the Bellevue Public Schools shall be vested in the Superintendent of Schools. The Superintendent may delegate such management and administration of such funds to a person or persons within the school administration. Management and administration shall include the authority and responsibility for preservation, investment and distribution of all such funds.
4. All such funds shall be subject to annual audit and monthly reporting in the same manner as all other school funds.
5. Selection of recipients of scholarship awards to be made from such funds shall be made through a committee to be known as the scholarship committee. Appointments to the committee shall be made by the Superintendent of Schools or designate. Membership of the committee shall include building principals, teachers and students.
6. The scholarship committee shall:
  - (a) establish rules and guidelines for application for and granting of scholarships,
  - (b) ensure compliance with all restrictions and conditions attached to gifts, bequests and grants, and
  - (c) select individuals to whom scholarships should be awarded.

Legal References:

Cross References:

Adopted:	October 2, 1978
Reviewed:	January 11, 1988
Reviewed:	December, 2004

**Gifts, Grants and Bequests**

Funds received by the district as gifts, grants or by bequest shall be accounted for in the same manner and detail as other receipts. Disbursements shall be fully detailed as to purpose and an annual audit shall be performed in conjunction with the audit of other funds. The fiscal control of the fund is delegated to the Assistant Superintendent for Fiscal Affairs.

A scholarship committee will be appointed annually by the Superintendent of Schools consisting of the two senior high school principals, one or more teachers from each senior high school and one or more students from each senior high school, with the size of the committee being not less than six and not more than twelve.

The scholarship committee shall elect its own chairman, develop application procedures, select individuals for scholarship award in accordance with any condition of the gift, grant or bequest, authorize payment of awards and establish rules for the performance of its function.

Adopted:	October 2, 1978
Reviewed:	January 11, 1988
Reviewed:	December, 2004

**Purchasing Procedures**

The procurement of goods and services for the school district shall be secured in an efficient and economical manner. All legal requirements must be followed and each purchase shall be within the educational objectives and financial resources of the school district. Wholesome competition between suppliers is considered to be desirable for the purpose of securing maximum value at a minimum cost. The best interest of the school district will be maintained at all times.

**Authorization**

The budget as approved by the Board of Education authorizes the Superintendent or delegated representative to order needed goods and services up to the limit of the appropriate budget category. Items that are anticipated to cost \$10,000 or more and are properly provided for under the "Handbook of Instructions for Financial Accounting," object codes 580, 510, 520, 530, 540 and 570, shall be specifically set forth in the budget document.

**Requisition and Specifications**

Requisitions for supplies, materials, equipment and services shall originate from the key personnel directly responsible for their use. The Superintendent's Designee will examine requisitions and approve, or disapprove, for purchasing.

The Business Office shall receive and process requisitions in a manner most beneficial to the overall school department.

The Business Office shall involve the consuming personnel whenever possible in the preparation of specifications for goods and services to be purchased.

**Bids, Quotations and Proposals**

When feasible, all purchase of supplies, materials, equipment and services for the school district shall be made through competitive bidding which may include advertised bids, written quotations and written and proposals.

The number of competitive quotes to be obtained will depend upon the peculiarities of the product or services to be secured and the availability of interested and able suppliers. Generally, a minimum of three competitive quotes shall be obtained. On large orders, additional quotes will be obtained.

Competitive bids shall be developed, obtained and processed as follows:

1. Bid instructions shall be clear and complete setting forth all considerations necessary to bid.
2. Bid specifications shall be clear, complete and conducive to competitive bidding.
3. Sufficient notice (telephone or letter) shall be given to allow for competition.
4. Sealed bids (if specified) shall be opened at a specific time and place and bidders invited.
5. After the bids have been opened and tabulated, they shall be available for those interested to copy or study. They shall not, however, be removed from the purchasing office.

### Award of Contracts

All orders or contracts shall be awarded to the lowest responsible qualified bidders, consideration being given to the qualities of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the educational system, the delivery terms, the general reputation of the business firm, the services to be provided to the school district by the supplier, established relationships between supplier and school, ability of each supplier to provide the goods or services under question, ability of each company to provide replacement parts for the goods to be purchased, warranties offered on products by each company, adhesive to state law and federal regulations, and the stipulations set forth in board policy with regard to local purchasing.

The successful bidder on supplies, materials, equipment and services shall be selected by the Superintendent's Designee who shall be guided by the consuming personnel.

Official action by the Board of Education shall be requested by the Business Office where it is required by state law or federal regulation and in those instances where it appears to be in the best interest of the school district.

The school district reserves the right to reject any and all bids, waive formalities and to contract as the best interests of the district may require.

### Local Purchasing

Local purchases will be preferred whenever the following factors are considered to be equal:

1. Quality of product
2. Suitability of product
3. Equality of price (or fairness of price)
4. Conformance to specifications
5. Convenience of delivery
6. General reputation of business firm
7. Services to be provided to the school district by supplier
8. Established relationship between supplier and school
9. Ability of each supplier to provide the goods or services under question
10. Ability of each company to provide replacement parts for the goods to be purchased
11. Warranties offered on products by each company

### Sole Source Purchasing

While it is the policy of the District to seek as much competition as possible in the purchasing of equipment and supplies, competitive bidding procedures may be waived or modified in the following instances:

1. In a case of an emergency when delay of a purchase could adversely affect the health, welfare or safety of employees, students or the general public; or when building security or unrepaired damage could lead to extensive further repair.
2. Purchases of perishable goods by the Food Service.
3. Items or services available from only one supplier, such as copyrighted materials, textbooks and specific instructional program supplies.

### Contracting Services

Contractual services which by their nature are not adapted to award by competitive bidding such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, are not subject to bid but are subject to approval by the Board of Education.

### Federal Immigration Verification System

Every contract for services to be provided to the school district shall require the contractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirements shall be deemed to be included and a part of the terms of every contract for services within the school district, including but not limited to oral contracts.

Purchases of small items (under \$100) although multiple quotes will be solicited when practical.

Legal References:

Cross References:

Adopted:	November 7, 1966
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Revised:	May 2, 2011
Revised:	October 10, 2011
Revised:	June 4, 2018

**Administrative Regulation****Code: 706.012****Page 1 of 1**

Issued by: Superintendent of Schools

Date Issued: July, 2006

**Contract Signatures**

The Superintendent's Designee shall review, approve, and sign all contracts entered into by school district for goods and/or services. If the contract is for two or more years or represents a major purchase of goods or services the contract shall be signed by an Assistant Superintendent and the Superintendent of Schools.

Legal References:

Cross References:

Adopted: August 14, 2006

Revised: September 12, 2011

**Developing, Applying and Controlling Budget**

All bills, properly verified by the Superintendent, shall be submitted at regular monthly meetings and, upon authorization of the Board, the secretary shall draw a check for the payment. Such check shall bear the signature of the president, treasurer and the secretary.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Revised:	May 2, 2011



**Suspension and Debarment**

The school district may not subcontract with or award subgrants to any person or company equal to or in excess of \$25,000 in any Federal assistance program who is debarred or suspended and is required to check for excluded parties at the System for Award Management, SAM (formerly the Excluded Parties List System, EPLS) website before any procurement transaction. This list is located at: <http://www.sam.gov/>.

In the event a vendor, person or company under consideration to be awarded a bid or contract for goods or services to be funded by any Federal assistance program is on the ineligibility list at SAM the district shall comply with the contracting restrictions as outlined in accordance with Federal regulations.

The following language shall be inserted into all vendor contracts equal to or in excess of \$25,000 funded wholly or in part by Federal Assistance Programs:

**Certification Regarding Suspension, Debarment and Ineligibility**

To the best of its knowledge and belief, neither the contractor or its principals are presently suspended, debarred, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. Government's System for Award Management. The contractor shall provide immediate written notice to the District if at any time the contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

It shall be the responsibility of the superintendent to implement this policy.

Adopted: May 7, 2018

**Student Transportation**

Transportation of public school students to and from school or to and from school-sponsored activities will be provided by the Board of Education in either or both of the following ways:

1. By utilizing established public carriers under contract.
2. By vehicles owned or leased by the district and operated in accordance with the provisions of Nebraska Statutes or the following regulations:

Transportation of students, for visitation or for out-of-town school events, shall be under the supervision and sponsorship of at least one certified teacher, except as specifically authorized otherwise by the Board of Education.

Parents/guardians may authorize another form of transportation for their children by providing a written request to the building principal. The written request will be filed in the principal's office.

Legal References:

Cross References:

Adopted:	October 17, 1955
Revised:	February 18, 1960
Reviewed:	January 11, 1988
Revised:	February 5, 1990
Reviewed:	November, 2004

**Bus Safety Program**

The Superintendent shall direct the preparation of a Safe Pupil Transportation Plan that, at a minimum, shall address weapons, dangerous objects, pupil behavior, terroristic threats, severe weather, hazardous materials, medical emergencies, and driver/passenger procedures in the event of mechanical breakdowns of the vehicle.

The Superintendent shall plan and implement a safety-training program for pupil transportation vehicle operators and vehicle passengers. The Superintendent shall monitor the scheduling of inservice and educational opportunities for transportation personnel to improve their awareness and skills regarding pupil transportation vehicle safety. Pupil transportation vehicle operators shall attend local workshops and all inservice meetings.

The Superintendent shall plan and implement a safety-training program for pupil transportation vehicle operators and vehicle passengers. The Superintendent shall monitor the scheduling of inservice and educational opportunities for transportation personnel to improve their awareness and skills regarding pupil transportation vehicle safety. Pupil transportation vehicle operators shall attend local workshops and all inservice meetings.

Administrative rules and regulations shall be adopted to govern the safe operation of pupil transportation vehicles. Students violating these regulations may have their riding privileges revoked or suspended. Parents will be responsible for damage done to transportation vehicles or equipment by their children.

The school district shall conduct pupil transportation vehicle safe riding practices instruction and emergency safety drills at least twice a year for students who utilize school district transportation. The emergency evacuation drill procedures should be conducted according to guidelines established by the Nebraska Department of Education.

Pupil transportation operator procedures will include a prohibition against use of a handheld wireless communication device to read a written communication, manually type a written communication, or send a written communication while operating a pupil transportation vehicle which is in motion. Handheld wireless communication device means any device that provides for written communication between two or more parties and is capable of receiving, displaying, or transmitting written communication. Written communication includes, but is not limited to, a text message, an instant message, electronic mail, and Internet web sites.

Each pupil transportation vehicle shall have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This shall include, but not be limited to, students with disabilities.

Pupil transportation vehicle drivers are required to attend each safety drill.

All transportation vehicles shall be acquired and maintained to meet or exceed NDE Minimum Equipment Standards for pupil transportation vehicles. The Superintendent shall develop a systematic preventive maintenance program including daily, weekly, monthly, and annual schedules to insure vehicle safety and reliability. This will include a record keeping system for maintaining inspection reports along with procedures for filing reports and certifications to meet requirements of the Nebraska Department of Education.

Legal Reference:               Neb. Statute 79-601 to 610  
                                      NDE Rule 91

Cross Reference:

Adopted:       August 2, 2004  
Revised:       February 7, 2011  
Reviewed:      July 9, 2020

**Bus Driver Supervision**

School bus drivers must pass physical examinations and meet other criteria as established by state and federal law and by the Nebraska Department of Education. Bus drivers must have a valid pupil transportation vehicle operator's permit and shall have it in their possession when transporting students. This does not apply to the operator of a small vehicle being used only for extracurricular activities.

The school district shall obtain a record of satisfactory driving for each pupil transportation vehicle operator. It is required that a copy of the individual's driving record be on file with the district before employment as a pupil transportation vehicle operator as defined in NDE rules. The school district shall obtain and keep on file a criminal history record of driver applicants who are not certificated Nebraska teachers or administrators through the Nebraska State Patrol and local law enforcement agency before employment as a pupil transportation vehicle operator.

School bus driver selection procedures will be developed by the Superintendent to ensure acceptance of drivers whose capabilities are commensurate with job responsibilities, including minimum requirements for a satisfactory driving record. Such procedures will include a prohibition against use of a handheld wireless communication device to read a written communication, manually type a written communication, or send a written communication while operating a pupil transportation vehicle which is in motion. Handheld wireless communication device means any device that provides for written communication between two or more parties and is capable of receiving, displaying, or transmitting written communication. Written communication includes, but is not limited to, a text message, an instant message, electronic mail, and Internet web sites.

Substitute pupil transportation vehicle operators shall meet the same driver requirements and qualifications as a regular pupil transportation vehicle operator. A pupil transportation vehicle operator shall not have the authority to assign a substitute without the prior approval of any school administrator or person designated by the governing school board.

All school bus drivers are required to inform the district immediately of any change in their driving or criminal records that could affect their eligibility to maintain the student transportation vehicle operator's permit.

Pupil transportation vehicle operators shall document and report to the transportation supervisor the occurrence of any events covered by the Safe Pupil Transportation Plan that involved the pupil transportation vehicle operated by the driver, or any pupils transported in it. The Superintendent shall develop such reporting procedures.

Legal References:           NDE Rule 91

Cross References:

Adopted:       February 7, 2011

**Free or Reduced-Price Meals**

The Bellevue Public Schools shall follow the requirements established by the federal and state government in the provision of free or reduced meals.

Criteria established by the United States Department of Agriculture for determining the eligibility for free or reduced price meals will be used. When these criteria are not available, the "Family-Size Income Scale," established by the Nebraska Director of School Food Service, will be used. Special consideration as determined by the Nebraska Director of School Food Service shall be given to families whose income falls within the established criteria after deductions are made for special hardship conditions which could not reasonably have been anticipated, or controlled, by the household.

The criteria are to be applied uniformly in all attendance centers. There will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the price of the milk or reduced price meals. The names of the children eligible to receive free milk or free or reduced price meals shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens or tickets. Children eligible for free or reduced price meals or milk shall not be required to:

- (1) Work for their milk or lunch.
- (2) Use a separate lunchroom.
- (3) Go through a separate serving line.
- (4) Enter the lunchroom through a separate entrance.
- (5) Eat lunch at a different time.
- (6) Eat different food from that sold to children paying the full price.

No child shall be discriminated against because of race, sex, color, or national origin. The parents of all students will be informed annually, by letter, as to the:

- (1) Availability of free meals.
- (2) Availability of reduced price meals.
- (3) Method of application.
- (4) Method of appeal.

A news release will be made annually in a newspaper of general circulation. Additional notices to parents will be made whenever eligibility requirements change.

Eligibility for free or reduced price meals and free milk will be determined by the Superintendent of Schools, or his delegate, based upon information contained on the application form. The Superintendent of Schools, or delegate, will develop hearing procedures which may be used to appeal any ruling on eligibility.

Legal References:

Cross References:

Adopted:	October 1, 1974
Revised:	May 3, 1976
Reviewed:	January 11, 1988
Reviewed:	November, 2004



**Free or Reduced Price Meals**

Applications for free or reduced price meals and free milk are to be reviewed by the Director for Food Services. Eligibility shall be determined based upon information contained on the application form. The parent or guardian shall be notified of the acceptance or denial of the application within ten school days of receipt of the application.

If a parent or guardian is dissatisfied with the eligibility ruling of the Director for Food Services, he may request a conference to discuss the application and obtain a further explanation of the decision rendered. Parents or guardians who wish to further appeal the ruling may request a hearing which will be conducted by the Assistant Superintendent for Business.

**Hearing Procedures:**

- (1) The method of appealing a ruling shall be detailed in the letter notifying the parent or guardian of the denial of their application.
- (2) An attorney may assist or represent the parent or guardian.
- (3) All documents or records presented to support the decision under appeal shall be available for examination both prior to and during the hearing.
- (4) Reasonable promptness and convenience in scheduling a hearing, and adequate notice as to the time and place of the hearing, shall be given.
- (5) Both the ruling official and the parent or guardian shall be given an opportunity to present oral or documentary evidence.
- (6) An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses shall be given to both parties.
- (7) The decision of the Assistant Superintendent for Business shall be based on evidence presented at the hearing which was made a part of the hearing record.
- (8) Both concerned parties, and any designated representative thereof, shall be notified, in writing, of the decision of the Assistant Superintendent for Business.
- (9) A written record of the hearing shall be prepared, which shall include the decision under appeal, and documentary evidence, and a summary of any oral testimony presented, the decision of the hearing official and reason therefore, and a copy of the notification to the parties concerned of the hearing official's decision.
- (10) A record of the hearing shall be preserved for a period of three years and shall be available for examination by the parties concerned, or their representative, at any reasonable time during such period.

Free or reduced price meals and free milk will be furnished until the appeal procedure has been completed and final determination has been made.

Approved:	October 1, 1974
Revised:	May 3, 1976
Reviewed:	January 11, 1988
Reviewed:	November, 2004

### **Reproduction of Copyrighted Materials**

It is the intent of the Board to abide by the provisions of current copyright and intellectual property laws as they affect the school district and its employees. The district shall educate staff and students regarding the harms of copyright piracy.

Copyrighted materials, whether they are print or nonprint, will not be duplicated, reproduced, distributed or displayed for school district-sponsored activities or by using district equipment except in accordance with law.

While the district encourages its staff to enrich learning programs by making proper use of supplementary materials, it is the responsibility of school district staff to abide by the district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for school district staff to violate copyright requirements in order to perform their duties properly. The school district cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with school district procedures or is permissible under the law, should consult the superintendent. The superintendent will assist staff in obtaining proper authorization to copy or use protected materials, when such authorization is required.

The superintendent is responsible for implementing this policy and creating procedures to guide employees in following copyright compliance.

Legal Reference:      P.L. 94-553, Federal Copyright Law of 1976 (U.S. Code, Title 17)  
                             P.L. 105-304, Digital Millennium Copyright Act of 1998

Adopted:      May 7, 2018

**Data or Records Retention  
(Including Electronic Records)**

School district records shall be housed in the central administration office of the school district. It shall be the responsibility of the superintendent to oversee the maintenance and accuracy of the records. The records shall be kept and preserved according to schedules and guidelines issued by the Secretary of State in Schedule 10, Schedule 24 and any additional guidelines issued by the office.

Any records produced by the district and not specifically identified in Schedules 10 or 24 shall be maintained in accordance to directions approved by the Superintendent of Schools.

Employee's records shall be housed in the central administration office of the school district. The employees' records shall be maintained by the office of the superintendent, the building administrator and/or the employee's immediate supervisor.

The permanent and cumulative records of students currently enrolled in the school district shall be housed in the central administration office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault.

Required portions of records of students who have graduated or are no longer enrolled in the school district shall be housed in the central administration office following three years of their graduation or last day of enrollment.

The superintendent may microfilm or microfiche school district records and may destroy paper copies of the records if they are more than three years old. A properly authenticated reproduction of a microfilmed record meets the same legal requirements as the original record.

**Legal References:**

Cross References: 203.04  
204.11  
402.06  
507  
1003

Adopted: June 2, 2008

**Insurance**

The Board of Education directs the Superintendent, or delegated representative, to maintain adequate coverage against major types of risk, loss, or damage, as well as legal liability.

It shall be the policy to place this insurance with insurance companies which have a Bestis Rating of no less than A-1X. Mutual companies shall be non-assessable.

The Board of Education directs the Superintendent, or his delegated representative, to maintain insurance coverage for the school district in the following areas:

1. Property
2. Liability
3. Boiler and Machinery
4. Crime
5. Worker Compensation

The insurance coverage shall provide the broadest most complete coverage available, to be secured at the most economical cost to the district consistent with sound insurance principles.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	May 1, 1972
Reviewed:	January 11, 1988
Revised:	February 5, 1996
Reviewed:	November, 2004

**Insurance on Band Instruments**

Insurance will not be purchased for the purpose of providing protection against loss due to theft or accident on band instruments or band equipment.

Approved:	October 17, 1955
Revised:	April 4, 1966
Reviewed:	January 11, 1988
Reviewed:	November, 2004

**Disposition of Tort Claims**

It shall be the policy of the Board of Education relative to claims filed against the district under the political subdivision Tort Claims Act of Nebraska to require that:

1. Any Tort Claims shall be filed with Secretary of the Board of Education.
2. Copies of the claim shall be forwarded, forthwith, by the Secretary of the School District's liability insurance carrier and legal counsel for the district.
3. It shall be the duty of the Secretary to present the claim to the Board of Education at the earliest possible date.
4. The Board of Education shall consult with the School District's liability carrier and legal counsel as to what is in the best interest of the School District, prior to making a decision concerning the disposition of the claim.

Legal References:

Cross References

Adopted:	November 10, 1975
Reviewed:	January 11, 1988
Reviewed:	November, 2004

**School Facility Construction**

Pursuant to Section 73-106 of Nebraska Statutes, the Board of Education of the School District of Bellevue hereby establishes the following policy and procedure relative to advertising for bids for construction, remodeling or repair of school-owned buildings or for site improvements.

Architects and/or Engineers will be selected based on the recommendations of the Superintendent. The selection will be approved by the Bellevue Board of Education.

Whenever the school district expends public funds for the construction, remodeling or repair of any school-owned building or for site improvements, other than those expenditures authorized by Section 79-10,104 for facilities which are not to be owned by the District following their completion, invitation for bids shall be advertised in the following manner:

By the engineer or architect retained by the District soliciting bids from contractors including use of the Dodge Reports or a similar industry publication, or advertising for bids in a legal newspaper published in and of general circulation in Sarpy County, Nebraska, or by the Board authorizing an employee of the District to solicit written bids from contractors. The bidding procedures shall comply with the requirements of state law.

The engineer, architect or employee of the District shall keep and maintain a record of the method of advertising for bids on a record of the contractors or potential bidders who have been solicited to bid on any such project and the response to the solicitation or advertisement.

This policy shall not apply to construction remodeling, repair or site improvements when the contemplated expenditure for the complete project does not exceed one hundred thousand dollars nor shall this policy apply to the acquisition of existing buildings, purchase of new sites or site expansions by the District.

The District shall bid, by definition, a complete project for construction, remodeling, and/or repair of any school-owned building or for site improvements when the contemplated expenditures for such projects are one hundred thousand dollars or more.

The Assistant Superintendent for Business shall review annually the Districts' purchasing policies with applicable employees in the District.

Adopted:	February 10, 2003
Reviewed:	December, 2004
Revised:	May 2, 2011
Revised:	June 4, 2018

**Construction Management**

The Board of Education directs the Superintendent of Schools to develop appropriate plans for needed renovation, repair, modernization, construction and/or modification of district owned grounds and facilities.

Architects, engineers, consultants, and other specialists as needed by the nature of the project or as required by state law shall be involved. The construction process may include any one or a combination of the following: hiring a general contractor who would be responsible for the project including subcontractors; district personnel acting as their own general contractor and using subcontractors as needed; using district personnel qualified to complete project, or other appropriate construction processes.

Legal Reference:

Cross Reference:

Adopted: July 7, 2004  
Reviewed: May, 2017



**Maintenance Schedule**

At the close of each school term, a regular repainting and maintenance schedule shall be developed by the Superintendent, or his delegated representative, to be accomplished prior to the next school term.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	May 1, 1972
Revised:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	May, 2017

**School Property and Building**

The Superintendent, or delegated representative, shall be responsible for maintenance and improvement of the school plant and reporting recommendations for all major alterations, improvements or expansions to the Board of Education. Upon authorization by the Board of Education, such alterations or improvements shall be completed.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	October 27, 1964
Revised:	May 1, 1972
Revised:	January 11, 1988
Revised:	February 5, 1996
Reviewed:	November, 2004
Reviewed:	May, 2017

**Real Estate Property Identification**

It shall be the policy of the Board of Education to properly identify and mark the property lines of Bellevue Public Schools' sites. When appropriate, fences shall be installed to control access to a site or portions of a site, or identify property lines. A limited number of access points in fences, i.e. gates or openings, shall be designated at the time a fence is installed. Additional access points in fences may not be added without the approval of the Superintendent of Schools or designee.

Legal References:

Cross References:

Adopted: July 11, 2005  
Reviewed: May, 2017

**Lease, Sale or Disposal of School District Property**General Policy

If it is determined that property owned by the school district is not needed for school purposes in the foreseeable future, the Board of Education will consider leasing school district property to non-profit organizations whose activities will directly benefit children, be compatible with the school district's goals and objectives, enhance children's learning experiences, or provide a needed community service. Decisions regarding the lease, sale, or disposal of school district property shall be made by a two-thirds vote of the board in consultation with the Superintendent. In making the decision the board will consider the needs of the education program and the efficient use of the public funds.

The lease of the school district property shall not interfere or detract from the programs of the school district, nor be in competition with existing school programs.

Nothing herein shall limit the lease of school district property for short periods of time while the property is being held in anticipation of future building needs, nor shall it in any way alter the existing community use of school facilities policy. The Superintendent shall be responsible for coordinating the action necessary for the board to accomplish the lease, sale, or disposal of school district property. It shall also be the responsibility of the Superintendent to make a recommendation to the board regarding the use of school district real property not being utilized for the education program.

Assurances

Assurances of the lease may include, but not be limited to, the following:

1. The lessee shall carry adequate property and liability insurance.
2. The school district shall reserve the right to approve the construction design of any structure being erected and any subsequent additions or modifications to existing structures.
3. When deemed appropriate by the school district, joint use of structures on leased property shall be a condition of the lease.
4. Maintenance of the interior and exterior of the facility and the surrounding grounds will conform to school district standards and shall be the responsibility of the lessee as per the conditions of the lease.
5. The lessee shall comply with all state, federal, and local statutes, codes, etc., as they apply to the construction, operation and maintenance of the facility.
6. The lessee shall hold the school district harmless from any and all claims, demands, suits, or other forms of liability.

Legal References:Cross References:

Adopted: August 1, 1988  
Reviewed: November, 2004

Reviewed: March 6, 2017

**Facilities Inspections**

The Board of Education directs the Superintendent to implement a program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, facilities, and grounds as part of the maintenance schedule for school district buildings and sites. The results of this inspection shall be considered when developing plans for the following school year.

Legal Reference:

Cross Reference:

Adopted: August 2, 2004  
Reviewed: May, 2017

**Annual Emergency Safety Plan**

All employees have the responsibility for maintaining safe, healthful and sanitary conditions within the buildings and on the grounds of the school district. The Superintendent shall develop procedures to insure that all facilities meet fire, safety and health codes.

The Superintendent shall appoint a school safety and security committee represented by faculty, parents and community members that will prepare and review the school's safety plan. This plan will be updated annually by the committee and approved by the Board of Education. The plan will address safety procedures and security plans for students, staff and visitors, including during emergency events.

The plan shall be reviewed annually by one or more persons not on the committee and not an employee of the school district. This review includes a visit to each school building to analyze plans, policies, procedures and practices. Recommendations shall be made to the Superintendent and the committee for use in revising the plan.

Legal Reference:                      NDE Rule 10

Cross Reference:

Adopted:        August 2, 2004  
Reviewed:       May, 2017

**Hazardous Materials**

Bellevue Public Schools shall conform to all federal and state requirements for the maintenance and management of hazardous materials. The Superintendent of Schools shall plan for and insure that all requirements of state and federal law are implemented and that employees are trained to implement the requirement of law and follow appropriate procedures and precautions when working with potentially hazardous materials.

Legal References:     20 U.S.C. § § 3601 et. seq. (1994)  
                              40 C.F.R. Pt. 763 (1996)

Cross References:

Adopted:     January 3, 2005  
Reviewed:     May, 2017



**School Closings and Cancellations**

In case of hazardous, emergency, or special conditions, the Superintendent may alter district and/or transportation schedules as appropriate to the particular condition. Such alterations may include closure of all schools; closure of selected schools, programs, or grade levels; or early dismissal of students.

The closing of schools because of extremely bad weather or other severe emergencies will be announced on all radio and television stations in the area. Whenever possible such announcements will be made the evening before or in the very early morning hours.

In the case of an emergency which might require the closing of school on very short notice and the sending of children home, ample warning of dismissal will be given so as to allow children to take their usual route and method of transportation home. In no case would students be released without parent/public notification.

Normal school hours will be followed during a tornado watch. In most cases, children will not be sent home when severe storms occur or when tornado warnings are received. They will be released from school only after the all-clear signal or if there appears to be sufficient time for them to reach home before a storm hits. Students will be released during severe storms or tornado warnings to parents only, unless there is authorization from the student's parents for other arrangements.

Legal Reference:

Cross Reference:

Adopted:	August 7, 1967
Reviewed:	January 11, 1988
Revised:	December 6, 2004
Revised:	February 11, 2008
Reviewed:	June, 2017

**School Closings and Cancellations**

The Assistant Superintendent will develop and maintain such plans and procedures as necessary to carry out alternate school and bus schedules as directed by the Superintendent.

Building principals shall annually inform parents and staff of procedures used to notify them in case of hazardous, emergency, or special conditions which may require alteration of building, district and/or transportation schedules.

School principals together with appropriate local officials have developed procedures to be used in all school buildings in the Bellevue Public School System in case of severe storms, tornadoes, or other local emergencies. Individual schools will apply their own special and previously arranged safety plans for evacuating buildings, etc. The following general rules will apply to all schools.

1. Normal school hours will be followed during a tornado watch. In most cases, children will not be sent home when storm or tornado warnings are received. They will be released from school only if there appears to be sufficient time for them to reach home before a storm hits, or after the all-clear signal.

A tornado watch indicates that there is a possibility of a tornado or storm in the area. A tornado warning, indicated by a 3-minute continuous high wavering siren, means a tornado has been sighted and everyone should take cover.

2. Parents are requested to refrain from calling the schools and tying up the telephones during either the watch or the warning period.
3. Parents are advised against coming to school to pick up their children, thereby (a) creating a traffic hazard and undue confusion, and (b) crowding the school facilities by additional adults in the buildings.
4. Students will be released during severe storms or tornado warnings to parents only, unless there is authorization from the student's parents for other arrangements.

In the case of a national emergency or an emergency which might require the closing of a school on very short notice and the sending of children home, parents are asked to review with their children or with their baby sitters the emergency plan (such as an alternate home) they have devised for the safety of their children. Local radio and television stations will broadcast early school dismissal. Ample warnings will be given for an early dismissal to allow children to take their usual route and method of transportation home.

Approved:	August 7, 1967
Reviewed:	January 11, 1988
Revised:	February 4, 1991
Revised:	November 1, 2004
Revised:	February 11, 2008
Reviewed:	June, 2017

**First Aid and Emergency Medical Care**

**AUTOMATIC EXTERNAL DEFIBRILLATORS**

Automatic external defibrillators (AED) will be maintained on the premises of the selected school district facilities. The AED will be used in emergency situations by individuals specifically trained in the application of the device through a program meeting the standards published in regulations issued by Nebraska Department of Health and Human Services.

The AED shall be maintained and tested in accordance with the operational guidelines of the manufacturer.

The Board of Education, therefore, directs the Superintendent of Schools to implement procedures for the training of staff and the use and maintenance of the automatic external defibrillators.

Legal References:

Cross References:

Adopted:	March 3, 2003
Reviewed:	December, 2004
Reviewed:	June, 2017

**School/Community Relations**

Successful education programs require the support of the school district community. The board recognizes this support is dependent on the school district community's participation in the efforts, goals, problems and programs of the school district. All district staff are expected to demonstrate commitment to the involvement of parents and community members in education.

In striving to obtain the support of the school district community, the board will:

- Provide access to school district records, consistent with state and federal law;
- Inform the school district community of the school district's goals, objectives, achievements, and needs;
- Invite the input of the school district community;
- Encourage cooperation between the school district and the school district community;
- Maintain schools that reflect the community's goals and needs; and
- Provide opportunities for communication between the community and the district.

Legal Reference:

Cross Reference:

Adopted: October 11, 2004

**District Annual Report**

The Bellevue Public School District will report school system summaries of information required and defined in Rule 10 issued by the Nebraska State Board of Education to the public by receiving reports at a public meeting of the Board of Education and/or posting on building web sites the following information:

- a. norm-referenced assessments
- b. criterion-referenced assessments
- c. graduate follow-up studies
- d. building level climate assessments, and
- e. annual statistical information and budget summary.

In order to insure confidentiality of scores, no scores will be published for groups of less than the number specified by Nebraska Department of Education.

Legal References:

Cross References:

Adopted:	November 6, 1989
Revised:	February 6, 1995
Revised:	August 7, 2000
Reviewed:	Annually
Revised:	February 10, 2003
Revised:	February 2, 2004
Reviewed:	November, 2004

**Public Examination of School District Records**

Public Records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 7:30 a.m. to 4:30 p.m. Monday through Friday, except for holidays and days the school offices are closed.

Records defined by law as confidential records shall be viewed or copied upon receipt of written permission by the administration office from the person or entity whose confidential records are being requested. Lacking such permission, the superintendent will issue a written denial of the request.

Persons wishing to view the school district's public records shall contact the Office of the Superintendent of Schools and make arrangements for the viewing. Arrangements for viewing the records as soon as practicable, and within 4 business days if possible shall be made by the administrator in charge of the requested records.

Persons wanting copies may be assessed a fee for the copies not to exceed the actual costs. If the estimated cost of the records exceeds \$50.00, the administrator will obtain an advance deposit equal to the estimated cost. Records will not be made available in any form in which that record is not already maintained or produced. Persons making requests to use their own copying equipment must make arrangements satisfactory to the administrator in charge of the requested records.

It shall be the responsibility of the Superintendent of Schools to insure that accurate and current records of the school district are maintained. It shall be the responsibility of the administrator in charge of the requested records to respond in a timely manner to requests for viewing and receiving public information of the school district. If the administrator is unable to provide the requested records within 4 business days, the administrator will issue a written explanation with a revised date for completion, an estimate of cost, and allow the requester to modify or prioritize the information request.

Legal References: Nebraska Statutes 84-712.0 et seq.

Cross References: 507.01

Adopted: June 2, 2008  
Reviewed: May, 2017

**Media Access to Fields, Courts, Stages, or Performance Areas**

The Board of Education desires to cooperate with the media to cover athletic contests and school/district events and activities. Only accredited news sources or companies that agree to provide student participants with complimentary copies of pictures will be allowed on the field, court, stage, or backstage during contest or events. Request for passes or access to contest, events, and activities shall be submitted to the Office of the Superintendent for processing by the Director of Activities. A process for controlling and managing access to contest, events, and activities will be implemented.

Legal References:

Cross References:

Adopted: February 5, 2007

**School News Releases**

It shall be the responsibility of the Superintendent of Schools to supervise the release of information about the public schools to the news media and patrons.

Information concerning school events will be provided to the news media and patrons as will general plans for the improvement or expansion of the schools. News releases, letters to parents, brochures and special reports will emanate from the Superintendent's Office as the needs arise.

Legal References:

Cross References:

Adopted:	February 3, 1958
Reviewed:	February 18, 1960
Revised:	January 10, 1972
Reviewed:	January 11, 1988
Revised:	October 11, 2004



**School News Releases**

Routine information concerning school events, personnel, students and programs shall be released to the news media by or with the approval of the administrative officer in charge of the school or program concerned.

All other matters representing the official position of the Bellevue Schools prepared for publication by any of its employees shall be approved by the Superintendent or delegated representative prior to release to the public news media.

Approved: January 10, 1972  
Reviewed: January 11, 1988  
Reviewed: September 1, 2004

**Broadcasting or Telecasting**

School-sponsored events and programs are developed for the primary purpose of delivering planned educational experiences and activities to the students. These events and programs are not specifically designed or developed for the purpose of broadcasting or telecasting.

All rights for telecasting or broadcasting any school-sponsored events or use of the people, symbol, or facilities of the school are inherent in and the property of the Bellevue School District. The utilization of the school's facilities or time and the involvement or implied presence of the school district through its people or symbols in media productions shall not interfere with the school programs and shall not promote the interest and philosophies of special interest groups.

Only official district broadcasts or telecasts of school events or programs prepared and approved by an authorized representative of the Superintendent of Schools have access to the people, facilities, programs, events, symbols, slogans and time of the school district without prior approval.

School authorities have both legal and implied obligations that are inherent in the *loco parentis* relationship toward students and right to privacy act with students and staff while they are under the jurisdiction or employment of the school. Telecasts or broadcasts of any school events or programs will not exploit students or staff or interfere with or disrupt school programs.

Exclusive of regularly scheduled newscasts and official school district productions, all telecasting or broadcasting of school district-sponsored events or programs will be prohibited unless specifically authorized in writing by the Superintendent or his delegated representative.

Legal References:

Cross References:

Adopted:	February 3, 1986
Reviewed:	January 11, 1988
Revised:	August 2, 2004

**Broadcasting or Telecasting**

The telecasting or broadcasting of public performances of students during regularly scheduled newscasts is encouraged by the Superintendent of Schools. The process of videotaping or recording these public performances shall not interfere with or disrupt the school program.

The Superintendent of Schools delegates the responsibility for approving requests to telecast or broadcast entire or long segments of athletic games and contests to the principals within the parameters established by statutes, policies, regulations and procedures. The principal will determine that the broadcasting or telecasting of the school program or event will positively contribute to the participants, school and community before approving the request.

The telecasting or broadcasting of school programs or events, other than athletic games or contests, must be recommended and approved by all school personnel responsible for the specific program. Videotaping or recording school activities or programs that are not clearly public performances for the purpose of telecasting or broadcasting these programs is discouraged.

Any school programs or events utilizing material subject to royalty fees or governed by copyright laws may not be videotaped or recorded for the purpose of telecasting or broadcasting the program or event without the expressed written permission of the owner of the rights. These materials may be videotaped or recorded for internal use by the administrators, teachers and participants within the parameters established by statute and with the authorization of the principal.

Approved: February 3, 1986  
Reviewed: January 11, 1988  
Reviewed: September 1, 2004

**Community Use of School Facilities and Grounds**

The Board of Education desires to cooperate with organizations and community groups by making identified facilities and grounds available from time to time for meetings and activities that provide a service to the community. The use of school facilities and grounds by community groups will never take precedence over the use of facilities and grounds by Bellevue Public Schools staff and students for school-related purposes. It is the intent of this policy that an agency will not use school facilities and grounds for extended periods in lieu of building or renting permanent facilities. The Board of Education directs the Superintendent of Schools to establish the appropriate fees/charges within the following guidelines.

- protect facilities and grounds from abuses;
- provide individuals using facilities and grounds with a safe environment;
- recover the excess cost of making facilities and grounds available for community use;
- provide for the waiver of all or a portion of fees if the activity provides a service to the district's students or staff that meets a need for the district and is not a "for profit" activity;
- ensure that community use of facilities and grounds meet all applicable state and federal laws and regulations;
- provide a list of facilities and grounds that will not be available for community use;
- support the opportunities within the community rather than compete with local businesses;
- provide that no agreement shall be a disincentive for an organization to own or rent permanent facilities or grounds;
- provide that no agreement shall be for a period longer than one school year but includes provisions for annual renewal of the agreement based upon a review of current use and needs of the district;
- prohibit the use of tobacco or alcohol in school facilities;
- and prohibit the use of alcohol on district grounds.
- Prohibit the use of school facilities and grounds for weddings, funerals and similar activities

**Legal References:****Cross References:**

Adopted:	November 7, 1966
Revised:	May 5, 1969
Reviewed:	January 11, 1988
Revised:	February 4, 1991
Revised:	August 7, 2000
Reviewed:	Annually
Revised:	February 10, 2003
Revised:	January 3, 2005
Revised:	June, 2005

## **Community Use of School Facilities and Grounds**

### Requests and Applications

All requests for the use of facilities will be made by filling out an application form and returning it to the office of the facility administrator/supervisor. Requests by outside organizations will be submitted to the Office of the Superintendent of Schools and reviewed by the Superintendent or designee prior to acceptance.

### Assessing of Fees

The type of organization or group requesting use of school facilities or grounds in addition to the type of program being presented will determine whether or not a rental charge is assessed. Rental charges may be reduced or waived if an activity is deemed by the appropriate Director and the Superintendent of Schools or designee to provide a service to a Bellevue Public School program.

Charges will not be made for “school activities” or closely affiliated school groups. Examples of these would be: formal classroom use any time of the day; school-sponsored activities; and school affiliated groups such as the PTA or parent advisory councils.

Educational, charitable, and governmental groups, agencies and programs will generally be exempt from charges for the use of school facilities or grounds, except when any admission, donation, or fee is assessed, in which case a rental charge will be levied. City, county, state, or federal governmental agencies may use school district facilities or grounds. The district reserves the right to assess a fee to recover the excess cost (maintenance, repair, utilities, salaries, and employee benefits) associated with the use of the facilities or grounds.

Charges will be assessed to political, fraternal, civic, religious, recreational, and service clubs and organizations unless a specific program is deemed to serve a distinct and/or charitable function of value to the Bellevue Public School District. Again, if an admission, donation, or fee is requested, a rental charge, consistent with these guidelines will always be assessed.

An approved school district employee must be present in the building when a school district facility is being used by a group or organization.

A custodial fee will be assessed any group when community use takes place at any other than normal custodial working hours and may be assessed at any time, if extra custodial work is required.

School district facilities or grounds use by district developmental teams will be managed in accordance with Board Policy and Administrative Regulation.

General Regulations

1. The applicant is held responsible for the preservation of order and is expected to keep all participants within the designated area.
2. Smoking or the use of tobacco products are prohibited in the buildings of the Bellevue Public Schools.
3. Unlawful selling, use, possession or dispensing of alcohol, narcotics, drugs or other controlled substances in the facilities or on the school district grounds is prohibited.
4. Putting up signs, decorations or scenery and/or moving equipment, or other furniture is prohibited unless special permission is granted by the facility administrator/supervisor.
5. Under no circumstances shall scenery or other property be stored in the facilities or on the grounds.
6. Nothing shall be sold, distributed, exhibited or displayed without permission from facility administrator/supervisor.
7. School equipment and materials generally will not be available for use by outside organizations (basketballs, volleyballs, mats, AV equipment, swimming pool equipment, etc.) unless authorized by the facility administrator/supervisor. An additional fee may be assessed.
8. All electrical, sound system, lighting equipment, or special equipment arrangements shall be coordinated with the facility administrator/supervisor. An additional fee may be assessed for use of school equipment. A school district employee shall operate all equipment that requires special knowledge such as stage equipment, lighting, scoreboards, etc. at applicant's expense.
9. Displays, exhibits or equipment set ups will not impede access to exits, student lockers, classrooms or the administration office.
10. Facilities used by the applicant will be examined carefully by the applicant and the facility administrator or designees before and after use. The applicant agrees to make repairs or payment promptly for any loss or damage occurring during the applicant's use.
11. Only the board of education may pay employees for services involving the use of school facilities.

12. When schools are closed for inclement weather, all community use of school facilities or grounds will be automatically cancelled unless approval for use is received from the Office of the Superintendent. If the event occurs on a non-school day, building administrators reserve the right to cancel the event.
13. If snow removal or site and building preparation is required before the facility can be used for an activity, the cost will be added to the usage fee unless this activity meets a need of the district. The building administrator will make all decisions relative to this item.
14. When using the facility, all catering, vending, and concessions will be coordinated by the Bellevue Public Schools food service program. On occasion, PTA/PTSA's will work with the respective school administration and the food service program to handle their special needs. When Bellevue Public Schools food service program concessions are to be present in the facility, the following options will apply:
  - Option A: Bellevue Public Schools will provide items for the concession stand(s), an employee to serve as stand manager, and a group to work the stand. All food costs plus all food service expenses will be completely covered by the concession revenue. The profit generated for each stand will be split between the respective school and school group or club on a mutually agreed percentage prior to each concession event.
  - Option B: Bellevue Public Schools will provide items for the concession stand(s), an employee to serve as stand manager, and the district non-profit group or organization renting the facility will provide to work the stand. All food costs plus all food service expenses will be completely covered by the concession revenue. The profit generated for each stand will be split between the respective school and the district non-profit group or organization on a mutually agreed percentage prior to each concession event.
  - Option C: Bellevue Public Schools will provide items for the concession stand(s) and all of the people to work the stand. All food costs, food service expenses, and all profit will go to the Bellevue Public Schools food service program.

The option selected must be agreed upon by the applicant and the respective building administrator/supervisor prior to the event unless other arrangements have been negotiated with the appropriate Director and reviewed by the Office of the Superintendent prior to acceptance by the district.
15. All persons using exercise/recreational/swimming facilities must have a representative complete the Application for Use of School Facilities (Bus. 46), and all participants must complete the Registration for Use of Recreational Facilities (Bus. 47) before the facility can be used by an individual.
16. The applicant releases and discharges Bellevue Public Schools, including all employees, students, and teachers, from any injury and all damage of any kind or nature that may be occasioned while utilizing the Bellevue Public Schools facility.

17. The administration reserves the right to require that security be provided by a local law enforcement agency (i.e., Bellevue Police Department) for any event at the expense of the applicant.
18. Applications for facilities, from outside organizations, will only be accepted two (2) months prior to the event unless approved by the Office of the Superintendent. No reservation will be made until the application is returned and approved by the building administrator/supervisor. The rental charge must be received for the facility within 10 days following the receipt of an invoice.
19. A full rental charge will be assessed if a cancellation is not received 72 hours in advance.
20. The right to revoke usage at any time is reserved by the facility administrator/supervisor.
21. The following facilities will not be available for community use unless approved by the Office of the Superintendent or designee:
  - Elementary Classrooms
  - Computer Labs
  - Offices
  - Board of Education Conference Room
  - Transportation and Maintenance Facilities and Equipment
  - Food Service Facilities
  - Facilities containing confidential information (which can not be easily secured)
  - District Level Computer Facilities
  - Swimming Pools
  - Band Rooms
  - Competition athletic fields
  - Industrial Technology Classroom
  - Science Classrooms
  - Fitness/Weight Rooms
22. School facilities and grounds will not be available for the following activities, weddings, funerals, wakes, memorials and similar activities.
23. Rental to organizations using school facilities as their primary facility shall be annually reviewed with the Superintendent of Schools prior to renewal of use agreement.

#### Swimming Pool Regulations

1. Two approved supervisors must be in continual attendance during use of the swimming pool. One supervisor must be a certificated lifeguard, employed by the district, and the second supervisor must be a staff member approved by the facility administrator/supervisor.
2. All swimmers will follow the board policy and bylaws for use of the building, administrative regulations for use of the building, posted pool regulations which include the State of Nebraska rules and regulations, and any regulations of the lifeguard and/or supervisor on duty.
3. The size of the group in the pool shall not exceed the maximum capacity set by State guidelines.



4. All swimmers must shower prior to pool use. Towels will not be provided.
5. All swimmers must wear appropriate swimming attire (i.e., no cut-offs or frayed clothing). Only appropriate footwear will be allowed in the pool area. (i.e., no cleats or abrasive soled shoes).
6. Outside equipment shall not be brought to the pool, with the exception of lifesaving/flotation devices, without permission of the facility administrator/supervisor.
7. Food or drink is not allowed in the pool area with the exception of plastic bottled water.
8. Groups must have a firm starting and finishing time. No one will be admitted until the group's assigned start time and lifeguards and/or supervisors are present. The pool will be cleared five minutes prior to the group's schedules ending time.
9. Use of the starting platforms and diving boards by recreational groups is expressly forbidden.
10. Swim usage by outside organizations will be limited to the Lied Activity Center pool unless otherwise authorized by the Director of Activities and reviewed by the Superintendent of Schools or designee.

Approved:	November 6, 1966
Revised:	March, 1969
Revised:	April 2, 1973
Reviewed:	January 11, 1988
Revised:	November 1, 1993
Revised:	August 7, 1997
Revised:	July 6, 1998
Revised:	December 4, 2000
Revised:	January 6, 2003
Revised:	December 6, 2004
Revised:	June, 2005

**Parent Relations**

Contact with parents by working together in PTA Conference and social gatherings provide school personnel opportunities for gaining friendly and intellectual cooperation from those most interested in schools, and for sampling public opinion.

Principals and teachers are expected to assist parents in organizing strong, active, parent groups and in channeling their energies toward programs mutually beneficial to the Bellevue Schools and the community.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Revised:	January 10, 1972
Reviewed:	January 11, 1988
Reviewed:	November, 2004
Reviewed:	June, 2017

**Parental Involvement in Educational Practices**

Members of the Board of Education of the Bellevue Public School District believe that parental involvement is an important factor in the education of children and that effective parental involvement can increase as parents are informed of the educational practices affecting their children. In order to assist parents to become effective partners in the education of their children, the Bellevue Public Schools will foster and facilitate parental information about and involvement in educational practices affecting their children.

The Board of Education directs the Superintendent of Schools to develop regulations and procedures to ensure appropriate parental involvement in educational practices.

Legal References:

Cross References:

Adopted:	June 5, 1995
Reviewed:	Annually
Reviewed:	November, 2004
Reviewed:	January, 2017

**Parental Involvement in Educational Practices**

The Superintendent of Schools recognizes the importance of parental involvement in the education of children. To ensure parental rights in the involvement of educational practices affecting their children, parents will be---

1. Provided access, as described in district procedures, to district approved textbooks and other curriculum materials, and tests used in the district.
  - A. Requests by a parent to review specific approved textbooks and other district or building approved curriculum materials (written, visual, and audio) will be made in writing by the parent to the building principal in which the textbooks and curriculum materials are used. Textbooks may be checked out by parents for review for a period of two weeks. Curriculum materials such as video and audio recordings can be reviewed by parents within a time frame determined by the principal to prevent disruption of the instructional process.
  - B. Requests by a parent to review specific standardized and criterion-referenced tests used in the district will be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. In the case of secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - A. A parent may request permission to visit classes, assemblies and other instructional activities. Permission will be given by the principal after consultation with the teacher(s) involved in the activity.
  - B. A parent may request permission to attend counseling sessions in which their child is involved. Permission to attend those sessions will be given by the principal after consultation with the child's counselor.
  - C. Parental requests to visit instructional activities will generally be approved. Principals may restrict visits to ensure the planned instructional activities are not disrupted.
3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, and other school experiences that parents may find objectionable.

Principals will excuse a student from any single school experience at the parent's written request. When appropriate, alternative experiences will be provided for the student by the school.

4. Informed how the school district will provide access to records of students.

The process to be followed by parents to gain access to their children's records is included in Parent-Student handbooks.

5. Informed of the school district's testing policy.

Information in the Parent-Student handbooks describes the standardized and criterion-referenced district testing program. Additional information can be requested from the principal.

6. Notified how the school district participates in surveys of students and the right of parents to remove their children from such surveys.

All surveys intended to gather information from students in the school district are approved by the principal prior to being made available to students. Participation in surveys by students is voluntary. Parents may restrict their child from participating in any survey.

This above information conforms to state statute and/or Federal laws and regulations governing parental involvement in the educational practices affecting their children.

Approved:	June 5, 1995
Reviewed:	Annually
Reviewed:	November, 2004
Reviewed:	January, 2017

**Parent Involvement and Education Rights  
Custodial and Noncustodial**

The Bellevue School District will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court. The term “custodial parent” refers to a biological or adoptive parent, guardian or an agent under a Power of Attorney pursuant to Neb. Rev. Stat. 30-2604 to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child. The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order. The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts. A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times. If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Adopted on: May 7, 2018

**Communication with the Public**

The Board of Education will continually attempt to establish and maintain schools that reflect the public's wishes, and will do its best to keep the people informed of the affairs of the school system. It is the desire of the Board of Education that channels of communication be kept open at all times between the school system and the people of the school district.

Legal References:

Cross References:

Adopted:	January 10, 1972
Reviewed:	January 11, 1988
Reviewed:	November 1, 2004

**Community Involvement in Decision Making**

Residents of the district are encouraged to take an active part in school affairs.

Some persons, because of special training, experience, or interest, may be invited by the Superintendent to act as advisors, individually and/or in groups in clarifying the general ideas and attitudes held by residents of the district in regard to the Bellevue Schools and in solving a specific problem or set of closely related problems about which a decision must be made.

Legal References:

Cross References:

Adopted: January 10, 1972  
Reviewed: January 11, 1988  
Reviewed: November, 2004



**Visitors to School**

In order to provide for the security and safety of our students and staff, all visitors are required to obtain authorization from the principal or designee before visiting classrooms.

Legal References:

Cross References:

Adopted:	October 17, 1955
Reviewed:	February 18, 1960
Reviewed:	January 10, 1972
Reviewed:	January 11, 1988
Revised:	October 11, 2004
Reviewed:	June, 2017

**Sportsmanship, Ethics, and Integrity**

The Bellevue Public School Board of Education recognizes the value of extracurricular activities in the educational process and the values that students may develop when they have an opportunity to participate in organized activities outside the traditional classroom. Good sportsmanship is the attitude and behavior that exemplifies positive support for the extracurricular activities and programs of our schools, as well as for the individuals who participate in such programs. Participants, staff, and spectators attending school activities are expected to demonstrate respect for others, display good sportsmanship, exhibit ethical conduct and integrity, and as guests of the school district must comply with the district policies, rules and regulations.

The district shall have full authority to invoke penalties or pursue legal action as consistent with district rules, regulations, school board policies, and Nebraska and Federal laws.

Legal References:

Cross References:

Adopted: November 1, 2004  
Reviewed: June, 2017

**Sportsmanship, Ethics, and Integrity**

The Bellevue Public School Board of Education recognizes the value of extracurricular activities in the educational process and the values that students may develop when they have an opportunity to participate in organized activities outside the traditional classroom.

Student participants and district appointed sponsors involved with school board and/or school approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice, competitions, and extracurricular events as is expected in the classroom. School district representatives and students are responsible for maintaining sportsmanship, ethics, and integrity in all phases of the educational process as well as all segments of the community. This includes administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups. The district shall provide or display written sportsmanship guidelines for all school district participants and spectators.

Spectators are permitted to attend extracurricular activities only as guests of the school district. Accordingly, as a condition of this permission, they must comply with the school district's policies, rules, and regulations. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators, or with the performance of employees and officials supervising the extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive, but also embarrassing to the students, the school district, and the entire community.

Any spectator, including adults, who behave in a manner that is not consistent with school district expectations and the sportsmanship policy, may be removed from the event by security personnel, school officials, or by the individual in charge of the event. In addition, the individual may be denied admittance to future school events or activities for a specified period of time. School officials shall send a notice of exclusion from future extracurricular activities to the spectator involved. Such notice is to be provided from the activities director and/or the respective building principal. Due process for students shall be provided in accordance with school district policies and shall include the opportunity for a hearing with school officials. In the event the spectator removed or denied admittance is a spectator from a visiting school, an effort will be made to work with the administration of the visiting school with respect to future exclusion.

The district shall also have full authority to invoke penalties or pursue legal action as consistent with district, policies, regulations, and rules, and Nebraska and Federal laws.

To protect the rights of students to participate without fear of interference and to permit the sponsors and officials of extracurricular activities to perform their duties without interference, the following provisions are in effect, but not limited to:

1. Abusive, verbal or physical conduct of spectator directed at participants, officials or sponsors of extracurricular activities or conduct that interferes with the administration of the extracurricular activity will not be tolerated.
2. The use of vulgar or obscene language directed at students, officials, sponsors, or other spectators at an extracurricular activity will not be tolerated.

The Bellevue Public Schools Board of Education hereby adopts the following Spectator Code of Sportsmanship Behavior, Ethics, and Integrity.

It is the responsibility of the spectator to:

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

Approved:      October 11, 2004  
Reviewed:      June, 2017

**Flyers, Posters, Surveys, Promotions,  
Fund Raising and Contests**

The Bellevue Public Schools recognize the community as an extension of the classroom. Many organizations provide students and staff with humanitarian, cultural, and educational experiences of great value and should be utilized as a supplement to classroom and staff activities, when appropriate.

The Board of Education encourages community organizations and school personnel to cooperate in activities and ventures of mutual benefit, provided these activities are not of a sectarian or commercial nature and no exploitation of students or staff or interference in or disruption of the educational program is involved.

All such activities should be organized and planned to supplement the educational program and promote allied humanitarian concerns of the school district or the children and youth of the community.

The Board of Education, therefore, directs the Superintendent of Schools to establish administrative regulations within the Board's stated guidelines.

Legal References:

Cross References:

Adopted:	December 6, 1976
Reviewed:	January 11, 1988
Reviewed:	December, 2004

**Flyers, Posters, Surveys, Promotions,  
Fund Raising and Contests**

Community organizations wishing to distribute flyers or posters, conduct surveys, hold promotions or fund raising activities or sponsor contests for students or staff must secure administrative approval prior to conducting such activity.

Any such approval shall carry the following stipulations:

- a. Participation on the part of students or staff is strictly voluntary;
- b. The method, time and extent of involvement rests with the administrator granting the approval; and
- c. No such materials shall be distributed during the first or last week of school.

If the organization wishes to involve only one building in its activity or approaches the buildings individually, the principal shall make the decision. If the request is made to involve several buildings, permission may be granted by the appropriate Director.

Approved: December 6, 1976  
Reviewed: January 11, 1988  
Reviewed: December, 2004

**Advertisements**

Commercial advertising may be permitted; however, district facilities, staff or students will not be used for the advertising or promotion of non-school interests or individuals. Commercial advertising for the purpose of this policy is defined as commercial promotion, acknowledgments, and recognition of persons, firms, corporations or other business associations for promotion of products or services. The acknowledgments, recognition or advertising shall not interfere with nor disrupt the operation of the schools, use of facilities, school activities or the educational process. The Superintendent shall develop procedures and guidelines to be followed by school staff in determining if any form of commercial advertising can be approved. An annual advertising report will be provided to the Board of Education.

No part of this policy is intended to create or establish an open or public forum, and the Superintendent reserves the sole and absolute right to determine the acceptable content of any and all such commercial advertising or advertisements within the District.

**Procedure**

The District may use educational materials bearing identification of the persons, firms, corporations or other business associations responsible for producing any educational materials used in district classrooms and educational settings.

Commercial advertising may also be approved as long as it does not impair the educational program of the District. Such advertising must be approved by the Superintendent or designee and meet one of the following criteria:

- A. Media or other educational materials that relate directly to and support the approved district curriculum.
- B. In school announcement and support of any outside lecture, activity or program of educational worth or public interest.
- C. The appearance or participation of any school group in an outside activity. Participation will be allowed only if it provides an educational or personal growth experience benefit to the students taking part in the outside activity.
- D. The recognition of contributions supporting the District and/or Bellevue Public Schools Foundation. Such advertising in exchange for contributions shall be limited to areas and locations approved in accordance with district procedures, state statutes and applicable regulations, and applicable city ordinances.
- E. Exclusive contracts with specific vendors.
- F. The subsidy of the production cost of school sponsored publications.

In addition, the following standards are set forth and shall apply to any and all commercial advertising that is submitted to the Superintendent for approval.

**A. Standards:**

1. The District does not, by this procedure, create or establish an open or public forum and reserves the sole and absolute right to determine the acceptable content of any and all such commercial advertising or advertisements within the District.
2. The content of any commercial advertising must meet with prior approval from the Superintendent.
3. The commercial advertisements shall not contain statements or commercial messages which the District determines, in its sole discretion, is contrary to educational values, is vulgar, obscene, defamatory, discriminatory, religious, political or ideological or which relates to a controversial topic or viewpoint.
4. Commercial advertising or advertisements shall not relate to a product or service which the District determines, in its sole discretion, to be inappropriate or illegal for minors, or violates any provisions of this procedure.
5. No commercial message may relate to a product or service that the District determines, in its sole discretion, to be educationally controversial or promotes the indoctrination of ideological, political, religious, or social beliefs.

**B. Venues or Locations:**

1. Commercial advertisements are limited to district owned facilities in locations approved by the Superintendent.
2. Commercial advertising may be permitted in district-wide publications or district sponsored projects.
3. Commercial advertising may be permitted in school related publications, newspaper, yearbooks, newsletters, activity programs and school event programs.

Legal References:

Cross References:

Adopted: February 6, 2006  
Revised: July 7, 2014



### Title 1 Parent and Family Member Engagement-NEW

The district commits to meeting all requirements of the No Child Left Behind Act of 2001 including Every Student Succeeds Act (ESSA) amendments as they apply to all Title 1 programs conducted within the District. For the purpose of this policy “parents and family members” means “parents and persons in a parental relation to the student.” This Policy will be distributed to all parents annually, in a language that parents can understand.

The District recognizes the unique needs of students who are being served through the Title 1 Program and stresses the importance of parent and family member involvement in the academic success of their children. Opportunities will be provided for parent and family member involvement in their child's education in the following manner:

1. Parents and family members will be involved in the planning, review, development and approval of the Parent and Family Member Engagement Policy through at least one annual meeting held at a convenient time during the first semester.
2. The District will strive to build the capacity for strong engagement of the school, parents and family members by developing School/Parent Compacts to strengthen communication between the home and school:
  - By providing annual meetings in Title 1 buildings to explain Title 1 to parents and family members;
  - By training parents and family members in how to help their children at home;
  - By sharing district standards, benchmarks, and assessments to parents and family members and explaining to them how to help monitor the progress of their children; and
  - By providing parent and family member resource centers at each site.
3. Parents and family members will be provided timely information regarding the District's curriculum, academic assessments used, and proficiency levels expected of all students through the student handbook, parent/teacher conferences, report cards and progress reports along with other communications opportunities.
4. Parents and family members will be provided opportunities to participate, as appropriate, in decisions relating to the education of their children regarding such matters as curriculum, assessments and student performance standards through the School Improvement Plan, Title 1 reviews and plans, and other means as available.
5. The District will coordinate and integrate parent and family member engagement programs and activities with other community programs such as Head Start, Reading First, Title III and Migrant programs, public libraries, public preschools, instructional support services and other federal, state and local programs.

6. Parents and family members will be provided assistance, opportunities, and/or materials to build their capacity for strong parent and family member engagement and help them understand the topics relating to their child's academic achievement. This will be done in a language they can understand including participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children.
7. The District will conduct an annual evaluation by written survey, telephone survey, or in person, of the content and effectiveness of the Title 1 Parent and Family Member Engagement Policy and its procedural elements. The survey will be used by the District to guide implementation of the Title 1 program, to determine if needs are being met, and reduce barriers to participation.

Legal Reference:      Neb. Statute 79-530 to 533  
                             Title 92, Chapter 51, Nebraska Administrative Code  
                             No Child Left Behind, Title 1, Sec. 1118, P.L. 107-110  
                             Every Student Succeeds Act (ESSA)

Adopted:

### **Title 1 Parent and Family Member Engagement**

The district commits to meeting all requirements of the No Child Left Behind Act of 2001 including Every Student Succeeds Act (ESSA) amendments as they apply to all Title 1 programs conducted within the District. For the purpose of this policy “parents and family members” means “parents and persons in a parental relation to the student.” This Policy will be distributed to all parents annually, in a language that parents can understand.

The District recognizes the unique needs of students who are being served through the Title 1 Program and stresses the importance of parent and family member involvement in the academic success of their children. Opportunities will be provided for parent and family member involvement in their child's education in the following manner:

1. Parents and family members will be involved in the planning, review, development and approval of the Parent and Family Member Engagement Policy through at least one annual meeting held at a convenient time during the first semester.
2. The District will strive to build the capacity for strong engagement of the school, parents and family members by developing School/Parent Compacts to strengthen communication between the home and school:
  - By providing annual meetings in Title 1 buildings to explain Title 1 to parents and family members;
  - By training parents and family members in how to help their children at home;
  - By sharing district standards, benchmarks, and assessments to parents and family members and explaining to them how to help monitor the progress of their children; and
  - By providing parent and family member resource centers at each site.
3. Parents and family members will be provided timely information regarding the District's curriculum, academic assessments used, and proficiency levels expected of all students through the student handbook, parent/teacher conferences, report cards and progress reports along with other communications opportunities.
4. Parents and family members will be provided opportunities to participate, as appropriate, in decisions relating to the education of their children regarding such matters as curriculum, assessments and student performance standards through the School Improvement Plan, Title 1 reviews and plans, and other means as available.
5. The District will coordinate and integrate parent and family member engagement programs and activities with other community programs such as Head Start, Reading First, Title III and Migrant programs, public libraries, public preschools, instructional support services and other federal, state and local programs.

6. Parents and family members will be provided assistance, opportunities, and/or materials to build their capacity for strong parent and family member engagement and help them understand the topics relating to their child's academic achievement. This will be done in a language they can understand including participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children.
7. The District will conduct an annual evaluation by written survey, telephone survey, or in person, of the content and effectiveness of the Title 1 Parent and Family Member Engagement Policy and its procedural elements. The survey will be used by the District to guide implementation of the Title 1 program, to determine if needs are being met, and reduce barriers to participation.

Legal Reference:      Neb. Statute 79-530 to 533  
                             Title 92, Chapter 51, Nebraska Administrative Code  
                             No Child Left Behind, Title 1, Sec. 1118, P.L. 107-110  
                             Every Student Succeeds Act (ESSA)

Adopted: March 5, 2018

**Names, Symbols and Logos of the Bellevue Public Schools**

Bellevue Public Schools' names, symbols and logos are designed for the primary purpose of allowing the district and individual schools to communicate with the public concerning school district facilities, activities, events and mission. Use of Bellevue Public Schools' names, symbols and logos by individuals or organizations not associated with the school district or for non-school sponsored or endorsed events or activities is prohibited unless authorized in writing by the Superintendent of Schools.

Legal References:

Cross References:

Adopted: July 10, 2000  
Reviewed: December, 2004