

Bellevue Comet  
Student Handbook 2022-2023

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This agenda belongs to:

Name\_\_\_\_\_

PHONE\_\_\_\_\_

Every Comet Counts!



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Bellevue Community School District Mission  
Statement

"We believe real-world learning opportunities build passionate and engaging experiences for student success in life."



**BELIVE IN THE BLUE!**

Bellevue Middle/High School  
A Message from the Principal

The following information is designed to inform students and parents about the educational policies and guidelines at Bellevue School/High School. As principal, my goal is to provide an atmosphere that promotes student achievement in all curricular areas, and allows students to experience success in academics, extracurricular activities, and all other areas associated with school. We wish to have all students experience success, and want to provide these opportunities for students.

As we move further into the 21<sup>st</sup> Century we wish to have all students experience success through a diverse curriculum that meets the needs of all students. In addition, the school is committed to providing students opportunities in the following "Power Standards for the 21<sup>st</sup> Century" during their years in the Bellevue Middle School and Bellevue High School:

Essential Core Content Knowledge

Literacy	Science
Mathematics	Social Studies
World Languages	Fine Arts

Literacy Power Standards (acquiring information)

Reading, (Comprehension) Literacy	Scientific Literacy
Technological Literacy	Economic/Financial Literacy
Numerical Literacy	Visual/Verbal Literacy

Application Power Standards/Skills

Communication	Higher-order Thinking
Collaboration	Leadership/Character
Problem-Solving	Entrepreneurship/Employability

Each class in the curriculum is designed to challenge students in some way, and teachers are readily available to assist students when problems and/or concerns arise. It is everyone's mission at school to assist students in passing all courses, but ultimately students must also work hard and strive for success each and every day. A student's commitment to doing their best is imperative for success in school and in each and every activity that they take part in throughout their lives. Students who develop good habits and a strong work ethic in school are much more likely to succeed outside of school, and therefore we challenge you to give your best effort each and every day in everything that you do.

Jeff Recker  
Bellevue Middle School & High School Principal

"Success is the self-satisfaction in knowing you did your best to become the best that you are capable of becoming." (John Wooden)

Guidance Counselor and Academic Information

Guidance Counselor

The guidance counselor provides individual and group counseling in areas of social, personal, academic and career planning.

Required Subjects and Graduation

One credit (1/2 unit) is earned for the successful completion of a semester's work--18 weeks. A minimum number of 56 credits (28 units) is necessary for graduation from Bellevue High School.

<b>Requirements for Graduation</b>			
<b>English</b>	8		
		English I	2
		English II	2
		English III (Literary choices)	2
		L.A. Survey	1
		*Elective	1
<b>Mathematics</b>	6		
		Algebra	2
		Geometry	2
		*Electives	2
<b>Science</b>	6		
		Biology	2
		Earth Space and Physical Science	2
		*Electives	2
<b>Social Studies</b>	6		
		BIG History	2
		Am. Hist.	2

		Government	1
		*Elective	1
<b>Life Skills (Real Life)</b> (Career, FCS, Financial/ Economic)			1
<b>Online Elective</b>	1		
<b>PE/Health</b>	4		
<b>Electives</b>	24		
	56	Possible 64	
<p>*Any elective taken to fulfill a core requirement must be approved by the guidance counselor and the principal. Any student questioning the decision may schedule a conference inclusive of the guidance counselor, principal, parents, and student, at which time the parties will gauge the best choice for the student's future plans and potential plans. The school's goal is to ensure the student is fully prepared for his/her next life steps or potential life steps.</p>			
<p>Pre-requisites will be established for core elective classes.</p>			
<p>ACT will be taken, targeted for 11<sup>th</sup> Grade.</p>			
<p>Students must demonstrate proficiency in reading and math on multiple assessments (Iowa Assessment, ACT, ASPIRE) each year or successfully complete Academic Services classwork as part of the student's academic schedule. Students must demonstrate proficiency in two assessments by the end of the semester to enroll in other classes for the next semester.</p>			

Middle School Curriculum/Requirements

<b>MS Curriculum</b>						
	<b>6<sup>th</sup></b>		<b>7<sup>th</sup></b>		<b>8<sup>th</sup></b>	
English	English 6	2	English 7	2	English 8	2
Reading	Reading 6	2	Reading 7	2		
Mathematics	Everyday Math	2	Pre-Algebra	2	Algebra	2
Science	Science 6	2	Science 7	2	Physical Science	2
Social Studies	Social Studies 6	2	Social Studies 7	2	Social Studies 8	2
PE/Health	PE (every other day)	1	PE (every other day)	1	PE (every other day)	1
Fine Arts	Band/Choir/SH	2	Band/Choir/SH (every other day)	2	Band/Choir/SH (every other day)	2
	Art (one semester)	0.5	Art (one semester)	0.5	Art (one semester)	0.5
Exploratory	Academic 101	0.25	CSI Projects	0.25	Creative Thinking	0.25
	Critical Thinking	0.25	Wellness/Health	0.25	Critical Thinking	0.25
	Computer Applications	0.25	Tech. Apps.	0.25	Documentary	0.25
	Reading/Research	0.25	Ag 7	0.25	Careers	0.25
					AG 8	0.25

Competency Reading	Demonstrated proficiency in reading, using at least two assessments (Iowa Assessment/ASPIRE) each year or successfully complete Academic Services classwork as part of the student's academic schedule. Students must demonstrate proficiency in two assessments by the end of the semester to enroll in other classes for the next semester
Competency Math	Demonstrated proficiency in math, using at least two assessments (Iowa Assessment, Aspire) each year or successfully complete Academic Services classwork as part of the student's academic schedule. Students must demonstrate proficiency in two assessments by the end of the semester to enroll in other classes for the next semester

#### College Credit Course Offerings and Enrollment

Many dual credit courses are offered at Bellevue High School, and courses for dual credit allow students to earn high school credit at Bellevue High School in conjunction with college credit through the Eastern Iowa Community College District at Clinton Community College. Students will register during the first full week of courses during the semester with Clinton Community College representatives. Courses through Clinton Community College will count as college credit at Clinton Community College, along with being able to be used as transfer credits to other colleges. All courses are eligible to transfer, and those that are considered General Education courses/credits will transfer as either fulfilling a college general education requirement or as an elective. Courses that are considered Career Technical courses will transfer to the state of Iowa Regent universities, and these schools will accept up to 16 credits of Career Technical coursework as electives. Students are encouraged to communicate with their college of choice to discover more specific information on the transfer of credits.

Students in grades 9-12 are eligible to enroll in classes to earn college credit, although most classes are designed for the academic preparation of students in grades 11 & 12. The high school pays the college or university for the costs of the class

College Courses will count toward the student's grade point average in high school. Students may be required to take an assessment from Clinton Community College that will be available to students at Bellevue High School prior to officially taking dual-credit courses. Minimum scores for enrollment will be available to students from the high school office. The failure of a student to complete and receive credit because of withdrawal or a failing grade for an enrolled course requires the student, or student's parent to assume all costs directly related to the course.

More information on dual credit courses at BHS may be gained



from communicating with the HS Principal or Guidance Counselor, and for more information on each specific course students and parents should view the Course Description Guide that is available in the Guidance Office

#### Grading Philosophy

(Developed through Building Leadership Team meetings beginning in Fall of 2011, along with PD Discussions from 2011 through 2013)

#### Why grades?

- Accurate Feedback to students and teachers
- Check for Understanding
- Evaluation of student learning
- Something that parents understand
- Transparency of what is happening with students in classrooms
- Understandable by students, parents and colleges
- Communication
- Motivation
- Comprehension of students
- Accountability
- Consistency for students in knowing what is “in a grade”
- Eligibility
- Graduation Requirement
- Class Rank

#### Two Aspects of Grading

1. Process - “Steps in Learning” (30%)
  - Student Progress
  - Growth
  - Assignment/Homework Completion...Summarize/”Explain” Learning
  - Participation
  - Formative Assessment
  - Parts of Projects that Lead to the Final Product
  - Using Teacher/Student Feedback...Explanation of material
  - Display of BHS Graduate Skills (Self-Motivated, Strong Character, Strong Communication Skills, Employability Skills, Critical Thinking/Problem Solving Skills, Goal-Oriented, Learner, Flexibility/Ability to Adapt to Change)
2. Content - End Result/”Production of Learning” (70%)
  - Summative Learnings of the Chapter/Unit/Topic
  - Anything that displays their summative learnings for chapter/unit
  - Tests/Quizzes
  - Summative Assessment
  - Projects (Evidence of Learning)
  - Reflections/essays
  - Performance Based
  - Relation to Learning overall...Performance on Final Exam

### Grading & the Impact of a Zero:

- Need to make sure a grade is “computed accurately” for students as they learn (not about the grade, but about their learning)
- Impact of Zero..across the district use a scale that is more accurate and fair for grading

### Honor Roll

An honor roll will be announced for each nine-week period. Students with a 4.0 average will be placed in the high honors group. Students with an average of 3.5 to 3.99 (A average) are placed in the honor’s group. Students with a 3.0 to 3.49 (B average) are placed in the honorable mention honor roll.

In computing honor roll and rank in class, honor points are assigned as follows:

A = 4 points	C = 2 points
B = 3 points	D = 1 point

All classes with a letter grade count for the Honor Roll.

Students not wishing their name to be listed on the honor roll must inform the administration in writing before the end of the 1st quarter.

### Report Cards and Progress Reports

Official grade reports are issued to the students every nine weeks. Report cards will be mailed home or emailed at the end of each quarter/semester. In addition, notice of unsatisfactory work will be sent to parents or guardians, when necessary, as indicated by any teacher. Only semester grades are recorded on a student’s permanent record and transcript. In addition, semester grades are the only grades that are used to determine academic eligibility (state rule).

Students and parents also have unlimited access to the JMC Student Management System for grades. This system allows students and their parents to monitor grades in classes. Parents are also encouraged to contact teachers about their student’s academic standing in classes. Usernames and Passwords for JMC are available by contacting the MS/HS office.

### Enrollment in Courses and Dropping & Changing Classes

All students have opportunities to take classes that meet their individual needs as students. Students will enroll in courses for the 2020-2021 school year in February and March of 2020, along with changing schedules for the second semester of the 2020-2021 school year in December of 2020 and January of 2021. Students will work closely with their teachers and guidance counselor to make appropriate changes that meet their individual needs as learners. All students in grades 8-12 will complete a 4-year plan.

Subjects may be changed for high school students only during the 2 days of each semester and then only for good reason and with parental approval. Some exceptions may be granted for students to extend this by one day.

### Equal Educational Opportunity

The Bellevue Community School District provides equal opportunity in programs provided to all students regardless of race, color, national origin, gender (sex), sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed.

Harassment or discriminatory behavior that denies civil rights or access to equal education opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally discriminates on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act.

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

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, sexual orientation, gender identity, socioeconomic status, marital status, national origin, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, sex or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

### Early Graduation Opportunity

Students have the opportunity to graduate from high school in less than the traditional eight (8) semesters. This graduation option is explained in detail in the Course Description Guide, available in the MS/HS office or guidance office.

### Withdrawals

Students withdrawing from school for any reason must present a written consent from parents to school officials. Students are to give the High School Office one day's notice of withdrawal. In turn, the guidance counselor will issue a withdrawal slip, which must be presented to each teacher for point-in-time grades. Books must be returned to the teachers and the librarian.

### Open Enrollment

Parents considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates: March 1, 2019-last date for regular open enrollment request for the 2019-2020 school year, unless the student falls under the "good cause" definition. September 1, 2019-last date for open enrollment request for entering kindergarten students. All dates are subject to change based on state/federal regulations.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. Parents should be aware that open enrollment may result in the loss of athletic eligibility. For further details, contact the school office.

### Student Records

In compliance with the Family Educational Rights and Privacy Act of 1974, some information may be released to the public in regard to any individual student of Bellevue Community School District as necessity or desirability arises. Any student, parent, or guardian not wanting this information released to the public must make objection in writing to the principal. This objection will need to be renewed at the beginning of each school year.

The following information may be released: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received.

### Students Failing Courses

The staff at the Bellevue Community School District attempts to assist each student achieve academic success. Middle school and high school students who fail a course during the second semester may be required to attend summer school for 3 weeks for 3 hours/day.

In order to limit the amount of students in grades 6-12 failing courses (or doing poorly) the school requires all students who are in danger of failing or doing poorly to attend before or after school study sessions and tutoring throughout the school year in an effort to have them complete the requirements for each class successfully. The goal of the school is to allow all students to learn the necessary material, and for some this may mean extra time spent on classes.

### Attendance & Discipline

#### Attendance at School

Regular attendance by students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the parents, Principal, and/or Dean of Students. Parents are expected to call the school office by 9:30

A.M. when a student is too ill to attend school, or has been kept home by the parent for an emergency or other legitimate reason. If a call is not received or a parental note summarizing the reason for the absence (signed and dated by the parent/guardian) is not brought to school upon the student's return to school, the absence will be considered unexcused. If an absence is unexcused, the student may receive no credit for the classes and assignments missed that day. A parental note does not guarantee that an absence will be excused, as the Principal and Dean of Students ultimately decides whether an absence is excused or unexcused. Oversleeping is not an excused absence, as most employers of our future graduates in the future will not "excuse" this in the future. For further disciplinary action in regard to unexcused absences see information under "Unexcused Absences".

All students at all times must be responsible to arrive to school each day at the beginning of the day. If a student is late to school (other than a doctor's appointment, etc.) after a game, they will not be allowed to participate in a game or practice that evening at the extracurricular activity that they are involved in.

#### Absence and School Functions

Any student who is not in school the last half of the day because of illness (or goes home due to illness or similar symptoms) may not participate in practice or competition of any school function the same day. In addition, any student wishing to practice or participate in school functions on any given day must attend school (be present in the school building) for a least half the day. The absence for the other half of the day must also be approved, and must be excused by the school. Any student who violates this policy and participates will be suspended from the activity for three (3) days. In addition, in order to attend events as a spectator the student must also be in attendance for the last half of the school day. If a student leaves school during the day due to any type of illness, they are not allowed to return and they will not be allowed to participate in any school activities as a participant or spectator the rest of the day (this includes leaving during or after early bird PE or any other before school course)

#### Absence Make-Up Policy

Students whose absences are approved/excused shall make up the work missed and receive full credit for the missed schoolwork if it is made up in the appropriate time. Students have as many days to make up the work missed as the number of school days that were missed. This time limit assists in the learning of students, as the more time that is taken to make up work the further a student is typically falling behind in their learning in relation to the rest of the class. Tests and other assessments that are taken while a student is gone, must be made up within one week of their return, unless other arrangements have been made with the teacher. It shall be the responsibility of the student to initiate a procedure with the teacher to complete the work missed.

Students with pre-approved absences or suspensions (in- or out-of-school) are required to have the work completed upon their return, unless other arrangements have been made with the teacher.

### Truancy

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse (unexcused absence). These absences shall include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment.

Students are subject to disciplinary action for truancy including suspension and expulsion. A student receiving an unexcused absence will not have an opportunity to make up their work for credit. Students receiving special education services may be assigned to supervised study hall or in-school suspension if the goals and objectives of the student's Individualized Education Program are capable of being met.

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one, which helps a person be successful throughout their lifetime. Employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in program of instruction, students should not expect to be absent any more than is absolutely necessary.

Irregular attendance or tardiness by students not only interferes with their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

### Unexcused Absences

Students shall not have more than five (5) unexcused absences for a class for the semester. If a student accumulates more than five (5) unexcused absences (gone the entire class) in a class per semester, he or she may lose credit for the class. Prior to imposing the loss of credit in one or more classes, the Principal will contact parents and the student to set up a meeting to inform the parent and student about the impact the unexcused absences will have on their future attendance in class and earning of academic credit in the class. If a student at this time misses another class (6<sup>th</sup> unexcused absence) they may be dropped from the class.

Students who are dropped from a class will be required to stay on the school campus during their normal class time and be assigned to an area where they will study for their other courses. Students will not be allowed to leave the school campus. If a student loses credit due to unexcused absences, that fact shall be recorded in the student's record as an "AW" (Administrative Withdrawal), and count

as a failing grade.

Students with an unexcused absence during the school day will not be allowed to participate in any extracurricular events after school as a participant or spectator that school day. Students who are not in school at 8:15 following a school-sponsored event they were involved in the night before will be considered to have an unexcused absence unless a doctor's note is presented to the school. Students involved in activities have an obligation, like all students, to attend school on time regardless of activities the night before.

Students with unexcused absences are subject to discipline upon their first unexcused absence, including "Zero/9<sup>th</sup> Block, loss of free block or lunch release privileges for juniors and seniors, in-school suspensions, and/or out-of-school suspensions.

Students who leave school without permission during lunch are considered to be unexcused, and this will be treated as an unexcused absence.

#### Leaving the Building Procedure

All requests, including illness, to leave the building while school is in session must be cleared through the main office BEFORE LEAVING. Leaving school without permission is classified as an unexcused absence. In order to contact students during the school day the most effective method is to contact the school office, as all arrangements for students leaving for appointments and other obligations must be approved by the office in order for the student to be excused. Students who violate this policy will be placed on the appropriate disciplinary step. Parents are the only adults who can release students from school, either by phone call, note, or personal contact.

Students must bring a note or have a parent call to the office before leaving. Students who leave during the day must check in at the office prior to leaving if they have not already been given a pass to leave school from the office. Students who do not follow this procedure will have an unexcused absence and be placed on the appropriate disciplinary step. This also means no attendance or participation in extracurricular activities that day.

#### Tardies

All students will be allowed four minutes of "passing time" between classes. This is a sufficient amount of time to enable students to change classes without being tardy for their next class. However, students must learn to move between classes quickly and efficiently without wasting time. Therefore, almost all tardiness is unexcused.

If a student is late to class without a pass from a teacher or the office excusing their late arrival, the student is considered tardy. Teachers will have policies in their classrooms for tardies, but a general rule of the school office for discipline is that five (5) accumulated tardies for a semester will result in time to be spent in "Zero/9<sup>th</sup> block." Unexcused tardies may lead to an in-school suspension in cases where the other disciplinary steps have been followed but have not been successful in eliminating tardies. In addition, teachers may also have additional rules for tardies in their classrooms.

### Discipline Steps

The general discipline steps that are followed by the administration resemble the outline below to a point, but may vary depending on the seriousness and frequency of the violations. When a student has not repeated a violation for several weeks or months, the administration has the right and ability to adjust disciplinary steps to best meet the needs of the student (sometimes this may mean going back to an earlier discipline step, instead of proceeding to more severe disciplinary steps). In addition, the handbook may state other discipline steps for some specific offenses.

1<sup>st</sup> violation – 30 minutes “Zero or 9<sup>th</sup> block”

2<sup>nd</sup> violation – 60 minutes “Zero or 9<sup>th</sup> block”

3<sup>rd</sup> violation – 120 minutes “Zero or 9<sup>th</sup> block”

4<sup>th</sup> violation – 1-day in-school suspension

5<sup>th</sup> violation – 1-day out-of-school suspension

6<sup>th</sup> violation – 2-day out-of-school suspension

7<sup>th</sup> violation – 3-day out-of-school suspension

\*Juniors & Seniors may have lunch privileges revoked in place of, or in addition to, the steps listed above. Seniors may have free block privileges revoked, if they have a “free block.”

\*Further violations may lead to a recommendation for alternative education, expulsion or other intervention

### Student-Teacher Responsibilities-Discipline

Students are to treat school personnel with respect at all times. Respect should be shown both at school and away from school.

All students are responsible for being on time to all scheduled activities -- classes, study halls, assemblies, etc. Each student is to carry all needed supplies to each scheduled activity each day, each block. Students are not to go to their lockers at any time other than the passing between classes. Students should not ask to be excused and teachers should not excuse them from class sessions to work on extracurricular activity of any type (athletics, plays, music, cheerleading, etc.). Study halls and free periods can be used to work on extracurricular activities but if a student is receiving low grades in any subject, he/she will not be allowed to leave study halls for this purpose.

Since the teachers are responsible for providing a suitable learning environment for all students, they have the authority to make any sensible rules in regard to behavior in their classes. These rules are to be made known to the student by the teacher and are to be enforced consistently. The following procedure, recommended by the administration, is used by teachers when students fail to obey these necessary rules.

#### “Zero & 9<sup>th</sup> Block”

Students may be assigned to “Zero or 9<sup>th</sup> Block” (Before or After School Time) from the Principal, Dean of Students, or other staff members for actions and behaviors that are not appropriate in a school setting or consistent with a learning environment. In addition, time will also be assigned to students for missing assignments and other academic issues.



If a student is failing a class, or receiving a grade that is an indicator of potential failing based upon the teacher's discretion (typically a grade below a "C-"), the student will be required to attend "Zero or 9<sup>th</sup> Block Learning" until their grades are passing or until the teacher believes that the student is making aggressive progress toward earning a passing grade. Students who fail to do this will encounter further disciplinary measures.

Time is typically assigned in 30-minute increments. If the time is not served by assigned date the Principal will double the time. If it is still not served, the student will receive a suspension in most cases. Suspensions may range from one (1) to three (3) days and are incremental throughout the school year, although some actions may warrant a larger amount of days of suspension (5 days and higher). The Principal will have at least three times during the week when time can be served by students, and give the students a choice in selecting the time that they will serve their assigned time, based on days that are set by the Principal.

#### School Suspensions

At times it may become necessary in the disciplinary steps to suspend students due to their actions and behaviors. Students who are suspended either in school or out-of-school are not allowed to participate in any extracurricular activities the day of their suspension as a participant or spectator. In addition, students suspended are ineligible to represent the school on field trips, educational competitions, and similar activities. Students may be allowed to represent the school in academic competitions that are part of their grade in classes.

Students assigned an in-school suspension will report to the Principal in the morning by 8:15 and will need to have schoolwork to work on that the student will have collected prior to that time. Students will be required to work the entire day on their schoolwork in a designated location.

Students assigned an out-of-school suspension will not be allowed to be on the school campus for the entire school day, and if they are they will face further disciplinary action from the Principal. Before a student returns to school from an out-of-school suspension they will be required to meet with the Principal the next day before re-entering school. Parents may also be required to attend the meeting with the student if the Principal believes that this is necessary due to the seriousness or repetitive actions of the student.

#### Fighting

Any student involved in, or instigating, a fight will automatically be suspended from school for a minimum of one day (this may be more based on the severity of the fight and consequences surrounding it).

#### Weapons

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials and the student will be subject to

disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of the law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

#### Open/Closed Campus

##### Open/Closed Campus

Students are not permitted to leave campus during their school day, unless they have a free block (Seniors only), are on track to graduate based on credits for graduation that are expected of students, and had a 2.5 GPA or higher during the prior semester of classes. All students who are in grade 12 who do qualify for open campus must have completed a "free block" form and turned it into the high school office for approval. All Juniors and Seniors are eligible for "Lunch Release", unless it has been restricted by the administration for disciplinary or similar reasons, or parents have contacted the school indicating that they do not want their student to leave during lunch.

The minimum number of student credits needed to be considered "on track" for graduation, a part of a specific grade, and to be eligible for free block as a Senior at the start of the school year are listed below:

- Entering 10<sup>th</sup> grade - 6 units (12 semesters)
- Entering 11<sup>th</sup> grade - 13 units (26 semesters)
- Entering 12<sup>th</sup> grade - 20 units (40 semesters)

##### Failing Classes

The Bellevue Community School District wants all students to pass classes, and get off to a good start each quarter and semester. A goal of the Bellevue Middle School and High School is to have each student pass each course that they are enrolled in through learning the key objectives & standards of the course, and failing a course should be the last option for a student. We want to eliminate all failing grades from student records whenever possible, and extra interventions such as those listed in the following paragraph may become necessary in order to meet student learning needs.

Students who are failing courses or struggling in courses may be required to come in before school, stay after school, and/or report to a specific teacher's classroom during Comet Time to get caught up on work, receive additional help, or simply to review coursework. The school offers academic support services for all students, and

teachers will be available to assist students at various times.

Students who are failing courses, and teachers have determined that it is mathematically impossible for them to pass the class for the semester and earn academic credit, may be removed from the class with a failing grade. If removed from the class they will be required to report to an assigned area where they will study for their other courses. If this involves several courses, the student's schedule may be adjusted and an altered schedule for the day may be developed.

#### Dress Code, Electronic Devices, Cell Phones & Similar Items

##### Dress Code

We believe that it is important that all students are dressed appropriately so that the educational process is not disrupted by someone's appearance. Below are some basic guidelines for students to follow when attending school in relation to dress and appearance:

In general, follow the "6 B's" and cover your

- Backs
- Breasts
- Bellies
- Bottoms
- Bras
- Boxers

Some specifics for the dress code are the following:

- Pants/Shorts must be worn in a manner so underwear is not showing.
- Halter-tops are not allowed.
- Off the shoulder tops and bare shoulders will not be allowed.
- Tops that tie in the back are not allowed.
- Tank tops and "spaghetti" strap tops cannot be revealing.
- Navels cannot show
- All tops must meet the jeans, shorts or "bottoms" of the student.
- No t-shirts allowed with suggestive statements.
- No hats, stocking caps or other headwear allowed in the building or in the classrooms. When students enter the building they must take them off and put in their lockers (prior to eating breakfast, visiting with friends, etc.)
- Clothing that may damage school property, be perceived as threatening, or similar clothing or accessories are not allowed to be worn by students during school hours at any time. This may include chains, jewelry that is "sharp" or appears to be sharp, or similar items.

All students are expected to dress in a clean, neat and appropriate manner. Clothing must be conducive to and not disruptive to the educational process. Students may not wear clothing that shows degrading sexual, gender, ethnic, or racial messages. Students are not allowed to wear clothing that displays alcohol, tobacco, drugs, or any other objectionable material contrary to the mission of the school. No hats are to be worn in school, and book bags are not allowed in class.

It is the intent of the school to keep the dress code of an appropriate nature. The Administration reserves the right to deem what is appropriate.

#### Electronic Devices

In order to maintain an atmosphere focused on education and academic achievement we must limit the potential of distractions to students. With an increased amount of computers in the building, students are allowed to follow the "one bud rule", which specifies that if the teacher permits students to use ear buds they must have only "one in and one out" and be able to hear the teacher. This is only during student work time, and not during times when the teacher is discussing classroom material, etc. If a student violates this policy, they will have their ear bud privileges revoked in school for a set number of weeks.

Students in middle school are not allowed to use devices for games, etc. during the school day. Cameras of any kind are only allowed to be used in the school if they are part of a class project. Personal cameras should not be brought to school during regular school hours, and are not allowed to be used. For more specific information please refer to the "Laptop Computer Program Policy Handbook" that is available in the school office.

#### Cell Phone Policy

Students are not to use cell phones during classes. (phones need to be off in class or preferably in the student's locker.)

1. Students may use cell phones during their lunchtime in the Commons and the hallway.
2. When the student has been given permission by the principal or dean of students to use their cell phone outside in a specific location.
3. Students may use their cell phones in the hallway during school between classes as long as it is not interrupting their progress to get to class on time or interfering with others. Any type of harassment via a cell phone will immediately result in disciplinary action under the school's harassment policy and basic discipline steps.
4. Cell Phone rules and regulations may be adjusted with notification given to students at any time during the school year.

If students are observed to have a cell phone without permission and at a time that is not allowed by a staff member during the school day (8:15-3:25), the cell phone will be brought to the Principal's office. Consequences for having a cell phone are the following:

- 1<sup>st</sup> Offense – The principal will return the cell phone to the student at the end of the school day.
- 2<sup>nd</sup> Offense – The principal will contact the parents of the student to pick up the cell phone from school (if it is within 2 months of the first violation). If longer than 2 months the violation will be considered a 1<sup>st</sup> violation.
- 3<sup>rd</sup> Offense and every time thereafter – The principal will contact the parents of the student to pick up the cell phone from school, and the student will be assigned time at “Zero or 9<sup>th</sup> block.” This time will begin with 30 minutes, but will increase to 60 minutes after the 5<sup>th</sup> offense and every time thereafter.

Students are encouraged to use the school phones to place calls that are necessary during the school day, which should be limited. Parents should also rely on the school phone to contact students as phone calls to students during class are considered a violation by the student as the cell phone is supposed be off or in the student’s locker.

Cell phones are absolutely not allowed to be used for taking pictures or storing data, as this can be considered harassment and cheating respectively. Violation of this will result in student discipline.

#### Extracurricular Activities and Eligibility

##### Good Conduct Policy

The Bellevue Community School District believes it is important for all students to be active participants in a variety of extracurricular activities during their career as a student in school, and that the involvement in activities is an integral part of a student’s education, learning experience and overall development as an individual. It is also imperative that all students who represent the school are displaying character traits on a daily basis that that are identified as needs of a BHS Graduate, specifically through the following traits:

1. Strong character shown through a respect of self and others, positive actions and decision-making skills inside and outside of school;
2. Self-Motivated with high expectations for themselves and others, doing what needs to be done, and an initiative to pursue excellence;
3. Lifelong Learner displayed through their willingness to be active participants in the learning process and determination to become the best in everything that they do;
4. Goal-Oriented and working toward their full potential in life;
5. Critical Thinking as a problem solver and deep thinker;
6. Employability skills that are displayed through responsible actions on a daily basis both inside and outside of school;
7. Strong communicator who can lead others in a positive direction through their actions and words; and
8. Flexibility shown through their ability to adapt to change, and being open to changing for the betterment of themselves as individuals and as a team.

A student who is participating in extracurricular interscholastic athletics and/or other activities will be in violation of this policy under the following conditions:

1. Any student who admits to or is found by the administration to have violated the policy for consumption, possession, acquiring, delivering or transporting alcoholic beverages or items recognized as "look-a-likes".

2. Any student who admits to or is found by the administration to have violated the policy for consumption, possession, acquiring, delivering or transporting tobacco, tobacco products, nicotine, drugs, drug paraphernalia or ENDS (Electronic Nicotine Delivery Systems) regardless of the student's age. This does not include authorized prescription medication specifically prescribed for a student.

3. Any student who engaged in any act(s) that would be in violation of local, state or federal law (excludes minor traffic offenses AND SIMILAR OFFENSES) regardless of whether the student was cited, arrested, charged, convicted, or adjudicated for the act(s).

1<sup>st</sup> Offense: Ineligible for up to ¼ of the season (one time events like a school Musical will result in missing the entire Musical production for that year), along with a mandatory meeting between the Activities Director/Principal, parent and student within 10 days of school notification of the infraction.

2<sup>nd</sup> Offense: Ineligible for ½ of the season and a mandatory counseling program with a local substance abuse program arranged and paid by the school district, and completed prior to participation in any event.

3<sup>rd</sup> Offense: Ineligible for ¾ of the season, 20 hours of community service at school completed prior to participation in any event, and mandatory involvement in a school and/or community mentoring program for an entire school year. Students may also present to younger students in regard to the dangers of alcohol and other drugs as part of their community service requirement.

4<sup>th</sup> Offense and any further offenses: A meeting between the parent, student, and the Extracurricular Council will be required to determine the future participation of students in extracurricular activities. The Extracurricular Council will consist of 4 coaches/extracurricular sponsors (with one being selected by the parent/student), the Activities Director, and the Principal. At this time the council will make a decision in regard to further extracurricular participation for the student. This decision may be appealed to the Superintendent of Schools.

A violation is officially recognized by the school when any of the following occur:

- A student receives a citation/ticket/etc. from a law enforcement officer;
- The school is contacted by the police/court system in

- person, phone, or some other communication method
- A student is observed by a staff member
- A student admits guilt to the administration or staff member

A student may receive a lesser penalty in regard to event participation if they contact the Principal or Activities Director prior to official notification by another source. This reduction will be determined by the Principal and Activities Director based on the students number of overall events that the student is involved in. This will only be a possibility for first time offenders. Students who are observed violating the Good Conduct Policy by a staff member will be informed by the staff member prior to notification of the Principal or Athletic Director. The student will have 24 hours to notify the Principal or Athletic Director before the staff member will officially report the violation.

Students will have their violation record “cleared” if they receive no violations for a period of 2 calendar years.

When a student is ineligible for direct participation they will still be required to attend practices, games, travel with the team to games, perform duties as assigned by the coach that relate to the success of the activity, and ultimately be a “part of the team” in every manner except for event participation.

All “seasons” are determined by totaling the number of regular season games/events that are scheduled in the student’s current season (or next season if they are not currently involved in any events). Events are defined as “involvement for the entire day” and not specific games. Students involved in multiple activities in the same “season” will have all events totaled together in order to calculate the number of dates/events that they will be ineligible. Students who are not involved in extracurricular activities will also be offered the opportunity to receive services at a local substance abuse program arranged and paid by the school district, and will have a period of 9 weeks where the student will have “closed campus.”

The policy applies to student's grades 7-12. The penalties are cumulative beginning in grade 7.

Extracurricular Activities – Definition

All activities which involve competition with other schools, performing for other schools, performing for the public, or representing our school outside of Bellevue shall be covered under the extra-curricular guidelines. Students who have been assigned a suspension or have failing grades may not be allowed to attend academic-related “field trips” for the school. This decision will be made by the building leadership team and the principal.

Smoking, Drinking & Illegal Drugs

The use of tobacco or any nicotine products, (including ENDS Electronic Nicotine Delivery Systems) the consumption of alcohol beverage and/or the use of illegal drugs or possession of drug paraphernalia on school property is in violation of state and school

regulations. Possession of any of these items on school property will constitute a violation and will result in a minimum of a one-day suspension from school (the length may increase as a result of the extent of the incident, prior violations of this type, and overall discipline record). Law enforcement may be called as well. This applies to all school sponsored activities -- home and away -- as well as the regular school day. Violators may be suspended or, in extreme cases, expelled. Students with drug or alcohol problems may seek help from the Guidance Office, A.E.A. psychologist, Jackson County Area Substance Abuse Council, GRAA counselor in school, or other agency.

#### Extracurricular Activities & Duration

These rules apply during the entire school year, whether school is in session or not (12 months). If a player/participant violates a rule during this period he/she will be held accountable when he/she first appears in an activity in which he/she wishes to participate. Students involved in summer activities are subject to all of the rules, as school sponsored summer activities are considered extensions of the regular year.

#### Extracurricular Activities – Enforcement

A student accused of violating any one of the above extracurricular activity rules must be observed by a member of the school staff, the coaching staff, the administration or an officer of the law or an admission of guilt to a school official. No other people shall be involved.

The punishment for an extracurricular rule violation shall be served in the next extracurricular activity in which the student is scheduled to appear. Students guilty of violating extracurricular policy will not be allowed to join an activity already in progress in an attempt to circumvent the rules.

#### Penalty – Carry Over

When a suspension cannot be completed because of an activity ending the suspension will carry over to the next activity in which the student participates, using the 1/4 or 1/2 season rule as it applies to that activity.

#### Physical Examination

Athletes, at any level, who wish to participate in interscholastic sports are required to submit proof of physical fitness on forms supplied by the school. The examination should be taken care of during the summer, so that the athlete will be covered for the entire athletic season.

#### Academic Eligibility

The Bellevue Community School District will follow the Scholarship Rule established by the Iowa Department of Education in



regard to eligibility for all extracurricular activities in the school. This includes activities in athletics, fine arts (including both music and speech), cheerleading, dance, and similar areas that are associated with school and that are outside of the immediate school curriculum.

Students not passing all courses at the end of a grading period (semester only in the Bellevue Community School District) will be ineligible for 30 calendar days in most cases, or as otherwise required by the Department of Education or high school athletic associations. The Iowa Code specifically states that students in athletics must sit out 30 days of athletic participation. When a student is involved in an event not considered "athletic" by the Iowa High School Athletic Association or Iowa Girls High School Athletic Union (Dance, Cheerleading, Music, etc.) they will need to sit out 30 days in that area immediately, but will also need to sit out 30 days in an athletic opportunity. If this athletic participation is not occurring at the time, the 30 days will carry over to their next involvement in athletic participation.

Students who are ineligible for academic or good conduct code violations are allowed to practice with the team or group. However, they are not allowed to ride the team bus, sit in team area during contests, or participate in similar team events during their time of ineligibility.

#### Extracurricular Event Rules – Spectator Conduct

Extracurricular events are a large part of daily life at the Bellevue Community Schools. Sportsmanship and fair play are the two most important factors to be considered at all sporting events.

The following behaviors are not acceptable, and will lead to the following immediate impact (based on the Iowa High School Athletic, Music & Speech Associations):

- Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event – Ejection
- Throwing articles onto the contest area – Ejection
- Entering the contest area in protest or celebration – Ejection
- Physical confrontation involving contest officials, coaches/directors, contestants or spectators – Ejection
- Spectator interference with the event – Ejection
- Jumping up and down on the bleachers – Warning/Ejection
- Use of artificial noisemakers, signs or banners – Warning/Ejection
- -Chants or cheers directed at opponents – Warning/Ejection

Violation of these rules will also result in long-term consequences, including not being allowed to attend extracurricular events at the school for a time to be determined by the Principal or Dean of Students. Penalties may range from 2 weeks to the remainder of the school year, depending on the severity and number of violations.

#### National Honor Society

National Honor Society, or NHS, is an organization whose intent

is to recognize high school students based on scholarship, leadership, service, and character. The Bellevue NHS members belong to the Herbert Hoover Chapter that operate independently of the national office but maintains the same criteria and standards. In order to be considered for membership, the student has to be a sophomore, junior or senior with a 3.4 GPA. Local chapters maintain their own invitation and induction criteria for membership at school. At BHS, a list of all students eligible is presented to the secondary staff to rank on leadership, service and character. A teacher may elect not to rank a student if they so desire. This is in no way intended to be detrimental to the student. After all students are ranked, a listing of all averages is presented to the NHS committee. The committee of 5 faculty members then determine the cut off points for induction. The committee meets with both the principal and the advisor who are non-voting members of the committee. The advisor will then inform the newly elected members of their induction in the spring ceremony.

### Clubs & Activities

Bellevue High School provides a variety of athletics and activities for student involvement. You are encouraged to consider becoming a member of one or more of the following activities.

#### High School

Jazz Ensemble	Cross Country
Band	Baseball
Choir	Softball
Show Choir	Basketball
Chamber Choir	Bowling
Track	Football
Newspaper Staff	Golf
Yearbook Staff	Volleyball
Speech (Large/Small Group)	Student Council
School Play	Comet Club
National Honor Society (NHS)	Envirothon
Future Farmers of America (FFA)	Pep Club
Cheerleading	Dance
Foreign Language Club	Drama
Quiz Bowl	Spanish Club

#### Middle School

Band	Basketball
Volleyball	Chorus
Track	Speech
Cross Country	Football
Speech	Quiz Bowl

### Student Council

The Bellevue High School Student Council consists of an elected President and Vice-President, two elected representatives from each class, each class president, and "work-ons." The purpose of the council is to:

1. Represent and serve the student body.
2. Promote school spirit, unity and pride.
3. Provide opportunities to participate in a democratic student government.
4. Promote good citizenship and leadership skills.

### Student Reminders

#### Announcements

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced at the beginning of first period daily. A bulletin is also posted in the hallway. All students are responsible to be familiar with all information in the bulletin each day.

#### Hallways

A reasonable degree of quiet and order must be maintained in the halls before school, between classes and after school. Shouting, running and other types of rowdiness will result in disciplinary actions.

#### Books & Personal Belongings

In order to maintain books and assist students in keeping books safe, students are to keep books, notebooks and other class material in their lockers if they are not being used in class. After classes (including before lunch) students need to place their books in their lockers.

In addition, any bags, purses, backpacks and similar items also need to be stored in lockers during the school day and are not allowed in the classrooms.

#### Posters & Signs

Special notices are posted on the bulletin board in the Commons, by HS water fountain or Middle School Hall. All posters and signs must have the approval of the administration. No sign or poster should be left up for more than three days. Signs or posters should not be placed on walls in Commons, teacher doors, or glass

#### Selling or Soliciting

It is a violation of state law for anyone, student or non-student, to sell or solicit on the school grounds without the permission of the Superintendent.

### Telephone Calls and Messages

Students will be called from class ONLY IN CASE OF EMERGENCY. All student messages will be posted at the office. It is expected that parents contact the office if they need to have a message delivered to their student, as cell phone use may violate the school policy (use in classrooms specifically).

### Romance

School is not the place for romancing. Therefore, public displays of affection will not be allowed in school. (Private matter in a public place). Violations will result in time in "Zero or 9<sup>th</sup> block"), and parents being contacted.

### Food & Drink

Food and Drink is in general not allowed in the building. A student bringing lunch to school must place this in their locker. Students may take water (in a clear bottle) into their classes and place on the floor or keep in their locker. Other drinks are not allowed.

### PE, Media Center and Special Education

#### Physical Education

All students are required by Iowa Law to participate in physical education for four full years (eight semesters). Physical Education credit is required for graduation. Juniors and Seniors may waive one semester of PE if they have a full academic schedule or other similar situations that are allowed by the State of Iowa. The waiver of PE must be approved by the Principal prior to the beginning of the semester.

#### Use of Gym

The Board of Education has made it possible for qualified individuals or groups to use the school facility during non-school hours. In order to secure the use of the facility you must seek permission at least 24 hours prior to the time you wish to use it. The permission will be extended only by the building principal or his designee. Charges may apply for groups wishing to use the facilities for tournaments, etc.

#### Media Center

Bellevue Middle/High School has a quality media center program with a Teacher-Librarian. All students may check out items from the library if they are not restricted. Fees may also be assessed to students who damage, lose or fail to return materials.

[Need homework help? Need info for projects?](#)

Find help at [www.iowaqaonline.org](http://www.iowaqaonline.org) under the following links by using the following username and password listed below:

- Username: 0585409

- Password: aea09
- AccuWeather -10 years of weather data...Current/severe weather info
- Atomic Learning – Training for software: Adobe Acrobat Photoshop, Word, Excel and more
- Clipart.com – Photos, sound clips, fonts and clip art
- EBSCO – Full-text magazine and newspaper articles
- AP Multimedia Archive – Photos from around the world; from 1840 to right now!
- SIRS Researcher – Up-to-date information on hot topics/maps
- United Streaming – Digital video clips and photographs – add to your Presentations
- World Book – Start your research with World Book. Check out the new primary source documents.

#### Special Education Program

The special education program is available for students who have been identified to have special needs for their academic success in school. Students who qualify for these programs are assisted in their school endeavors by highly qualified special education teachers. The screening process for students to be involved in a special education program involves the Mississippi Bend Area Education Agency.

#### Student Fees

##### Student Fees

There is a rental and lab fee for the use of books and other facilities. The rental and lab fee is to be paid at registration in August.

##### School Breakfast & Lunch Program

Breakfast and lunch will be priced at the most reasonable rate possible, and the board of education sets this price each school year. Breakfast and lunch money for students needs to be brought to the MS/HS office at the start of the day. Neither breakfast nor lunch can be “charged” if students do not have money in their school meal accounts. Students will be given an alternate meal if necessary. Waivers may be applied for by families for a reduced or free rate for meals.

#### Building Hours and Visitors

##### Building Hours

Middle school students will not be allowed into the middle school classroom areas until 8:00 am. Middle school students will be allowed to go into the Commons, and in the northeast entrance doors to sit in the hallway until 8:00 am. If students have “zero block” requirements they will be allowed into the building prior to

8:00.

High school students will be allowed into the classroom areas prior to 8:00 if they are at their lockers, talking with teachers, getting materials, or studying.

All students are encouraged to speak with teachers about their academic coursework prior to 8:00, and can do this by simply going to the teacher's room. This is an exception to the previously stated 8:00 entrance rule.

Students are not allowed in the hallways during lunch until 10 minutes after lunch has started.

#### Building Visitors

All visitors must report directly to the office prior to meeting anyone or going anywhere else in the building. All visitors will be required to wear "Visitor" ID badge when in school. When students wish to bring a visitor into school with them it must be approved by the Principal or Dean of Students the prior day. If it is believed that this will cause a noticeable disruption to student learning the request may be denied, or it may be revoked during the school day if it becomes disruptive to the educational process. Those not following this rule will be considered to be trespassing.

#### Student & School Lockers

##### Lockers (Hall and Gym)

Lockers, along with locker combinations, will be assigned to all students. These lockers are for personal belongings and are to be kept locked at all times. Locker combinations should never be given to another student and students should never jam their lockers. (Lockers are to be kept clean and free of all stickers.) The lockers remain the property of the Bellevue Community School District at all times. School district authorities may, without a search warrant, search a student, student lockers, personal effects, desks, work areas, or student vehicles based on a reasonable suspicion that a board policy, school rule or law has been broken. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.

Periodically, in conjunction with law enforcement officials, the school district will conduct canine maintenance searches. Student lockers, desks, the parking lot, and other storage areas owned by the school district and used by students can and will be inspected. Student bags may be placed in hallways or common areas and searched by K-9 units as well. Trained law enforcement officials will conduct these inspections.

School authorities may seize any illegal, unauthorized or contraband

materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

#### Valuables in School

Each year brings problems with valuables brought to school. Here are some simple rules to follow concerning valuables...

1. **NEVER** leave valuables in cars unless the vehicle is locked.
2. **NEVER** leave valuables (calculators, books, etc.) unattended in classrooms or in the hallways.
3. **UNDER NO CIRCUMSTANCE SHOULD MONEY OR OTHER VALUABLES BE LEFT IN AN UNLOCKED LOCKER, INCLUDING P.E. LOCKERS.** Money should be brought to the office or given to an instructor or coach. The school is NOT responsible for poor judgment in this matter. Students are reminded to respect other people's property and belongings. **HANDS OFF!!!**

#### School Property

The appearance of Bellevue School is directly related to student pride as well as the pride of the staff. Every effort should be made to keep the school building and school property in the best possible conditions. Students will be held liable for damage or loss of any school property, which may have been loaned to you, e.g., science equipment, musical instruments, athletic equipment, books and shop equipment. Students are also liable for any damage to general equipment such as desks, chairs, lockers, windows, and for damage to the building. Any damage that occurs to property should be reported to the office. The student will be expected to pay for the damage.

#### Safety & Security

##### Entrance to the Building

The buildings main entrance is the entrance that is connected to the "Comet" sign that leads into the main office area and the Hall

of Pride and Commons. This entrance is open during the school day and it is expected that all students enter the building through this entrance throughout the day for the safety and security of all students and staff members. The north entrances are used for students as they enter the building from the outside buildings and are locked during the school day except for the time in between classes.

#### Security Cameras

The Bellevue Middle School/High School has security cameras in several areas, which are used to assist in the protection of students and school property. The cameras may be utilized to assist school officials with a variety of acts, including but not limited to security of students, surveillance, and other similar uses.

#### Fire and Tornado Drills

Fire and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and takes the necessary precautionary measures as quickly as possible. The supervisor/teacher in each classroom will give the students instruction.

#### Closing of School

A severe storm or other emergency may require school to be cancelled or dismissed early. A decision to close the school is generally made by 6:30 A.M. When school is cancelled, this information is called to radio stations KMAQ Maquoketa, KLYV Dubuque, KXGE Dubuque, WDBQ Dubuque, WJOD Galena, WMT Cedar Rapids, KCRG Cedar Rapids Channel 9, KWQC Davenport Channel 6, KWWL Waterloo Channel 7, and Local Cable Bellevue All Channels.

#### Student Vehicles and Transportation

##### Students Driving to School and Parking Policy

The following is the parking policy for students who drive to school and park at school:

- Students are to park in the main parking lot in front of the school (south side of the school). Students are not to park on the east or north side of the building unless authorized by the administration.
- No parking is allowed, at any time, along the sidewalk from the east side of the building to the Commons main entrance to the school mailbox. This includes the restricted area in front of the mailbox. If parked in this area, you will be notified and the next violation will result in a referral to the office. These areas are designed for officials who work in school offices and school visitors.
- Students are not allowed to drive behind the main school building, or to park vehicles behind the school by the outside classrooms at any time unless permission is given by the Principal.



- Students driving to school must sign a parking form at the start of the school year to drive to school.
- Erratic and/or Reckless driving will not be allowed.
- Students are not allowed to go to their cars during lunch or during the school day without permission from the office. This does not include students who are leaving for lunch, but includes students who are required to be at school during lunch.
- Students accessing cars during lunch without permission will be assigned “zero” or “9<sup>th</sup>” block.

Violations for Erratic or Reckless Driving will result in the following consequences:

- 1<sup>st</sup> violation – Warning to the student and parent and possible removal of student driving privileges for 1 week.
- 2<sup>nd</sup> violation – Automatic suspension of driving privileges for 2 weeks.
- 3<sup>rd</sup> violation – Automatic suspension of driving privileges for the remainder of the semester, or for nine weeks, whichever is longer.

In addition, students who leave school without permission during the school day and leave in their car or anyone else’s car will also have the above consequences enforced upon them. Students who leave during lunch in a car or other means are considered to be unexcused and this will be treated as an unexcused absence. Students taking underclassmen from campus will also face disciplinary action as they are contributing to the inappropriate behavior of other student(s).

#### Buses – Out of Town Activities

In general, all students on school trips are governed by the same rules that are in effect when they are in the school building during school hours. The trip merely becomes an extension of the school day. In Order to avoid unnecessary complications the following additional regulations will be in effect:

1. A minimum of 30 students must be on the bus. Chaperones and high school students will have first choice of seats.
2. There will be a charge for riding the pep bus at all times.
3. Each student will go and return on the same bus, unless a parent brings that pupil home. The parent must secure permission from the building principal in advance or from the chaperone personally.
4. Students are to follow the chaperones instructions at all times. Failure to do so will result in suspension from riding the bus to future events.

#### Bus Behavior

In general, all students riding the bus are governed by the same rules that are in effect when they are in the school building during school hours. Students are expected to be respectful on school buses at all times. Students who disregard basic bus rules will face consequences in school for their actions, including and not limited to isolation at lunch, time before or after school, and possible suspension of bus riding privileges for an extended amount of time.

## School Nurse and Health

### School Nurse

The school nurse is available to provide health services as directed by legal guidelines. A student who feels ill may obtain a pass from a teacher and go to the office. The school nurse must be notified: (a) If a student is on medication, medication will be kept in the nurse's room or school office, or (b) If the student's physical activities are to be limited, or (c) If a student has a medical condition that requires ongoing treatment, or (d) If a student has any change in health status, or (e) If a student has been absent 5 days or more due to illness or communicable disease, a medical slip signed by the family doctor must be presented to her.

### Immunization Requirement

By law all students are required to have complete immunization records on file at the school. Evidence of immunization must be shown in the areas of diphtheria, pertussis, tetanus, poliomyelitis, roseola, and rubella.

### Hearing Screening Notice

Mississippi Bend Area Education Agency will be providing your school's annual hearing screening and follow-up program. Routine hearing screening will be performed in district-operated preschool programs and grades K-2, and 8. Students new to the district will also be screened. Students in other grades will be tested if there is a known history of hearing loss. If you do not want your child to participate in the hearing screening program, you should inform the school in writing. The local school will notify the Mississippi Bend Area Education Agency audiologist of your request.

### Insurance

Although the school is not liable for accidents to pupils, insurance will be offered each year. This is done as a protection for the pupil and his parents. The school tries to select a company that offers the most protection for the least money. The school does not benefit in any way except in knowing that the students are protected. Insurance blanks will be sent home the first day of school. A child is not insured until the premium has been paid to the company. Claim forms can be picked up at the main office or the school office.

## Harassment

### Profanity and Inappropriate Language

Profanity is not an acceptable form of communication at Bellevue High School and must remain out of the school, as this is an educational environment. Students are subject to discipline by any faculty member who observes students using it, including BASIC.

In addition, any terms that are viewed as harassing are not

allowed in the school environment, and this may include words that are considered to be in the sexual harassment category. If statements are made of these kinds, it may lead to students being suspended.

#### Directed Profanity Toward Staff Members

Students are responsible for acceptable personal behavior in their relationship with the staff at Bellevue High School. A student shall NOT swear at, or direct profanity towards any staff member. A violation of this rule will result in one-day suspension from school at a minimum (may be more based upon severity and prior discipline record).

This rule will be enforced during school hours and at all school activities – home and away. This rule shall also extend to teacher-student contact away from school property and after school hours, whenever this behavior is directly related to the efficient operation of the school.

#### Initiations, Bullying, Harassment & Hazing

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - tell a teacher, counselor or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser or bully did;
    - witnesses to the harassment or bullying;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis or age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the

- student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because the student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student, who is found to have retaliated against another in violation of this policy, will be subject to discipline up to and including suspension and expulsion.

#### Grievance

##### Non-Discrimination Policy

It is the policy of the Bellevue Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinators: Jeff Recker – MS/HS Principal - 1601 State St. Bellevue IA 52031. 563-872-4001 jeffrecker@bellevue.k12.ia.us or Jeaanette Hartung Schroeder – Elementary Principal, 100 S. 3rd St. Bellevue IA 52031 563-872-4001 jeanettehartung-schroeder@bellevue.k12.ia.us

The Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730- 1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov)

##### Student Grievance Procedure

All members of the Bellevue Community School have the right to be treated with respect, both in school and away from school. If a student feels that he/she has been unjustly treated by a teacher, it is suggested that he/she first attempt to clear up the problem through a friendly discussion with the teacher outside of class time. Failing this, the student should take his/her problem to the principal. If satisfaction is not achieved here, the problem may be taken to the superintendent.

#### School Spirit

School spirit means loyalty to all functions and members of the Bellevue Community School. It is our opinion that a loyal student will support this school, provide a positive, constructive attitude, and do their best to keep both their scholastic and activity standard at the highest possible level. All students should realize that B.H.S. is their school. It will become as great as it can become only if each and every student gives 100% at all times in both curricular and extracurricular areas. YOU ARE THE KEY.

It is also necessary to realize that the functioning of a school is a group effort. Some personal freedom must be limited so that everyone can receive the type of education and experiences that are best suited for them. There are also federal and state laws and policies that are mandated. As a result, there are certain school procedures, rules and regulations that are required at B.H.S.

BELLEVUE FIGHT SONG

Cheer Cheer for our Bellevue High  
Lift up your voices piercing the sky  
Bellevue's bound to win this game  
Think of the glory we will gain  
Rah! Rah! Rah!

Our team will fight right through to the end  
Our honor and our glory defend  
As the blue and white goes marching  
Onward to Victory!!!!

ALMA MATER

Hail to Bellevue High, Alma Mater Dear  
Your Glory will not die, but live on year by year  
Your children come and go, but you live on and on  
To your spirit bold we sing this song

Here's to our classes, here's to our lasses  
Here's to the fighting lads that they adore  
When we are gone from you and the years roll by  
We will still be true, Dear Old Bellevue High



## 6-8 Swing Block Daily Schedule

*Schedules may be subject to change due to social distancing measures during the 2020-2021 school year.*

Rotation of Classes – All classes meet three consecutive days, and the class does not meet one day in the 4-day cycle.

### AM Classes

1

2

3

4

### PM Classes

5

6

7

8

### Day 1-5

1

2

3

5

6

7

### Day 4-8

4

1

2

8

5

6

### Day 3-7

3

4

1

7

8

5

### Day 2-6

2

3

4

6

7

8

1 <sup>st</sup> Period	8:15 – 9:13
2 <sup>nd</sup> Period	9:17 – 10:12
3 <sup>rd</sup> Period	10:16 – 11:11
4 <sup>th</sup> Period	11:15 – 12:10
LUNCH	<b>12:10 – 12:40</b>
5 <sup>th</sup> Period	12:44 – 1:39
COMET TIME	<b>1:43 – 2:08</b>
6 <sup>th</sup> Period	2:12 – 3:20

1 <sup>st</sup> Period	8:15 – 9:13
2 <sup>nd</sup> Period	9:17 – 10:12
3 <sup>rd</sup> Period	10:16 – 11:11
LUNCH	<b>11:11 – 11:41</b>
4 <sup>th</sup> Period	11:45 – 12:40
5 <sup>th</sup> Period	12:44 – 1:39
COMET TIME	<b>1:43 – 2:08</b>
6 <sup>th</sup> Period	2:12 – 3:20

**3-Hour**  
**Early**  
**Dismissal**  
**(12:20 p.m.)**

**High School**

1 <sup>st</sup> Period	8:15 – 9:13
2 <sup>nd</sup> Period	9:17 – 10:12
3 <sup>rd</sup> Period	10:16 – 11:11
4 <sup>th</sup> Period	11:15 – 11:50
LUNCH	<b>11:50 – 12:20</b>

**Middle School**

1 <sup>st</sup> Period	8:15 – 9:13
2 <sup>nd</sup> Period	9:17 – 10:12
3 <sup>rd</sup> Period	10:16 – 11:11
LUNCH	<b>11:11 – 11:41</b>
4 <sup>th</sup> Period	11:45 – 12:20

**2-Hour Early Dismissal (1:20 p.m.)**

**High School**

1 <sup>st</sup> Period	8:15 – 8:59
2 <sup>nd</sup> Period	9:03 – 9:47
3 <sup>rd</sup> Period	9:51 – 10:35
4 <sup>th</sup> Period	10:39 – 11:23
5 <sup>th</sup> Period	11:27 – 12:11
LUNCH	12:11 – 12:37
6 <sup>th</sup> Period	12:41 – 1:20

**Middle School**

1 <sup>st</sup> Period	8:15 – 8:59
2 <sup>nd</sup> Period	9:03 – 9:47
3 <sup>rd</sup> Period	9:51 – 10:35
4 <sup>th</sup> Period	10:39 – 11:23
LUNCH	11:23 – 11:49
5 <sup>th</sup> Period	11:53 – 12:37
6 <sup>th</sup> Period	12:41 – 1:20



## 2-Hour Late Start (10:15 a.m.)

### High School

1 <sup>st</sup> Period	10:15 – 10:59
2 <sup>nd</sup> Period	11:03 – 11:47
<b>LUNCH</b>	11:51 – 12:17
3 <sup>rd</sup> Period	12:21 – 1:05
4 <sup>th</sup> Period	1:09 – 1:53
5 <sup>th</sup> Period	1:57 – 2:37
6 <sup>th</sup> Period	2:41 – 3:20

### Middle School

1 <sup>st</sup> Period	10:15 – 10:59
<b>LUNCH</b>	11:03 – 11:29
2 <sup>nd</sup> Period	11:33 – 12:17
3 <sup>rd</sup> Period	12:21 – 1:05
4 <sup>th</sup> Period	1:09 – 1:53
5 <sup>th</sup> Period	1:57 – 2:37
6 <sup>th</sup> Period	2:41 – 3:20

### Literacy