

BELLEVUE PUBLIC SCHOOLS



CHAMPIONS
— FOR —
CHILDREN

Bellevue East High School

1401 High School Drive
Bellevue, NE 68005

School Office: (402) 293-4150
Counseling: (402) 293-4151

Bellevue West High School

1501 Thurston Avenue
Bellevue, NE 68123

School Office: (402) 293-4040
Counseling: (402) 293-4041

Parent-Student Handbook 2012 - 2013

www.bellevuepublicschools.org

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

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

FOR YOUR INFORMATION

Dear Parents/Guardians:

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

FRANK J. HARWOOD
Superintendent of Schools

Bellevue East Fight Song

The purple and the white,
Stand for Bellevue East.
Colors of our school and emblem,
Of our faith in you, (GO BELLEVUE!)
We'll cheer for you, Bellevue
Forever and a day.
For in our hearts we're yours,
So, Hail to you, We'll cheer for you,
Bellevue!

Spoken:

HEY, GO EAST! CHIEFTAINS, LET'S WIN!
HEY, FIGHT, EAST! CHIEFTAINS, LET'S WIN!
RAH! RAH! SIS BOOM BAH!

Repeat song.

Bellevue West Fight Song

We're the Thunderbirds of West High
We're the purple, gold and white
We will cheer our team to vict'ry
We will always prove our might.

Bellevue West is proud and loyal
And we'll always give our best
We will fight to win our battles
Thunderbirds of Bellevue West

Spoken:

Cheer, cheer for Bellevue West
Because we are Nebraska's best
Fight, fight with all your might
Thunderbirds, win this game tonight!

Repeat song.

SECONDARY SCHOOLS DIRECTORY

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

ELEMENTARY SCHOOLS DIRECTORY

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

BELLEVUE PUBLIC SCHOOLS DIRECTORY

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

Bellevue Public Schools

2012 - 2013 School Calendar

| | |
|-------------------------------|---|
| August 6-8 | New Teacher Orientation |
| August 9-13 | All-Staff Workshop |
| August 14 | First Day for Students |
| August 15 | First Day for Returning Students Grades 10-12 |
| September 3 | Labor Day (no school) |
| September 14 | Teacher Training (no school for students) |
| October 12 | End of First Quarter (early dismissal) |
| October 15-19 | Parent/Student/Teacher Conference Week |
| October 19 | No School |
| November 9 | Early Dismissal (Teacher Training) |
| November 21-23 | Thanksgiving Break (no school) |
| December 21 | End of Second Quarter (early dismissal) |
| December 22 - January 4 | Holiday Break (no school) |
| January 7 | School resumes |
| January 21 | Martin Luther King, Jr. Day (no school) |
| February 14 | Teacher Training (no school) |
| February 15-18 | Winter Break (no school) |
| March 15 | End of Third Quarter (early dismissal) |
| March 18-22 | Parent/Student/Teacher Conference Week |
| March 22 | No School |
| March 29 - April 1 | Spring Break (no school) |
| May 22 | End of Fourth Quarter (last day for students) |
| May 23 | Teacher Training |
| May 25 | High School Graduation |
| June 3-21 | Summer School (grades K-6) |
| June 3-28 | Summer School (grades 7-12) |

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SECTION I – NEED TO KNOW INFORMATION

STUDENT INFORMATION

Daily Schedule

| | |
|---------------------------------------|---------------|
| Period 1 | 7:50 - 8:37 |
| Period 2 | 8:42 - 9:29 |
| SSR | 9:29 - 9:49 |
| Period 3 | 9:54 - 10:41 |
| Period 4 | 10:46 - 11:33 |
| Period 5 | 11:38 - 12:57 |
| Lunch 1 | 11:38 - 12:08 |
| Lunch 2 | 11:54 - 12:24 |
| Lunch 3 | 12:10 - 12:40 |
| Lunch 4 | 12:26 - 12:56 |
| Period 6 | 1:01 - 1:48 |
| Period 7 | 1:53 - 2:40 |
| Guided Personalized Study (GPS) | 2:45 - 3:20 |

Absences

Parents are asked to contact the school office if a student is going to be absent. A phone number for both schools is listed on the front cover of this handbook. If the parent does not inform the school of the absence, school staff will attempt to contact the parent/guardian to verify the student's safety.

Student I.D. Cards

Students will be issued a student I.D. card that includes their lunch card, library card, activity card, and internet permission. Students should carry their I.D. cards at all times. Replacement cards will cost \$3.00.

Bellevue Public Schools is the only school in the metro area with free admission for Bellevue students to all Bellevue Public Schools' activities. In addition, we have a reciprocal agreement with the Omaha Public Schools. Any Bellevue Student with their school I.D. card will be admitted free of charge to Omaha Public Schools' sporting activities.

Available Sports

| Men | | Women |
|---------------|---------------|---------------|
| | Fall | |
| Football | | Volleyball |
| Cross Country | | Cross Country |
| Tennis | | Golf |
| | | Softball |
| | Winter | |
| Basketball | | Basketball |
| Swimming | | Swimming |
| Wrestling | | |

Spring

| | |
|----------|--------|
| Soccer | Soccer |
| Track | Track |
| Golf | Tennis |
| Baseball | |

Homework Policy

Definition

Homework is work done independently from teacher's supervision outside the regular class period. Homework is not restricted to the creation of a written product only but may include reading, memorizing, studying for a test, library work, written projects, etc. A variety of interventions will be implemented for students that don't complete assigned work.

Philosophy

The development of all students' abilities to the highest possible degree is a goal. A variety of instructional strategies are used in the process to achieve that goal.

One instructional strategy, which is generally acceptable and apparently a permanent part of the education process, is the practice of assigning homework. Research has not led to any definitive conclusions related to the effectiveness of homework, but more advantages exist for general learning processes as well as specific learning tasks.

It is our belief that homework assigned judiciously should be an integral part of the instructional strategy used in the education of students.

*Objectives

1. Reinforce class work
2. Complete unfinished or makeup work
3. Preview topic to be studied
4. Adjust instruction to compensate for individual differences
5. Supplement regular class work
6. Develop student initiative, self-discipline, responsibility, and independence
7. Develop permanent interest in learning
8. Develop good work and study habits and skills
9. Apply school learning to life experience
10. Enrich Course content
11. Use structured time constructively
12. Develop research skills

*Without parental support, the objectives of homework will be more difficult to attain.

Student Planners

Student planners are provided to all students. Students are expected to record their assignments every day in their planners. Students can expect teachers to randomly check the planners to determine if they are being used properly. Planners can also be used as a calendar to record times and dates of activities that are important to the student. In addition, planners are used to allow students to move through the halls with the permission of the teachers. Replacement planners will cost \$3.00.

Mid-quarter Progress Reports

If you are doing unsatisfactory or failing work or not working up to your ability, your parent/guardian will generally receive a “Mid-term Progress Report” during the fifth week of each nine-week period. This report will give some indication of your difficulty. In some cases the teacher may request a conference with parents/guardians. Parents/guardians may also receive progress reported if you are making outstanding improvement.

Incompletes

Any incomplete not removed prior to the 2nd Monday following the last day of the semester will automatically become a “F.”

Breakfast and Lunch

Breakfast is available in the cafeteria from 7:20 – 7:35 a.m. Students may select from a standard menu or a la carte items. Breakfast is available for \$1.60.

Students purchasing their lunches at school will usually spend from 50 cents to \$2.75. Lunches consist of a choice of one or two main hot dishes, French fries, fruit or vegetable, and milk.

Students may add money to their I.D. cards during their lunch period at any of the cashiers. Checks should be made out to Bellevue Public Schools.

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

1. **Students are not allowed to share their I.D. cards or money with other students.**
2. Students are to report loss or misuse of their I.D. card to the office as soon as possible. Cost to replace an I.D. card is \$3.00.
3. Students, who find an I.D. card, are to turn it in to the office.
4. Students keep their I.D. card throughout high school.

Students are welcome to bring their own lunch, but they must eat in the cafeteria.

Our schedule is organized for the “closed lunch period.” You are required to eat in the school.

Free and Reduced Meal Recipients

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

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Lockers

All Students will be assigned a locker for their books and all students in Physical Education will be assigned a gym locker. Schools officials reserve the right to periodically inspect school property including lockers and desks. School officials also reserve the right to search an individual if reasonable or necessary to maintain order and safety. You are not to change lockers without permission of the counselors' secretary.

Private locks on school lockers are not to be used.

Private locks will be removed.

You are encouraged to lock your locker at all times. The security of books, etc., is your responsibility. If you have a gym locker, it should be locked at all times when you're not there. Turn the dial after you lock your lock. Keep the combination confidential.

School Visitors

All visitors are to check in at the principal's office, NO ONE is to enter a class in session without the principal's permission, we encourage parent/guardian visitation of classes and allow others to observe classes. However, interruption of classroom processes to confer with a teacher or a student is forbidden without proper authorization.

Visitor permits are not issued to allow friends or relatives to attend classes with a student throughout

the day. Such visits may create a situation detrimental to the learning atmosphere for both the student and the classes visited. Unauthorized individuals on school property may be reported to the police for trespassing. (State Statute 28-521)

Fire Drill Procedures

Teachers will review the exit routes from each class at the beginning of the school year. It should be assumed that whenever the fire alarm sounds there is a fire and everyone must evacuate the building.

Tornado Emergency Procedure

You will be notified via the intercom in the event of a tornado watch. At this time the teachers will review the emergency plan and explain the procedures to be followed in the event of a tornado warning. The entire student body will be moved to designated areas in the event of a tornado warning.

Inclement Weather

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

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

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

Lost and Found

The best assurance against loss and confusion is to mark clothing and all books with your name and keep your locker locked. The loss of an article of high value should be reported to the teacher and the school office. Items found will be kept in the lost and found which is located in the office.

Lost items should be turned in to the teacher or office. All accumulated articles will be cleared during winter break and again at the end of the school year. Items of clothing not claimed are donated to a local welfare agency.

Security

This facility has been equipped with video camera equipment. The system has been installed to increase security, identify safety hazards and

protect student, staff and school property. The video camera system records activity in public areas of the school only. The equipment may not be monitored at all times.

Bus Transportation Guidelines

The Bellevue School District according to state law provides transportation for students living four miles or more from the school.

Overcrowding in some attendance areas may require that some students be transported to another school. Also, during the year children may ride a bus on a field trip. To provide a safe environment for all students riding the bus, the following rules have been established. Student not adhering to these rules may lose their bus privileges.

Prohibited actions include:

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

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

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

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

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

All students must be at the designated stop or meeting place for the bus/van at the scheduled time. It is advisable that students be at their bus stop five minutes prior to pick-up time. While waiting for the bus/van, students should stay on the sidewalk when one is available or at least 10 feet back from the roadway. Students must also respect the property of the homeowners in the area of the bus stop.

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

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

Parking

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

Parking Violations

- 1st offense: Written Warning
- 2nd offense: \$5.00 parking ticket - \$2.00 if paid within 2 days
- 3rd offense: loss of parking lot privileges

Telephone Messages

Telephone or other messages for students will be accepted only from the parents/guardians. Parents/Guardians are asked to avoid such calls unless the message is extremely important. The room call sound system is not to be used in a manner that interrupts classes except for emergencies. Messages of dire emergency will be delivered immediately.

Flyers, Surveys, Promotions, Fund Raising and Contests

Distribution of flyers, surveys, promotions, fund raisers, and contests by community organizations will be handled in the following manner:

1. All information and material of this type will be stored in or near the office area. Students may be notified of the type of activity and location of the forms.
2. Participation on the part of students is strictly voluntary.
3. Students will not participate in programs requiring door-to-door solicitation.

Use of the Elevator

The elevator's use is limited to those who are physically handicapped or other occasions when use of the stairs is not appropriate. An elevator key may be secured, if needed, from the school nurse.

Health Office

The Health Office is staffed by trained personnel during the school day. The nurse or designee will conduct physical checks for health records required by law. The nurse will conduct physical checks for health records required by State law. You will be weighed and measured, and dental and vision screenings will be performed on every student each year. Hearing screenings will be performed on all 10th graders.

Parents/guardians will be notified in writing of revealing defects found as a result of any screening procedure.

These routine inspections are not intended to replace regular medical and dental check-ups. If you become ill in school, you will be sent by pass to the nurse's office.

Students will be released from school only after the school nurse or a building administrator has initiated a call to the parent/guardian and received verbal permission to have the student drive himself/herself home provided that he/she is physically fit to drive.

Teachers are provided the names of students with health problems and the nature of the problem. The intent is to protect the well-being of students under emergency situations.

Injury at School

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

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

Exclusions from School for Illness

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

It is recommended that students who have been

ill should stay home until symptoms of illness, fever, vomiting, diarrhea, etc. are gone for 24 hours.

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

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

Communicable Diseases

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

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

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

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

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

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

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

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

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

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

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

Scabies: Student must be excluded from school

until 24 hours after treatment has been started.

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

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

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

Immunizations

Nebraska State Law 79-444.01 requires that each student be protected against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, chicken pox, Hepatitis B, and Hib by immunization prior to enrollment. Contact your son's/daughter's school for the specific requirements. Waivers may be granted for medical or religious reasons.

Physical/Vision Examinations

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

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

Medications

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

A. Written Approvals

1. Short-term medication, prescription

and nonprescription, two weeks or less requires the parent's/guardian's written permission.

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

B. Safeguards for Storage

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

C. Conditions of Administration

1. Except for emergency situations, only the school principal or his/her designee will administer or supervise the administration of medicine.
2. With authorization of a student's physician, a parent or guardian may submit a written request to allow the student to manage their diabetes, asthma or anaphylaxis condition while at school or during a school-related activity. A medical management plan consisting of multiple components is required. Contact the school nurse for details.
3. Only the amount of medicine prescribed by the physician will be dispensed at any one time. We suggest you consult your physician on the timing of medication. Some prescriptions can be written to eliminate the need for giving medication during school hours.
4. The person administering the medicine will ascertain that the student actually ingests the medication.
5. The person administering the medication will maintain a record of students who receive medication and log each dosage.
6. The school district retains the discretion to reject requests for administration of medicine and/or medical attention.
7. Medications may be administered to

students for life-saving purposes using Epi-pen and nebulizer.

8. The parent or guardian of a student of minority age may sign a waiver requesting that the child not receive emergency treatment under the Asthma and Allergic Reaction Protocol.

Restrictions on Physical Activity

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

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

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

Insurance

The school district does not carry accident insurance on children. Two types of accident insurance are available for students at a minimal cost to parents. The application forms are sent home at the beginning of the year: a 24-hour plan and a school-time accident plan.

Extended Illness

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

Child Abuse and Neglect

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

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

such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.”

Instructional Media Center

The Instructional Media Center (IMC) plays an integral role in the school’s educational program. By offering a wide selection of appropriate and challenging materials, both print and non-print, the IMC endeavors to expand and enhance the learning opportunities of all students. The media staff works closely with teachers, counselors, administrators and students.

The print collections include a wide selection of fiction and nonfiction works. The magazine collection includes many popular titles, as well as scholarly journals. The Omaha World-Herald, USA Today, and the Bellevue Leader are also available in the IMC.

The IMC also offers several electronic databases for research purposes. The current databases are: EBESCO, Electric Library, GaleNet, LitFinder, World Book Online, as well as databases offered through the Nebraska Library Commission. Other tools to help with the research process are also available to students in the IMC. These tools are also available through the internet from home via the IMC website.

Materials from the IMC must be checked out at the circulation desk. Students must have their school ID or picture ID to check out. Fiction and nonfiction can be checked out for two weeks. Magazines can be checked out for two days. Reference materials can be checked out over night. All items can be renewed if necessary.

Charges for Overdue or Lost Materials

1. Replacement cost will be charged for lost materials.
2. A fine of 10 cents per school day will be charged for overdue materials.

Appropriate Use of Technology

The computer facilities provided by the school represent powerful and expensive tools for the use of students and teachers, but only when they are functioning properly. As such, it is important to have the cooperation of everyone involved with their use. This involves certain rules necessary to provide the greatest educational benefit for the maximum number of students.

Students are required to abide by all rules relating to the use of the school’s computers and computer networks and must sign a one-time computer usage contract which can be found at the back of

this handbook. Such rules may be posted in the classroom, on the network, or given by the teacher. Those rules include, but are not limited to, the following. Students may not tamper with keyboards or other hardware, nor may they tamper with any software on any school computer system (they may not change existing software nor may they add unauthorized software to any computer system), nor may they alter any other students’ programs or data. Such tampering shall be considered vandalism.

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

District Guidelines:

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

1. Access, receipt, transmission, or display of offensive material or messages including, but not limited to, sexually explicit images, messages, cartoons: use of ethnic slurs or racial epithets; defamatory, abusive, obscene, profane, and/or threatening language; inaccurate information; encouragement of use of controlled substances; or illegal material.
2. Use of technology for solicitation or proselytization for commercial, religious, political, personal or any other non-educational activity.
3. Use of technology which violates local, state, or Federal law. This includes attempts to gain unauthorized access, from within or outside of the district, to proprietary computer systems including, but not limited to, network file servers.
4. Introduction, transmission or creation of any computer “virus” using school district computing hardware.
5. Any financial obligations incurred by persons using district technology are the responsibility of that user. If a student applies for an account to an on-line technology service such as “Internet” through the district, the student’s parent/guardian must sign a “User Account” agreement with the institution

providing the service. The parent/guardian signature indicates that the parent/guardian recognizes that guidelines for that service exist, the child will follow those guidelines, and approval for the child to access an on-line service using school district technology has been given. A copy of the contract can be found in the back of this handbook.

Persons who violate any of the district guidelines are subject to disciplinary measures.

Checking Out of School

Checkout During the Year

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

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

Authorization for Early Checkout With Credit

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

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

End-of-Year Checkout

You are required to go through checkout procedures at the end of the year. Forms are made available to each student. The basic procedure requires that each of our teachers and the librarian must sign your checkout form indicating all books and school materials and equipment have been returned to the school and all fines and fees paid. The form must be completed and turned in by every

teacher as a counter check, pay fines, fees, etc. Your report card and transcript will be held if you fail to complete all checkout procedures satisfactorily.

Change of Address

If you have a change of address or telephone number during the school year you are REQUIRED to go to the registrar's office to complete a change of address form.

Repetition of Courses

Students repeating a course will only receive credit for the course once. Students repeating a course they have previously failed will have both grades entered into their permanent record. Students repeating a course they have previously passed will have only the highest grade included in their cumulative grade point average.

Textbook Checkout

Textbooks are supplied at no cost to you and are checked out by the teacher in each class. Teachers will record the book number at the time of checkout and you are responsible for checking in the same book at the end of the term showing only normal wear.

Loss of Textbook

If you lose a book during the year, you may check out another book if one is available by: (1) obtaining the book number and name of the book from your teacher, (2) paying for the book at the principal's office. Please save you receipt in case the book is found. Money will be refunded whenever the book, properly numbered, and the receipt with the same number are presented to the principal's secretary.

SECTION II – COUNSELING AND GRADING

Counseling

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

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

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

Registrar

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

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

Career Center

The Career Center contains a variety of computerized career-exploration and college-choice programs. These programs, along with direct instruction from the Career Center Director and classroom teacher, can help you explore occupations, colleges, and career/college preparation strategies. Mandatory student utilization of the Career Center occurs each year through English classes.

Graduation Requirements

Students must earn 46 credits. Credit is earned with the successful completion of a course with a passing grade. One credit is earned for any class that meets for one full period for five times per week for the entire semester.

Course Requirements

Credits must be earned according to the following:

| Course of Study | Amount of Credit Needed |
|-------------------------------------|--|
| English | Eight Credits |
| Mathematics | Six Credits |
| Science | Six Credits |
| American History | Two Credits |
| American Government | One Credit |
| Social Science | Three Credits (of which 2 must be in the area of World Studies and 1 is a Social Studies elective) |
| Physical Education/Health Electives | Three Credits Seventeen Credits |

Procedure for Changing Scheduled Classes

You will not be dropped from a class when it seems evident that you have possibilities for success. When this possibility is not evident, you should consult with your counselor to secure a form for Schedule Change Request. The schedule change form includes space for teacher, parent/guardian, and counselor approval. Most requests for transfer will be denied, as classes need to maintain balance. **When you initiate a request to drop a class, you must attend the class until the drop request is approved.**

Classes may not be added after the first week of the course.

Classes dropped after the eleventh week of progression during a given semester are recorded on the transcript with a failing grade for that semester.

Other Regulations and Requirements

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

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

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

Grading

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

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

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

Grade 7 through Grade 12

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

Report cards are given at the end of each nine week quarter. Student progress reports will be distributed in the middle of each nine week marking period. The grades indicated on these reports are based on the guidelines found in the school district's grading protocol.

Class Rank

All students receive mark points for the grades they receive in each class taken, but the number mark points awarded depends on the level of effort required by the class. For most classes, the regular award is 5 mark points for a grade of "A," 4 for a "B," 3 for a "C," 2 for a "D," and none for a failing grade of "F."

There are two levels of classes where the student can earn a higher number of mark points. For the more challenging "Advanced" classes in the subjects of English 9A – 12A, Chemistry A, Geometry A, Algebra IIA, Pre-calculus A, Calculus A, Biology A, Latin III A, and Physics A, the student will earn 5.5 mark points for a grade of "A," 5 for a "B," 4 for a "C," 3 for a "D," and none for a "F." For the most challenging college level "Advanced

Placement" classes in the subjects of English 11AP – 12AP, Biology AP, Calculus AP, American History AP, Psychology AP, World History AP, American Government AP, Physics AP, Latin AP, Computer Science AP, and Chemistry AP, the student will earn 6 mark points for a grade of "A," 5.5 for a "B," 5 for a "C," 4 for a "D," and none for a "F."

There are also classes of a more essential level where students will earn fewer mark points than they would for the regular classes. These classes are usually identified with the word "Basic" in the title or they are special needs (modified) classes. For mark points for a grade of "A," 3 for a "B," 2 for a "C," 1 for a "D," and none for a "F."

Mark points assigned for grades in all classes taken for credit are then issued to determine class rank. Activities such as Jazz Band or Drivers Education that are not a part of the regular curriculum, do not earn credit. While no mark points are awarded for failing grades, those attempted credits do appear on the transcript and will affect class rank. Some credit earned at other schools for work in areas such as Religion classes or student aide activities will not transfer in for credit and will not affect class rank. In addition, Honors, Advanced, and AP classes taken elsewhere which are not offered in our curriculum may be transferred in as regular classes and may not be given higher mark point values.

At the end of each semester, a grade point average (GPA) is determined for each student. The GPA is derived by totaling the mark points earned by the student and then dividing that number by the number of credits attempted. Each semester of a class taken is one credit attempted, regardless of a grade or mark points assigned. If the GPA calculated would be 5.0 or higher, an additional adjustment formula is used to neutralize the impact on class rank of classes taken that exceed the standard flow of credits required to meet graduation requirements. This calculation also sets maximums on the GPA's for each semester to neutralize the impact on class rank of taking Advanced or AP classes earlier than normal.

GPA Adjustment Formula:

$$((n-S)/n) \times (H/S) = \text{Adjustment Factor}$$

n = Number of Credits Attempted

S = Standard Credits (normal flow of credits for graduation)

H = Honors Mark Points (.5 per Advanced Credit or 1 per AP credit)

(H is reduced by 1 or .5, depending on which class you got less than an 'A')

Normal GPA + Adjustment Factor = Adjusted GPA

GPA Standards:

| | Standard Credits (S) | Honor Credits (H) | Maximum GPA |
|-----------------|-------------------------|----------------------|----------------|
| Grade 9 | | | |
| Semester 1 | 6 | 1.5 | 5.250 |
| Semester 2 | 12 | 3 | 5.250 |
| Grade 10 | | | |
| Semester 1 | 18 | 5.5 | 5.305 |
| Semester 2 | 24 | 8 | 5.333 |
| Grade 11 | | | |
| Semester 1 | 30 | 10.5 | 5.350 |
| Semester 2 | 36 | 13 | 5.361 |
| Grade 12 | | | |
| Semester 1 | 41 | 16 | 5.390 |
| Semester 2 | 46 | 19 | 5.413 |

At the end of each semester, all students in each class are sorted by the GPA they have achieved to determine class rank. All students achieving the maximum GPA will be considered as ranking number one in the class. Students who hold any identical GPA with other students will be ranked the same. A student's class rank minus 1 indicates the number of students who hold a higher GPA than that student.

The GPA adjustment formula encourages students to take the most rigorous schedule of advanced and AP classes and neutralizes the effect on GPA of taking additional classes beyond the 46 credits required for graduation. Up to six AP classes or 12 credits worth, will be weighted for the purposes of assigning the honorary position of valedictorian.

Students who have earned a 4.25 GPA or better at the end of each semester are automatically included in Honor Roll.

Our method of GPA calculation is called a weighted 5.0 system. To convert our GPA to a weighted 4.0 system, either subtract the number of credits attempted from the mark points earned before dividing by the number of credits attempted, or simply subtract 1.0 from the GPA. If an unweighted 4.0 GPA is needed, ask a counselor for assistance.

Selection of Valedictorian

This Honorary position will be determined by class rank at the end of eight semesters of work. Students must have completed a minimum of ten credits each year, including at least 14 credits of Advanced classes and 12 credits of Advanced Placement classes, to be eligible for this honorary position. Any student who receives any grade lower than an "A-" will be excluded from consideration. The student(s) remaining who have the highest class rank will be honored as Valedictorian(s). For

the purposes of student GPA, only 12 credits of weighted advanced placement credits will be used when determining the valedictorian.

Academic Letters

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

Academic Excellence Certificates

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

President's Award

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

Honors Night

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

Honor Cords

The faculty realizes the importance of recognizing academic and co-curricular accomplishments. A variety of clubs and organizations provide opportunities to earn such recognition in the form of colorful cords. These cords are often awarded at the end of the school year at functions such as Honors Night and individual organization banquets. Students who earn these cords are encouraged to wear them at Baccalaureate. The only honor cord allowed during the official commencement exercise is that of National Honor Society.

Assessment

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

The assessments in the high schools are as follows:

- NeSA (Nebraska State Accountability) Tests are administered in the spring of each school year to students in grade 11. Tests are administered in the areas of reading, mathematics, science, and writing. These assessments are required by the district and state.
- ACT and SAT: Many colleges and universities require the ACT (American College Test) and/or SAT (SAT Reasoning Test formerly called the Scholastic Aptitude Test). It may be advisable to take the ACT and/or the SAT during your junior year.
- PLAN: This test is administered to all sophomores in October and is used to predict scores on the ACT and also serves as the state-required national assessment for reporting purposes.
- PSAT: This test is offered to junior students and helps to predict scores on the SAT. The PSAT is also the National Merit Examination and is often used to apply for scholarships.
- Please note that the ACT, SAT, and PSAT are a matter of financial cost to your parents/guardians. Assessments required by the school, district, and state are provided at no cost to you (i.e. NeSA, PLAN, district level assessments)
- DDWA (District Diagnostic Writing Assessment): Students in Grade 11 participate in this diagnostic measure. This assessment is used to gauge student performance levels in writing as students are instructed in writing skills. This assessment aligns in both content and procedure with the NeSA Writing Test given to all 4th, 8th, and 11th grade students in the state of Nebraska.

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

In addition to the tests mentioned above, students will be administered curricular assessments throughout the school year to measure progress and achievement toward the district curriculum Essential Objectives (EO's) in all subject areas. District Essential Objectives are aligned with the Nebraska State Academic Standards. Essential Objective tests are administered to students in grades K-12 in all subject areas to determine each student's mastery level of the objectives in the curriculum. Continued efforts are made to assist students in achieving each of the Essential Objectives. Students' performance on Essential Objectives will be reported using the four performance levels listed below. The corresponding performance level descriptors provide an explanation of each level.

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

Important Test Dates

Test dates for the above will be printed regularly in the High School Newsletter. The counseling office can also provide complete information.

College Entrance and Scholarships

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

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

Trade, Technical and Vocational Schools

Many students are interested in trade or technical schools. It is wise to begin planning entrance into any school early.

SECTION III - ACTIVITIES AND ATHLETICS

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

Accident Insurance

School Board Policy and the Nebraska School Activities Association require students to be insured if participating in interscholastic athletic contests.

Activities/Organizations

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

- Academic Decathlon
- Art Club
- Congressional Award Club
- Culinary Arts Club
- Debate
- DECA (Distributive Education Club of America)
- Diversity Club
- Drama Club
- Drug-Free Club (S.A.D.D.)
- FBLA (Future Business Leaders of America)
- Forensics
- FTA (Future Teachers of America)
- Instrumental Music
- JROTC Drill Team
- Math Club
- Mock Trial
- National Honor Society
- Publications
- School Newspaper
- Science Club
- Service Club
- Skills USA
- Strategic Games Club
- Student Council
- Vocal Music
- World Language Club
- Yearbook

National Honor Society (NHS)

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

Scholarship:

Students who have a cumulative grade point average of 85 percent, B, 3.0 (on a 4.0 scale) or equivalent standard of excellence, or a higher cumulative average set by the local school's Faculty Council, meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character.

Service:

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

Leadership:

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

Character:

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

Citizenship:

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

Specific standards for these criteria may vary from one school to the next. Variations are acceptable as long as they do not fall below the national

standards set by the National Council of the NHS. All chapters are required to write down the criteria and procedures used in their local selection processes. The Honor Society adviser maintains copies of the local procedures and has them available upon request. Any student in grades 10-12 in a school with both an official charter of the National Honor Society and an affiliation with the national office is eligible for consideration for membership in NHS.

Non-Sponsored Organizations

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

- Bowling
- Bible Study
- FCA (Fellowship of Christian Athletes)
- GSA (Gay-Straight Alliance)
- Special Olympics
- Trap Shooting
- Young Life
- Youth Alive

Athletics

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

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

As a participant you may expect to build several personal characteristics which will be helpful to you in your later life. These include self respect, self confidence, decision-making and problem-solving skills, a sense of belonging to something greater than yourself-your team and your school. Some of you may attain scholarships. It is certain that your

participation will in some way help you grow into a constructive member of society in ways that you may not now realize.

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

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

Athletic Physical Exam

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

Sportsmanship

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

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

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

Dress and Appearance

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

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

Attendance

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

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

Academics

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

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

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

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

Extracurricular & Co-curricular Infractions/Penalties

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

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

- A student may not participate in practices, contests, competitions, or activities while serving a discipline related in-school or out-of-school suspension.
- Students, who wish to participate in activities, may not possess or consume tobacco, alcohol or drugs.
- Violation of behavior standards will result in the following consequences:
 - A. **Tobacco** – Use or possession of tobacco in any form during the season will result in a one week suspension from ALL games, practices and activities. The student will return on probation. A **second offense** during the same season will result in suspension from the team or activity for the remainder of the season.
 - B. **Misdemeanor Charges** - A student charged with a misdemeanor during the season, as substantiated by law enforcement officials or school personnel, will result in a one week suspension from ALL games, practices and activities. The student will return on probation. A second offense during the season will result in suspension from the team or activity for the remainder of the season.
 - C. **Felony Charges** - A student charged with a felony during the season or out of the season, as substantiated by law enforcement officials, will result in immediate suspension from all games, performances, events, practices and activities until the matter is resolved to the satisfaction of the Bellevue Public School District's administration.
 - D. **Use of or possessing illegal drugs, inhalants, synthetic drugs, look-alike drugs, drug paraphernalia, drugs not prescribed by a physician, or alcohol**, as substantiated by law enforcement officials or school personnel will result in immediate suspension from all games, performances, events, practices and activities for the remainder of the season or activity. In the case of a co-curricular class, the student may be reassigned

to a different class and suspended from school in accordance with school district policy. Readmission to active status for the next activity must be accompanied by a verified completion of a Bellevue Public School District approved education program. The student, parent and activity director must complete an application for "Alternative to Exclusion from Activities" to participate in the education program. A **second offense** during the school year will result in suspension from all activities for the remainder of that school year. Readmission to active status for the following year's season or activity must be accompanied by a verified completion of a Bellevue Public School District approved education program. The student, parent and activity director must complete an application for "Alternative to Exclusion from Activities" to participate in the education program.

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

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

NSAA Rules of Eligibility

The following rules of eligibility and training are determined in the Nebraska School Activities

Association, the Metro Conference, and the Bellevue Public Schools. While these rules are meant for all activities, they apply especially to athletics, cheerleaders, drill squads, music, journalism, forensics, and debate. Numbers 8 and 14 apply only to athletics.

In order to represent a high school in inter-scholastic athletic competition, instrumental or vocal music, debate, forensics, or journalism, a student must abide by eligibility rules of the Nebraska School Activities Association. The following is a summary of these rules.

If you do not understand, after reading, the rules listed below or you need an explanation of other requirements, consult the athletic director.

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance.
3. Student must be enrolled in some high school on or before the 11th school day of the current semester.
4. Student is ineligible if 19 years of age before August 1 of current school year.
5. Student is ineligible if he/she has attended a four year high school more than 8 semesters or a three year high school more than 6 semesters.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received 20 semester hours of credit the immediate preceding semester. (This is equivalent to 4 regular courses in Bellevue.)
8. Student shall not compete in any athletic contest during the season of the sport involved either as an individual or a member of a team unless he/she is representing his or her school.
9. A student shall not participate on an all-star team while a high school undergraduate, unless approved by the NSAA.
10. A student shall be ineligible to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents/guardians maintain their residence. (Check with school administrator for an interpretation of rule if the school district where parents/guardians reside has no high school or if there are two or more high schools in a district.)
11. A student is ineligible if his/her parents/guardians have changed their residence to another school district and the student has remained in former school which is in a different school district. (EXCEPTION: If parents/guardians have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents/guardians have moved during the

summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.)

12. A student shall not participate in a contest under an assumed name.
13. A student must maintain his/her amateur status.
14. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.

Parent Athletic Discount

Bellevue Public Schools offers parents a special discount ticket for admission to home athletic events. These tickets are available to any adult. The discount ticket will cost \$90.00 and will be good for 20 admissions to home athletic contests. You or your child may purchase your discount ticket at your child's school office any time after August 26.

Activity Transportation

The School District intend to provide transportation for participants to activities and contests whenever possible. These rules also apply to all transportation situations:

1. Students are assigned to transportation and may not trade or change unless directed by the sponsor.
2. Participating students may not arrange other means of transportation such as riding with other students or other parents. Parents may transport their own child (student) only if advance arrangements had a principal's permission have been obtained.

SECTION IV - CLUBS AND ORGANIZATIONS

Organizations and Clubs

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

Student Meetings

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

Conflicts

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

In general, scheduling conflicts should be reviewed on an individual basis with the sponsor(s) of the organization(s) involved. The Activities Director

in charge of scheduling activities can assist you in identifying and contacting the appropriate school personnel.

Student Exchange Programs

Bellevue often receives students on an exchange program from foreign countries.

Students are encourage to welcome those students to the senior high school.

Families who become involved with exchange students must make advance application before such students arrive. See the principal to discuss District Policy and Regulations.

School Dances

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

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

You may bring a guest to any dance. Guests

must conduct themselves in a manner fitting and becoming to our students. All guest MUST BE signed up in advance and have been cleared by the office. **The administration reserves the right to deny access to any non-student to a school dance.**

Sponsoring groups must arrange with the Activities Director to provide adequate faculty sponsors.

The closing hour shall be at 11:00 p.m. Dances shall not be more than three hours in length.

It is assumed that if you attend the dance, you will remain until it is over, and if you leave early, you will not be allowed to return. The big dances usually considered our formal dances are occasions when you are expected to dress up.

They are NOT formal to the degree that females are required to wear "formals" and males are required to wear "tuxedos."

There are usually two special events each year that recognize chosen students as the royalty at each of the dances. There may be a cost associated with these events.

Homecoming

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

Junior-Senior Prom

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

SECTION V - POLICIES AND LAWS

Compulsory Attendance

Policy

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

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

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

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.

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.

Absences and Tardies

Procedure

Nebraska State law mandates that school districts monitor student attendance. Students who arrive late to school, leave for a period of time during the day, leave early from school for any reason, or miss a day(s) of school (with or without prior notification) will be counted as absent from the instructional time missed that day. Reasons such as medical appointments during the school day will be counted as time absent.

Excessive Tardies

Excessive tardiness, being late to school or class period, interferes with a student's success in school. Students with excessive tardies will be referred to the building principal or designee who will contact the parent/guardian and establish an attendance improvement plan.

Excessive Absences

The principal or designee is required by law to notify parents/guardians by letter when a student has missed the equivalent of five (5), ten (10), and fifteen (15) days of absence from school regardless of the reason for the absence. At twenty (20) days of absence, the principal or designee is required to conference with the parent/guardian and send the "Referral for Violation of Mandatory Attendance Policy" form to the County Attorney who will then decide to dismiss, divert for counseling, or prosecute the case.

Reporting Absences

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

Unless approved in advance, students absent from school on a given day, except for medical or dental appointments, are not permitted to participate in activities such as athletics, club meetings, concerts, dances, etc., that day or evening.

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

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

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

Students with illness or injury may be excused from physical education classes for up to two weeks with a written note from a parent/guardian explaining the nature of the problem. If the student needs to be excused for a longer period of time, a written

note should be obtained from the doctor stating the specific restrictions. Extended situations which have an impact on the student completing course requirements may necessitate an adjustment in the course grade issued or dropping of the course.

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

Several state tournaments are scheduled during the school day. Participants and performance groups may be reassigned from school to participate in the activity. Students who are not team members or individuals not involved in the activity will remain in school. With parent/guardian permission, students may be excused by the building administration. Written requests to attend a meet or contest must be presented three days before the meet or contest. Students who bring a written note on the day of the contest will have the request denied. When school is in session there may not be district transportation provided for student who have written parent/guardian permission to attend meets or contests.

If you are to be absent as a participant in some activity such as athletic contests, band or choral clinics or speech and debate, you are required to make up your work in advance. You will not be required to obtain an admit slip. All teachers involved will receive a list of absent students.

For every day that a student is absent for illness, he/she will have two days to make up any missed work.

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

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

Student Rights and Responsibilities

Policy

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

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

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

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

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

Regulation

The administration of the Bellevue Public Schools, in recognition of the rights and responsibilities of students but also realizing that the duty of the school is to provide instruction at public expense, to prevent discrimination on the basis of sex, race or

disability, and to provide a procedure for resolution of complaints, establishes the following regulations with the purpose of not only ensuring students' rights and expression of opinion but also administrative responsibility and duty.

1. Due process as defined in the statutes of the State of Nebraska will be followed in all situations that may involve emergency exclusion, short-term or long-term suspension, expulsion or mandatory reassignment.
2. The following process will be used to resolve conflict situations that involve staff and patrons or students, including the resolution of complaints alleging discrimination on the basis of sex, race or disability, which do not involve long-term suspension, expulsion or mandatory reassignment.
 - a. The building administration will orally communicate to the student any major decision that directly affects a student.
 - b. The student will be given the opportunity to react to the decision of the building administrator.
 - c. In the event of a decision to suspend the student for a period of up to 5 days, the principal shall, within 24 hours or such additional time as is reasonably necessary following such decision, send a written statement to the student, the student's parent, or guardian describing the student's conduct, misconduct, or violations of the rule or standard and the reasons for the action taken.
 - d. The parent/guardian or student may appeal the decision of the building administrator, through the principal, appropriate central office administrator, Superintendent of Schools and to the Board of Education if they feel the decision of the building administrator was unjust.
 - e. The decision of the building administrator shall go into effect immediately. If an appeal is not initiated with the principal or principal's designee by the student or parent/guardian within five school days following the communication of a disciplinary decision to the student or parent/guardian, such decision of the principal or principal's designee shall be final and cannot be appealed at a later date unless new evidence or information is presented.
 - f. Open communications, with all participants involved including all records

concerning the student, will be maintained throughout the appeal process.

3. Students shall be taught and advised of the true meaning of freedom of speech in classes, clubs, and other school activities.
4. The right of expression is recognized when the student expresses himself/herself on controversial issues so long as he does so without interfering with the operation of the school or the classroom and without violating the rights of others.
5. Each school shall publish, post, and disseminate district and building rules for student conduct.
6. The expression of opinion through and by authorized student organizations will be permitted with the approval of the school administration, at times and places so as not to interfere with scheduled school operations and/or activities.
7. Each secondary school shall have a student council. The student council shall operate under an established constitution and the role of the council in recurring activities will be clearly identified and defined.
8. Each secondary school shall have a representative student group who will meet with a principal or designate to discuss school issues on a regular basis. This group could be the student council.

Student Control and Discipline

Policy

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

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

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

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

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

Regulation

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

- I. The Superintendent of Schools delegates the responsibility for maintaining discipline in the schools and the administration of appropriate corrective measures to the building administration within the guidelines of Board Policy, Administrative Regulation, and the Laws and Constitution of the State of Nebraska and the United States.
- II. Areas of Prohibited Student Conduct
Any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety or well-being, or the rights of themselves or others is prohibited.
The preceding is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in this regulation. The following is an enumeration of some of the main areas of conduct which may lead to actions such as: required counseling or conferencing, detention, confiscation of material, lowering citizenship grades, revoking privileges, arrangement of schedules, restriction of extracurricular activity, probation, exclusion, mandatory building assignment, suspension,

expulsion and psychological evaluation or psychiatric evaluation upon the written consent of the parent or guardian. Exclusion, suspension, expulsion, and mandatory building assignment shall be administered in accordance with the standards established by state and Federal law.

- A. Use of violence, force, noise, coercion, threat, intimidation, fear, insubordination or other similar conduct in a manner that constitutes an interference with school purposes.
- B. Harassment, intimidation or bullying - An intentionally written message or image, including those that are electronically transmitted, verbal, or physical act (including but not limited to an act towards race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics) which occurred at school or outside of school when the act:
 - Physically harms a person or damages personal property;
 - Has the effect of substantially interfering with a student's education;
 - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
 - Has the effect of substantially disrupting the orderly operation of the school; or
 - Substantially affects a student's personal safety.
- 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, inhalants, narcotics, drugs, synthetic 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.
- Y. Any behavior that can be considered harassment, sexual or otherwise, that could cause an interference with school purposes.

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 periodic inspections will be conducted whenever school officials have reasonable cause to believe that there is kept or concealed on school property, including student lockers and desks, any contraband or other material which violates either state law or school rules.

School officials also reserve the right to search an individual and his/her vehicle, personal belongings, and affects located on school grounds or at school events, including but not limited to personal electronic devices, whenever the search is reasonably necessary to maintain order, discipline, health or safety. All such searches shall be based upon reasonable individualized suspicion that the individual subject to search has violated or is violating either the law or the rules of the school, and shall be conducted when school officials are in possession of concrete, objective and clearly expressed facts which may be based upon reliable information or

personal observation. All searches shall be conducted in the most minimally intrusive manner possible, shall be limited to the objectives of the search and not be excessively intrusive in the light of the age and sex of the student and the nature of the infraction.

D. Safekeeping of Valuables

Students are discouraged from bringing valuables and large amounts of money to school. Students are responsible for the safekeeping of their possessions and for other items which have been assigned to their care.

E. Fines

Books and equipment supplied by the school district must receive reasonable care. Students defacing furniture or books, damaging school property or losing books or equipment assigned to them will be fined in an amount sufficient to restore the damaged article to the original condition or to replace it.

F. Short-Term Suspensions - Completing Class Work

Students that were suspended from school for a short-term, five days or less, will be given a reasonable opportunity to complete and receive credit for major assignments, activities, projects and examinations missed if the preparation for the assignment, activity, project or examination could or should have been substantially completed while the student was in attendance as a student. Examples include semester tests, major projects or papers and unit tests. Credit will not be awarded students for activities such as normal daily assignments, quizzes and class participation completed by students that were suspended for a short-term.

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

Procedure

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

1. The use or possession of fireworks on school property is prohibited.
2. Identify themselves to school employees in the school buildings, on the school grounds, or at school-sponsored events.
3. Returning to a school function without permission from a faculty member.
4. The worth and integrity of each individual is important. Students are encouraged to address each other with respect. Engaging in written or verbal abusive language such as name calling, ethnic or social slurs, or derogatory statements addressed to others will not be tolerated on school property or at school activities and functions. Students should report these incidents to a teacher or administrator.
5. Forged and/or altered passes or student identification cards are a violation subject to consequences.
6. Common courtesy toward others is expected. Rude behavior or conduct will not be tolerated.
7. Display of affection in public is not in good taste and is forbidden.
8. Students are responsible to provide answers to tests and write reports and other assignments to the best of their ability. Receiving assistance from other students or giving assistance on graded assignments is cheating and is not a fair practice. Students involved in cheating may expect consequences which include no credit for the assignment and/or disciplinary action.
9. Student identification supplied by the school must be carried at all times. Students must show identification to school officials upon request.
10. Students who drive motor vehicles to school are expected to park in designated areas. Cars will be parked and left in the parking lot immediately upon arrival at school. Students are not to loiter in the parking lot and are to be in and around cars only while arriving at or leaving from school. Students driving motor vehicles will need to get a parking pass. Receipt of a parking pass implies the student agrees with and will follow the rules associated with the pass.
11. Fighting will not be tolerated on or near school property. Students may be disciplined for scuffling, verbally or physically contributing to a physical altercation or for physical attacks and assaults.
12. The use of language, notes, or handouts of any kind which is intended to be disparaging

or demeaning to others such as racial, religious, sexist, or ethnic slurs will not be tolerated on school property or at school activities and functions. These could range from disciplinary action to expulsion.

13. Students may use electronic devices that are appropriate for the classroom per teacher approval.
14. Students are not allowed to carry or drink from open containers in the building. If a student has a medical reason for needing to drink additional water or restroom privileges during class time, a doctor's note will be accepted by the school nurse. The nurse will give the student a pass for the period of time specified by the physician.
15. Students are not to be in possession of imitation firearms.

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

Each student begins the school year with a clean record in regard to disciplinary referrals. Discipline referral information recorded in the office is to serve as an anecdotal record for the use of administrators when working with students and parents to address recurring discipline problems.

In addition, the Boys Town Behavior Modification Program is being implemented. This program is designed to teach students appropriate ways to deal with behavioral problems.

The demerit system is used to closely monitor a student's disciplinary violations. If a student reaches 30 demerits, three or more days of out-of-school suspension will result and upon return to school the student may be placed on disciplinary probation. Parents are contacted on all serious disciplinary issues.

Dating Violence Prevention

Policy

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

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional

abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

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

Student Attire and Grooming

Policy

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

Regulation

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

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

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

1. Clothing or articles which are soiled, torn or ragged.
2. Articles of clothing which could be viewed as revealing. Example: Tank tops/shirts with spaghetti straps, see-through clothing, bare midriffs, sagging pants, and shorts or skirts that are extremely short.
3. Articles displaying inappropriate comments/ words, obscene or vulgar writing or symbols.
4. Articles displaying products that are illegal for students to use.
5. Articles which could cause damage to other individuals or property. Example: chain belts, cleats, chains, wallet chains, metal straps.
6. Bare feet.
7. The wearing of outdoor clothing such as hats and coats within the classroom.
8. Any headwear including, but not limited to, baseball hats, stocking caps, knit caps, skull caps and bandanas.
9. Students are prohibited from wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership or affiliation in any gang.
10. Any clothing or slogan that may cause a disruption to the school environment.
11. Clothing which poses a danger to self or others.

Procedure

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

Firearms and Destructive Devices

Policy

Any student who is determined to have knowingly and intentionally possessed, used or transmitted a firearm on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose, or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event, will be expelled from school for not

less than one year. The Superintendent of Schools or School Board may modify the expulsion required on an individual basis. For the purpose of this section, firearm means a firearm as defined in 18 U.S.C. 921.

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

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

Bullying Prevention

Policy

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

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

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

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

Sexual Harassment of Students

Policy

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

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

Unwelcome sexual advances, requests for sexual favors, intentional physical contact, or derogatory or demeaning verbal conduct of a sexual nature made by a district employee to a student, or by a student to another student, constitutes sexual harassment when: (1) any imposition of a requirement of sexual cooperation is a condition of academic advance or co-curricular participation, and/or (2) such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating a hostile, intimidating, or offensive learning environment.

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

A complaint procedure which includes a requirement that all complaints be promptly and thoroughly investigated and that the procedure for filing complaints be communicated to students, parents and staff using standard methods of communicating such information will be included in the Administrative Regulation.

Any student reporting a violation of this policy in

good faith and based on reasonable cause shall not be subjected to any kind of retaliation. Deliberate or malicious false charges will be treated as serious offenses.

Regulation

Students and employees will be provided a copy of the policy and regulation describing the process to be used to report sexual harassment of students. All personnel are advised to be sensitive to behavior or conduct which may be considered sexual harassment of students and to immediately investigate and take corrective action, if needed, concerning alleged incidents of sexual harassment.

If an employee becomes aware of or observes conduct which may be considered sexual harassment or if a student becomes aware of or observes such conduct toward another student or toward himself or herself, the student or employee should immediately report the matter to the principal of the building to which the student is assigned or if the principal is the alleged harasser, to the Office of the Superintendent of Schools.

Privacy Rights of Students and Parents

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

1. Three Types of Student Records and Information Kept by the School District

- A. Official school records that constitute the minimum personal data necessary for the operation of the educational system.
- B. Professionally evaluated and interpreted information of importance, while the student is enrolled in the school district, in helping the student and in protecting others.
- C. Potentially useful information, but not yet evaluated or clearly needed beyond the immediate present.

2. Persons Responsible for Maintaining Student Records

Student records are maintained under the direction and supervision of the building principal.

All school personnel having responsibilities for working with students have an obligation

to update the student records and provide a continuous evaluation of the content of the record.

3. Persons Having Access to Student Records

Students enrolled in the school district.

Parents/guardians of students under eighteen years of age.

Eligible students (students or former students eighteen years of age or older or enrolled in a post-secondary educational institution).

School district personnel responsible for working with students or student records.

Student records information will not be released to individuals, agencies, or institutions unless the request for the release of such information is accompanied by:

- (1) a written consent from a teacher, parents/guardians of a student under 18 years of age or an eligible student with a copy of the records to be released provided to the student, parents/guardians of a student under 18 years of age, or the eligible student, if requested; or
- (2) pursuant to a judicial order or a lawfully issued subpoena, with a student, parents/guardians of a student under 18 years of age or an eligible student being notified in advance of compliance, provided such notification does not violate the terms of the judicial order or subpoena.

4. Right of a Hearing to Challenge the Content of a Student's Records

Within one calendar year from the date material is inserted into the student's records, students, parents/guardians of students under 18 years of age or eligible students shall have an opportunity of a hearing to challenge the content of the student's records.

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

Building principals may conduct informal meetings or discussions with parents/guardians of students under 18 years of age or eligible students to settle a dispute over the content of a student's records. If this procedure does not satisfy the parents/guardians or

eligible student, a formal hearing may be necessary.

If the building principal receives a request for a formal hearing from a parent/guardian of a student under 18 years of age or eligible student, the procedures shall include at least the following comments:

- A. Hearings shall be conducted within five school days from the receipt of the request for a formal hearing.
- B. A school official who does not have a direct interest in the outcome of the hearing shall conduct the hearing and render the decision.
- C. Parents/guardians of a student under 18 years of age or an eligible student shall be afforded a full and fair opportunity to present evidence.
- D. The decision shall be rendered in writing, in certified mail, within five school days after the hearing.

5. **Charge for Reproduction of Student Records**

The charge, if any, for the reproduction of any or all of the contents of a student's records will be paid by the individual or individuals requesting such information. The charge for reproduction will reflect only the actual cost.

6. **Directory Information**

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

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

Parents/guardians or a student eighteen years or older may request that the school not release such information. The request must be completed and submitted to the building within 10 days of acknowledging the receipt of the Parent-Student Handbook.

Technology

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

1. Access, receipt, transmission or display of offensive material or messages including, but not limited to, sexually explicit images, messages, cartoons; use of ethnic slurs or racial epithets; defamatory, abusive, obscene, profane, and/or threatening language; inaccurate information; encouragement of use of controlled substance; or illegal material are prohibited.
2. Solicitation or proselytization for commercial, religious, political, personal or any other non-educational activity is prohibited.
3. Use of the Internet must occur within the parameters of school district policy and local, state, and federal law and must not disrupt the educational process. This includes attempts to gain unauthorized access, from within or outside of the district, to proprietary computer systems including, but not limited to, network file servers. Adherence to copyright laws is mandatory.
4. Introduction, transmission or creation of any computer "virus" using school district technology is prohibited.
5. Any financial obligations incurred by persons using district technology are the responsibility of the user.

Persons who violate any of the district guidelines listed above are subject to disciplinary measures. No one may access the Internet on Bellevue Public Schools' electronic technology until an "Internet User's Contract" is signed.

Student Fees

Policy

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

The Board of Education directs the Superintendent of Schools to develop administrative regulations and procedures which provide quality activities so students

are not placed in a position of having to “afford” to participate through the payment of fees.

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

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

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

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

- All fees, if any, to be collected within the requirements of this policy.
 - Procedures for waiver of fees.
 - Procedures and forms for students or parents/guardians to apply for waivers under this policy.
 - Procedures for admitting students on waivers to extracurricular activities and collection of any related fees.
- 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 District shall supply at no cost eye and ear protective devices for teachers, students and visitors to all shops and laboratories.

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

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

The District may charge fees in the following areas.

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

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

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

Nutrition Program:

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

Public concerns or complaints regarding required fees, attire or equipment shall be referred to the building principal in accordance with Board Policy 1312.1, Complaints.

Asthma Protocol

A state regulation became effective on October 1, 2003. This regulation requires that our school (or early childhood education program) be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences **a life threatening** asthma attack or systemic allergic reaction (anaphylaxis). Our school will be ready to implement the protocol in emergency situations by August 16, 2004.

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

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

If you know that your student has asthma or a known allergy, it is **critically important** that you communicate this information to our school staff. You may contact your child's principal. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications

as directed by a physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school.

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

Bellevue Public Schools Privacy Notice

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOUR CHILD MAY BE USED AND RELEASED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

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

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

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

Bellevue Public Schools may use and/or release your PHI in the following instances:

TREATMENT: The district may use your child's

PHI to provide, coordinate and manage your child's education, care and treatment.

OPERATIONS: In order for the school district to operate in accordance with applicable law, PHI may be used for certain activities related to the functioning of the district. For example, the district may use or disclose PHI for quality assurance activities, legal services, and other business management and administrative activities.

Additional Uses and Disclosures of your Protected Health Information

- Unless you have informed the district otherwise, your child's PHI may be used to notify a family member or other person responsible for your child's care. In most cases, PHI disclosed for notification purposes will be limited to your child's name, location and general condition. In addition, unless you have informed us otherwise, PHI may be released to a family member who is involved in your child's care to the extent necessary for them to participate in the care.
- Under emergency conditions, to government or other groups that assist in emergencies or disasters.
- Your child's PHI may also be disclosed without your consent in the following cases:
 - When required by law
 - For public health activities
 - Relating to victims of abuse/neglect/domestic violence
 - For judicial and administrative proceedings to the extent permitted by law
 - For law enforcement purposes, as permitted or required by law
 - To avert a serious threat to health or safety
 - Specialized governmental functions, such as national security

Some PHI may be subject to other laws and regulations and afforded greater protection than what is outlined in this notice. For instance, HIV/AIDS, substance abuse and mental health information are often given more protection. In the event PHI is afforded greater protection under federal or state law, the district will comply with the applicable law.

YOUR RIGHTS REGARDING PROTECTED HEALTH INFORMATION

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

- Receive a copy of this Privacy Notice
- Request that certain uses and disclosures

of your PHI be restricted. The district may, however, refuse your request if release of such information without your consent/authorization is required/permitted by law.

- Inspect and copy your child's PHI as provided by law. You must provide a written request to the building principal. The district may charge you a fee for the cost of copying, mailing or other supplies. Only records created and maintained by the school district will be supplied.
- Request that your child's PHI be amended. To request an amendment you must submit a written request to the building principal. You must provide a reason that supports your request. Your request may be denied if it is not in writing, if you do not give a reason to support request, if the information to be changed was not created by the district, or if the information is not part of the PHI maintained by the district.
- Request an "accounting of disclosures." This is a list of agencies or persons who have received your health information. To request this you must submit a written request to the building principal. Your request must state a time period which may not be longer than six (6) years, and may not include dates before April 13, 2003.
- Revoke any prior authorizations or consents for use or disclosure of PHI, except to the extent that action has already been taken.
- Request communications of your PHI are done by alternative means or at alternative locations.

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

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

Bellevue Public School district reserves the right to or may be required by law to change privacy practices, which may result in changes to this notice. The district further reserves the right to make the revised or changed privacy practices notice effective for medical information we already have as well as any information we receive in the future. A copy of the current notice

will be posted in each school building and the Welcome Center.

TITLE IX

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

The Law

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

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

The Assistant Superintendent, has been assigned to coordinate compliance efforts and investigate any complaints. He may be contacted at 1600 Highway 370, or by calling (402) 293-4000.

Safe and Drug-Free Schools and Communities Act of 1994

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

The use of illicit drugs and the unlawful possession and use of alcohol and tobacco is wrong and harmful. The Drug Abuse Prevention Curriculum, which is taught at all grade levels, emphasizes that students are prohibited from using drugs or alcohol because use of these substances is harmful to a student’s mental and physical health and harmful to a student’s social development, and the possession of drugs or alcohol is wrong and illegal. Parents are encouraged to repeat this message to their children.

Standard of Conduct

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

If a violation of this standard occurs, appropriate action will be taken up to and including expulsion and

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

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

Rehabilitation Act of 1973

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

The Law

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

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

Asbestos Hazard Emergency Response Act

Bellevue Public Schools, in compliance with the Asbestos Hazard Emergency Response Act, employed the Institute for Environmental Assessment

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

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

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

BELLEVUE PUBLIC SCHOOLS
Bellevue, Nebraska

INTERNET USER CONTRACT

No individual may access or use the Internet on Bellevue Public Schools' electronic technology until this contract has been signed and the signed contract is in the possession of the Bellevue Public Schools Internet system manager. The following terms and conditions must be agreed to before internet services can be accessed using Bellevue Public Schools technology.

1. Intentional access, receipt, transmission, or display of offensive material or messages including, but not limited to sexually explicit images, messages, or cartoons; use of ethnic slurs or racial epithets; defamatory, abusive, obscene, profane, harassing, and/or threatening language; inaccurate information; encouragement of use of controlled substances; or illegal material are prohibited.
2. Solicitation or proselytization for commercial, religious, political, personal or any other non-educational activity is prohibited.
3. Use of the Internet must occur within the parameters of school district policy and local, state, and federal law and must not disrupt the educational process. This includes attempts to gain unauthorized access, from within or outside of the district, to proprietary computer systems including, but not limited to, network file servers. Adherence to copyright laws is mandatory.
4. Introduction, transmission or creation of any computer "virus" using school district technology is prohibited.
5. Any financial obligations incurred by persons using district technology are the responsibility of that user.

PERSONS WHO VIOLATE ANY OF THE DISTRICT GUIDELINES LISTED ABOVE ARE SUBJECT TO DISCIPLINARY MEASURES.

I have read this contract and understand my rights and responsibilities and agree to abide by the terms and conditions listed above. I agree to indemnify and hold Bellevue Public Schools and school district representatives harmless from any claim, expense, liability, or damage arising out of or in connection with my use of services on the Internet.

User Signature

Date

User Name Typed or Printed

Parent/Guardian Signature
(If user is under 18 years of age)

Date

District Representative

Date

**Bellevue Public Schools
Bellevue, Nebraska**

Parent-Student Handbook

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

Student Signature _____

Parent Signature _____