Student Handbook

2026-2027

Bellevue Elementary School

1150 Castalia Street Bellevue, OH 44811

419-484-5050

www.bellevueschools.org

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MISSION STATEMENT

We are committed to a high quality education for all students providing a rigorous and relevant curriculum, positive relationships with our stakeholders and accountability. Every student will develop the skills and knowledge to succeed in an evolving global society.

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WELCOME TO BELLEVUE CITY SCHOOLS

We are happy your child is attending Bellevue City Schools. We encourage your participation in parent-teacher conferences, musical programs and other activities throughout the school year. Having an active part in your child's education will improve your child's attitude toward school and learning.

Education is a lifelong adventure, and as adults, we need to encourage our youth to participate in a variety of activities. Activities are the foundation for choices children will make in the future. We look forward to seeing you in our schools!

Telephone Numbers for Bellevue Schools

Board of Education	419-484-5000
Bellevue Elementary School	419-484-5050
Bellevue Middle School	419-484-5060
Bellevue High School	419-484-5070
Transportation Supervisor	419-484-5151
Bellevue Elementary Attendance Line	**419-484-5052**
Attendance Text Line	**419-318-9367**

ADMINISTRATIVE MATTERS

EMERGENCY EARLY DISMISSAL

Emergencies such as inclement weather, fire, heating or plumbing problems, or any unforeseen development could make it necessary for us to dismiss school prior to our regular dismissal time.

Because of the possibility of early dismissal, please make sure the section in Final Forms called, Emergency Early Dismissal Plan, is up to date, so you can designate definite arrangements for your child in case you are not home at the time of an early dismissal.

SCHOOL DELAYS AND CLOSINGS DUE TO INCLEMENT WEATHER

Delayed Opening

During a delay, schools will open two hours late when it appears that road conditions will improve with traffic use and more favorable weather conditions. All meetings that were scheduled during the first two hours of the school day will be rescheduled.

School Closings

Schools will not open when it appears that road conditions will not improve or weather conditions will become worse.

School Messenger Notification Service

Notification of a delayed opening or closing and other general announcements will be made through an automated system called School Messenger. It is important that the school has your most current telephone number in Final Forms. Should your contact information change, please change your contact information on Final Forms.

- Caller ID will display 419-484-5189 when general announcements are delivered. School Messenger does record a voicemail, so you are encouraged to check your voicemail when you see that you missed a call coming from this caller ID.
- Caller ID will display 411 if the message is an emergency.

Please listen to one of the following stations after 6:20 a.m. to hear any announcements regarding a delayed opening or closing due to inclement weather: FM 92.1 FM 102.7 AM 1370 FM 100.9 FM 103.7 AM 1450 FM 95.3 AM 1600
Television Channels: 3, 5, 8, (Cleveland) and 11, 13, 24 (Toledo) **Bellevue Schools Snow Line: 419-484-5033**

ATTENDANCE/WELFARE OF STUDENTS

ATTENDANCE, ABSENCE, TARDINESS

Ohio law requires parents, guardians and persons having custody of school-aged children to be accountable and responsible for their children's regular attendance in school. The Bellevue City Schools believes good attendance assures students will derive more from the educational programs. Regular attendance is necessary for teachers to provide the best possible instruction for a student. It has been proven that poor attendance leads to poor scholarship. Students who attend classes on a regular basis achieve higher grades, enjoy school more, and develop more consistent work patterns making them more employable after leaving school.

Bellevue Elementary School starts at 8:45 a.m. The child's **parent or guardian must call the school by 9:30 a.m**. on the day of absence. **Parent or guardian can call the school 24/7 and leave a message on the attendance line 419-484-5052 or send a text stating student's name and the reason for their absence 419-318-9367.** If the school is not contacted, the school will make every effort to call the home before 12:00 noon. In the event it is not possible to make telephone contact, the principal will mail a letter to the parent or guardian each day the student is absent.

When students return from an absence, they must present their teacher with a **written** note explaining the absence. This excuse must include days missed, the reason the student was not in attendance, and must be signed by the parent or guardian. All students will be considered unexcused until the written notice is received.
Pupils may be legally excused for:

- Personal illness (a doctor's excuse may be required)
- Illness in a family (when your presence is required) including quarantine of the home
- Quarantine of the home
- Necessary work at home due to absence of incapacity of parent(s)/guardians(s)
- Death of a relative or close friend
- Observance of religious holidays (plan to attend services scheduled outside of school hours so that you will not be tardy or absent from school.)
- Limited amount of necessary work at home for maintenance of the home and family. (Family in this situation will refer to those people living in the same household as the student.)
- Professional appointments

A student may have an excused absence for medical reasons, such as personal illness or a medical visit, subject to the following rules. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to a recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic. A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. The following are other excused absences:

- Medical reasons accompanied by a note from a physician. **(Must be received within 5 days of absence**).
- Dental visits accompanied by a note from a dentist **(Must be received within 5 days of absence**).
- Court appearances with a note from an attorney or the clerk of courts
- Attendance at a funeral accompanied by a note from the parent/guardian
- Out of school suspension
- Other days as approved by the Principal

Truancy – an absence will be considered truant if:

- No phone call by parent/guardian is made the morning of the absence, and
- If no absence note is brought back by the student within two mornings of return.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.
In cases of extended absence from school, parents/guardians are encouraged to contact the school to obtain assignments for students. For an extended excused absence, the number of days to make up work will be at the discretion of the principal. It is the student's responsibility to request makeup work.

FAMILY VACATIONS

Vacation days are considered days of absence from school. Students may be excused for family vacations-not to exceed **five** school days during the entire school year, as long as the vacation days are taken among the first ten (10) days of absence of the school year. Advanced notice of vacation days should be submitted to the office one day (24 hours) before the planned absence. Completion of the missed work is the responsibility of the student.

TARDINESS

Practically all tardiness can be avoided. It can easily become a habit and will seriously affect a student's success in school, as well as, success in a future job. Accept the responsibility for prompt attendance to school. Oversleeping is not a valid excuse.

In case of tardiness to school or to class, students are to report to the office. Students will be considered tardy if not in their classroom when the tardy bell rings. Students should not loiter outside the classroom or in the restrooms, then rush to avoid being tardy.

Tardiness will result in no perfect attendance awards being given. After 60 minutes, the student will be marked absent.

CUSTODY

The law states that a certified copy of a child's custody order or decree or modification of an order or decree be added to the other admission documents to be presented by the pupil at the time of initial entry to school. It is the duty of the custodial parent/guardian to notify the school of custody arrangements resulting from a divorce, dissolution of marriage or other order pertaining to a child who is a pupil in a public or nonpublic school. Notification must be done by providing the person in charge of admission with a certified copy of the court appointed custody order.

It is extremely important that we have the above information on file in the school office. This information will assure that we are releasing a child to the proper person. All custody information will be kept confidential.

HEAD LICE

Head lice are found world-wide, anyone can get them. The American Academy of Pediatrics reports lice are spread during close, prolonged head-to-head contact.

If a student at school is found to have head lice, the parent/guardian will be notified and recommended treatment guidelines reviewed. The student will be sent home per the decision of the principal, school nurse, or other designated trained staff.

Treatment of Head Lice
o Consult your school nurse, pharmacist, health dept., or your healthcare provider for appropriate treatment.

o Hair must be carefully combed to remove nits (head lice eggs). A special comb is usually included with the shampoo you purchase. Nits may need to be removed with your fingers.

o Laundry – all clothing, sheets and linens used within the past 48 hours before treatment should be laundered. Clean or wipe off items, such as stuffed toys, headbands. Items that are able, such as combs and brushes, should be soaked in hot water (at least 130 degrees F) for 5-10 minutes.

o Vacuum all carpeted areas, beds and furniture thoroughly that may have been used in the past 48 hours before treatment. Sprays for furniture/ carpet are not effective and do not need to be purchased.

Return to school

Your child may return to school after completing appropriate treatment and no live lice are found. Students excluded from school because of head lice should complete the treatment and return to school the following day. Students absent more than two days in a row for this reason will be considered truant.

HEALTH AND IMMUNIZATION REQUIREMENTS

A child entering school in the state of Ohio is required to be immunized against specific diseases. The immunizations needed vary, depending on the child's grade level and current state guidelines.

Ohio law requires that no student will be admitted to school unless the parent/guardian presents written evidence of receiving the required immunizations, is in- process of being immunized, or has a formal waiver signed by the parent or legal guardian. This information is to be completed and at the school no later than the day of entrance. Students failing to meet these immunizations requirements within fourteen (14) days after entering school should be excluded until the requirements are met. (Ohio Revised Code 3313.671

Students already enrolled in school have their immunization records reviewed regularly by the school nurse. If your child is lacking in the necessary immunizations, the nurse will notify you. Many times, a mere communication problem exists between home and school. The child may have all the necessary immunizations, but the school has not received an updated record.

COMMUNICABLE ILLNESSES

A school nurse or public health nurse may examine any student suspected or reported to have a communicable disease. Upon recommendation of the school nurse, the student may be excluded from school. Readmission is dependent upon a decision of a healthcare provider, school nurse or public health nurse. Parents/guardians may be informed when a communicable disease occurs in their child's classroom or on the bus so that early signs or symptoms can be observed and appropriate preventative measures can be instituted.

ILLNESS OR ACCIDENT

If your child becomes ill or an accident of sufficient nature occurs making it necessary for the child to go home, you will be called. If you cannot be reached, we will call the person you designated on your Emergency Medical Authorization Card. Please designate an alternate who is accessible to the school in a short amount of time. Your child is served poorly by an alternate who is a great distance away.

Exclusion of sick children from school is the responsibility of the school administration. Transportation of sick children to their home is the responsibility of the parent/guardian.

Emergency contact information will be kept in Final Forms. **Please list two different numbers at which you or a designated person can be reached. Please keep the office informed of any changes.**

Any child with the following symptoms should not remain in school:

- Elevation of temperature within 24 hours (Temperature over 100.0 F)
- Vomiting within 24 hours
- Unexplained rash
- Red irritated eye with drainage

INSURANCE

Voluntary accident insurance is made available for parents/guardian to purchase for either school days or 24 hour coverage. The former is good only for the school year, while the latter covers the entire year. The school insurance policy is a supplementary insurance, which means that it provides limited amounts of benefits over and above any other insurance policy owned. Detailed information will be sent home with your child at the beginning of the school year.

MEDICATION

Ohio law and school policy prohibit school personnel from administering any kind of medication to students without proper written permission. If it is necessary for your child to take any medication at school (prescription or over-the-counter), a Medication Authorization Form must be completed. This form will specify the name of the medication, the dosage, the time for it to be taken, start/stop dates, the prescribing healthcare provider's signature and the parent/guardian's signature. Medication forms may be obtained in the school office and must be completed each school year or whenever a medication dosage or frequency changes.

A parent/guardian/or another designated adult needs to bring the medication to the school office.

No medication of any kind (prescription or over-the counter) should be in the students' possession. The only exceptions are emergency medications such as asthma inhalers or Epinephrine Autoinjectors after proper authorization for the student to carry this medicine is received from the healthcare provider on the appropriate form, parent/guardian's signature and approved by the school (po 5330). Certain emergency seizure medications may be carried if it is part of the student's seizure action plan and proper written authorization for the student to carry that medication is received from the healthcare provider, parent/guardian and approved by the school. (see policy po5337). In addition, a student with diabetes is permitted to possess on the student's self at all times all necessary supplies and equipment to perform diabetes care tasks (see po5336 for more information).

No medication will be given unless it is in its original container with the student's name. The dosage on the medication bottle and the medication authorization form must be the same. If medication is not in the original container and/or the form is not completed correctly, the medication will not be given that day.

A record of the administration of medication will be kept on file.

A parent/guardian will pick up all medication within a week of discontinuing or at the end of the school year or it will be destroyed.

MISSING AND ABSENT CHILDREN

The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

At the time of a child's entry to school, the parent or legal guardian will present to the person in charge of admission a copy of the child's certificate of birth and copies of those records pertaining to the child maintained by the school that the child most recently attended. If the appropriate documents are not received within two weeks, the principal will notify the proper authorities of the possibility that the student may be a missing child.

The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The school district staff will provide assistance to parents and guardians with this responsibility.

STARTING AGE/KINDERGARTEN

According to state law, all children must turn five years of age by the first day of school to be enrolled.

TELEPHONE MESSAGES

The office telephones are not to be used by students except for school business or for an emergency. In cases of illness or emergency, the office personnel will make the necessary calls. For this reason, children are discouraged from calling home for forgotten items. We appreciate your support in helping youngsters accept responsibility for their work and supplies.

TORNADO AND FIRE DRILLS

By law, we will conduct monthly fire drills and tornado drills during tornado season. These drills are handled in a manner to simulate the real situation to ensure pupil safety in the event that such an emergency would occur. Pupil cooperation is demanded and discipline will be strict. Emergency procedures and areas have been designated according to the Ohio Fire Marshall and are posted in each room throughout the school.

VISITORS TO THE BUILDING

Anyone entering the school building ***must report and sign in at the Principal's Office.*** We will see that any materials brought in are delivered to students at an appropriate time in their schedule. We will also see that students are called to the office if needed. These procedures help ensure a minimal amount of interruptions during instructional time.

If you need to talk to a teacher, please email, call or send a note to the teacher to schedule an appointment. This method will allow the teacher to set aside an appropriate amount of time to meet with you and will avoid interrupting classroom instructional time.

WITHDRAWALS

Parents/guardians who have a child transferring to another school should inform the school office so the proper credentials may be prepared. We must receive parental/guardian permission for release of records before anything will be sent to any school. All materials belonging to the school must be returned before departure. All fee obligations must be paid before release of records.

TRANSPORTATION OF STUDENTS

BUS RULES

The Bellevue Transportation Department is continuing to strive for excellence. Our major goals are safety, fiscal responsibility and customer service.

SCHEDULES AND ROUTES

The bus routes have been designed to promote the safest and most efficient transportation to and from school. Pupils are to ride only the bus(s) to which they have been assigned. Bellevue City Schools will transport to an approved babysitting location (**Alternate pick up and drop off site must be requested in Final Forms).**

School bus drivers, if on schedule or behind schedule cannot wait for tardy students. **Students must be at their designated stop location 5 minutes prior to the scheduled bus arrival time.**

Students will only be allowed to ride their assigned bus(s). Emergency requests must be made by the parent/guardian to the transportation department as a one-time emergency location drop off. Emergency bus arrangements will only be approved if space is available. The Bellevue City School District does **not** transport students to after-school employment or commercially operated daycares outside of the child's school attendance area.

***Please check out our free Parent App: "Here Comes the Bus". It allows for parents to be notified when the bus is arriving! ***

Students are assigned a bus tag at the beginning of each school year. They will need this tag to ride the school bus. They will scan on and off the bus. This works in unison with "Here Comes the Bus". It allows parents and school staff to know when and where each child is picked up and dropped off an additional safety feature. Please attach these tags to the book bags so that they have them every day.

AUTHORITY OF DRIVERS

While being transported on a Bellevue City Schools' bus, the students are under the authority of the bus driver, who is responsible for the orderly conduct and safety of all riders. The driver has the authority to enforce all of the rules and regulations as described.

RIDING THE BUS

No student is permitted to stand while riding a school bus. When there are three students to a seat, it is important to share the space. Students will have assigned seats. Students are not to move from their seat unless instructed to do so.

LOADING

Students will wait for the bus in a place of safety, designated by the driver, approximately 30 feet away from the roadway. Students will line up single-file and board the bus in an orderly manner, going immediately to their seat so that the bus will not be delayed and others may board. Students are not permitted to stand or kneel on seats or sit on the seat backs, as an injury can occur if the bus stops suddenly, and it also damages the seat safety cushions.

UNLOADING

When arriving at school, students will remain seated until instructed by the driver to move. When preparing to leave the bus at the home destination, students will move to a front seat one stop prior to their stop. Stand only after the bus comes to a complete stop.

CROSSING THE ROADWAY

When it is necessary to cross the street or road before getting on or getting off the bus, the student must cross at least ten (10) feet in front of the bus. Always wait for the bus driver's signal to cross the street or road, as the bus driver is in a position to see traffic in both directions. After the bus driver signals the student to cross, look in both directions before moving into a traffic lane. Remember, if the driver sounds the horn, it means **DANGER! CHECK TRAFFIC!**

When they reach the **designated point of safety** (assigned to them by the driver) they are to **remain there until the bus leaves the area**. This is required by law of all students and will be enforced for their safety.

EMERGENCY EVACUATIONS

The bus driver will hold practice drills for emergency evacuations. To insure the student's safety, the students must become familiar with proper procedures. If a student cannot participate in a practice drill, a parent/guardian must send in a written letter to the school office.

CONDUCT ON THE BUS

Remember that riding the bus is a privilege granted to you.

The bus is viewed as an extension of the classroom and conduct should be similar.

Profanity or obscene language and gestures will not be tolerated on the bus. Use of such language or gestures will be considered serious enough misconduct to have your riding privileges suspended.

Sexual Harassment is an activity of a sexual nature which is unwarranted or unwelcome, including but not limited to unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions or unwanted bodily contact. Students who believe they have experienced any form of sexual harassment should report this conduct immediately to the bus driver, principal or assistant principal who will conduct an investigation and if required, take appropriate remedial action.

Students ARE PERMITTED to possess "personal communication devices" including iPad devices, electronic readers, and cell phones. They must be kept on silent during the bus ride. The student is responsible for the electronic device, the Board is not responsible for preventing theft, loss, damage, or vandalism brought onto its property. Pictures, video, or audio may not be taken. If an electronic device is used in an inappropriate manner or emits a sound, consequences may range from a warning, detention, in School, Out of School Suspension, and/or the parent/guardian may also be required to pick up the electronic device at school. The administration may also refer matters to law enforcement if the violation involves an illegal activity (child pornography). Consequences will be progressive the administration and or Bus Driver reserves the right to revoke this privilege at any time throughout the school year.

Eating, drinking, lighting matches, smoking, spitting, or littering the bus floor with any material is not permitted.

Spraying of perfume, deodorants, sanitizer, hair and body spray is prohibited on the bus.

Windows may be opened with permission from your driver. Do not extend any part of your body or any other objects out of a bus window at any time. Close your window when instructed by your driver. Throwing any object from a motor vehicle is prohibited by law.

Absolute quiet must be observed while approaching, stopped and crossing all railroad tracks.

The parents of students that have done damage to a school bus will be billed for repair costs (e.g., damage to seat covers by pencils, graffiti and cutting).

Continued or serious misconduct, or refusal to obey a driver's instructions, shall be sufficient reason for refusing transportation services to any students.

BEHAVIORS THAT CREATE AN UNSAFE DISTRACTING ENVIRONMENT FOR THE DRIVER TO SAFELY DRIVE THE BUS WILL NOT BE TOLERATED.

Transportation conduct/behavior guidelines and rules apply to all field trips.

FORBIDDEN CARGO

- No glass containers, bottles, helium balloons, skateboards, or fragile items may be carried on the bus (lunch thermos bottles are acceptable).
- Personal headphones/earbuds/cellphones are allowed only if permitted by your bus driver. They must be played as not to disturb others; lost items are not the responsibility of the driver.
- Trading cards, toys, etc. are to be kept in the book bags. These items have proven to be a problem on the buses between children.
- No laser pointers can be used on the bus
- The transportation or carrying of firearms or any other weapons or explosives on a school bus is prohibited by law.
- Animals are also prohibited, with the exception of those intended for special needs assistance.
- Sharp or pointed school supply items (pens, pencils, compasses, etc.) should be carried in a closed container and are not to be used while en route.

- Please arrange another means of transportation if you must bring any large fragile, or forbidden cargo to school. Packages, large school projects or large musical instruments may not be transported due to insufficient space.

SCHOOL BUS DISCIPLINE PROCEDURE

1. When a student is referred to the administrator's office, he or she may receive a warning and contact be made with the parents or guardian.
2. The second time the student is referred to the administrator's office, he or she is subject to detention or suspension from riding the school bus. A letter is sent home notifying the parents or guardian of the suspension period.
3. When a student is referred to the administrator's office for the third time, he or she will be subject to suspension from riding the school bus for a longer period of time, up to the remainder of the semester. Parents or guardian are again notified by the school office.

NOTE: In some instances, a student may be subject to dismissal from riding the school bus without notice, or on the 1st offense. Examples of such incidents are as follows:

1.If a student strikes, attempts to strike, or threatens a bus driver/aide.
2. If a student cuts seats or otherwise damages the bus.
3. If a student is fighting with, injures, or presents a danger to other students.
4. If a student uses or dispenses tobacco, alcohol, vaping or drugs.
5. If a student lights a fire or is playing with matches or a lighter.
6. If a student brings a weapon or explosive on the bus.
7. If a child touches another child inappropriately.

Right to Appeal—Disciplinary actions resulting in suspension are accompanied by the right to appeal

Bellevue City Schools Transportation Department may provide transportation to/from an alternate location, provided there is room available on the route and the following guidelines are met:

1. Alternate location requests must be made in FINAL FORMS, TRANSPORTATION TAB. (This applies to all daycare requests as well).

2. The alternate location is consistent five days per week for the morning and afternoon. Alternate locations will remain the same for at least one semester. Example: Student may be transported from one location to school in the a.m. and from school to another location in the p.m.

3. The alternate location is along a regularly scheduled route at a regularly scheduled stop.

4. The alternate location must be within the same school attendance area for which the student is assigned. Although your school bus drivers train extensively and are experienced in the many different facets of pupil transportation, they need the cooperation and assistance of both students and parents/guardians to ensure the safest trip possible.

A MESSAGE TO PARENTS/GUARDIANS

Bellevue City Schools Transportation Department may provide transportation to/from an alternate location, provided there is room available on the route and the following guidelines are met:

1. Alternate location requests must be made in FinalForms, Transportation Tab. (This applies to all daycare requests). These forms are available at the school offices as well as the Board of Education office located at 125 North Street; Bellevue.

2. The alternate location is consistent five days per week for the morning and afternoon. Alternate locations will remain the same for at least one semester. Example: Student may be transported from one location to school in the a.m. and from school to another location in the p.m.
3. The alternate location is along a regularly scheduled route at a regularly scheduled stop.
4. The alternate location must be within the same school attendance area for which the student is assigned.

Although your school bus drivers train extensively and are experienced in the many different facets of pupil transportation, they need the cooperation and assistance of both students and parents/guardians to ensure the safest trip possible.

Please take a few minutes to review this pamphlet with your children. It contains information that will assist students in learning their rules and responsibilities in transportation safety.

SAFETY TIPS FOR PARENTS/GUARDIANS

- Stop your vehicle for school buses with red lights flashing…even in the schoolyard!
- Make sure your children get to the school bus stop in plenty of time. Be at the stop 5 minutes before your scheduled time.
- Discourage loosely fitted or baggy clothing that can get caught in handrails, in swing doors, or on seats.
- The most dangerous area is at the loading and unloading areas. Instruct your children to avoid horseplay and to stay back away from the bus until it is okay to board.
- Instruct your children to remain seated while on the bus, and avoid horseplay or being exceptionally noisy.
- Don't buy student raincoats that are yellow, buy another color. The yellow raincoat has a tendency to blend with the yellow school bus, making it hard for motorists to see the student.
- The school zone speed limit is 20 miles per hour.
- Teach your children to STOP and look before hurrying away from the bus as they exit at the end of the day.
- If you meet your child at the bus stop after school, wait on the side where the child will be dropped off, not across the street.
- Do not run alongside the bus when the bus is moving. Wait until the bus stops; then walk to the door and board the bus in an orderly manner. Do not push or shove.

***We ask that you discuss with your child the importance of safety of both inside and outside of the school bus. Please stress the danger involved when walking or playing behind, at the sides, or close to the front of any vehicle. Familiarity with the items in this pamphlet will help make everyone's ride safer and more convenient.**

CAFETERIA PROCEDURES

A cafeteria is provided in the school. Parents/guardians may choose to have their student eat a school lunch or pack a lunch. A student may purchase milk. It is the responsibility of the parent/guardian to see that the student has a packed lunch or has money to purchase a lunch. Bellevue City Schools food service department is self-supporting.

Elementary students may charge up to 3 times. This will be a student can charge meals up to $50. After $50 is charged the student will be offered an alternative meal that they will also be charged for. No a la carte charging, this includes milk.

You can keep track of your child's spending and account balance by signing up at www.k12paymentcenter.com This should be www.payschoolscentral.com

Cafeteria prices will be established and published at the beginning of each year. Free and reduced priced meals are available to families who qualify. Information about the program may be obtained in the school office. You can also apply for free/reduced lunch at lunchapplication.com This should be www.payschoolscentral.com

Lactose free milk is available. Students are expected to eat only their own breakfasts/lunches. Students are not allowed to share or trade food.

Please feel free to call Jackie Hess with any questions or concerns. 419-484-5190.

Parents/guardians should bring forgotten lunches or lunch money to the school office. Please do not disturb the child's classroom. Students may go home for lunch but only with written parent/guardian permission.

CAFETERIA RULES

1. Students are encouraged to wash their hands or use sanitizer before entering the cafeteria.
2. Students should follow instructions of the school cafeteria monitor/supervisor.
3. **NO FOOD IS TO BE PASSED FROM STUDENT TO STUDENT.**
4. Students will remain at their table until the person on duty gives them permission to take their tray to the cleaning station.
5. There is no throwing of food or trash. No food or straws are to be taken out of the cafeteria.
6. The floor and tables must be cleared of paper and scraps before the students are excused.
7. While eating, students are required to help maintain a pleasant atmosphere, good table manners and a reasonable noise level are expected.
8. When the students are finished eating, they will be excused by the lunch room supervisor/monitor.
9. Improper conduct in the cafeteria will result in a consequence.
10. Soft drinks and/or energy drinks are not part of a nutritious meal and therefore must not be included in lunches.

PLAYGROUND SAFETY RULES

1. Follow posted rules.
2. Always follow directions of supervisors.
3. Play on equipment appropriately.
4. Never leave designated playground area without permission.

STATEMENT OF SEXUAL HARASSMENT

The Bellevue City School District is committed to eliminating and preventing sexual harassment from all schools and facilities. Sexual harassment is improper, immoral, illegal, and will not be tolerated within the district. This policy is implemented to inform students as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district.

I. DEFINITION OF SEXUAL HARASSMENT

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

A. Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
B. Explicitly or implicitly offering employment benefits in exchange for sexual favors.

C. Making or threatening reprisals after a negative response to sexual advances.
D. Nonverbal conduct: leering, making sexual gestures; displaying sexually suggestive objects, pictures, cartoons or posters.
E. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
`F. Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
G. Physical conduct: touching, assault, impeding or blocking movement.

This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular, as well as legal, usage.

II. WHAT TO DO IF YOU ARE SEXUALLY HARASSED

When unwelcome activities described above of a milder nature occur, the best thing to do is to say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, then recourse for students should be sought through the counseling office, the Principal's office, or the Title IX Coordinator.

If any student is subjected to behavior which they consider sexual harassment, students are to promptly notify either a principal or the Title IX Coordinator within the district. The student will be asked to put the complaint in writing and an investigation will be made into the matter. An investigation will be made by impartial and neutral people and appropriate sanctions will be imposed against any student who is found to have engaged in sexual harassment, while on or about district property, or in relation to some district activity. The investigation will include interviewing the alleged victim, alleged harasser, eyewitnesses, and corroborative witness.
In addition to making the complaint with the District office, students also have the right to file complaints with the EEOC.

If for some reason or another, the student believes that this policy will not work in their situation, he/she should discuss the matter with the Title IX Coordinator or Superintendent.

ANTI-HAZING POLICY

It is the policy of the Bellevue City Board of Education and school district that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leader of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another to do any act of initiation into any student group or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

ANTI-BULLYING

Bullying is an intentional written, verbal or physical act that a student has exhibited towards another particular student more than once and the behavior causes both mental and/or physical harm to the other student and is sufficiently severe, persistent or pervasive that creates an intimidating, threatening, or abusive educational environment for the other student.

Permission, consent or assumption of risk by an individual subjected to bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher, or other employee of the District shall encourage, permit, condone, or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage, or engage in any bullying.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary actions, and may be liable for civil and criminal penalties in accordance with Ohio law.

STUDENT BEHAVIOR

Students with behavioral issues, including failure to work satisfactorily and/or repeating a subject/grade will be referred to the Intervention Assistance Team for review and may be placed with another teacher.

STUDENT CONDUCT CODE

There exists, on the part of the students in the elementary schools, the obligation of obedience to lawful commands, subordination, civil deportment, and respect for the rights of other students and employees of the district. This code is to ensure that an individual will not disrupt or deprive others of being educated. The items of this code are inclusive for all students when under the authority of school personnel during a school activity, function, or even whether on the property, owned, rented, or maintained by the Bellevue City Board of Education or property owned, rented, or maintained by another party. This code is also in effect while walking or being transported to or from school by bus or automobile. All members of the school community should treat each other with respect at all times in all places. This code shall also be inclusive for the right to exercise authority and for the personal and property protection of administrators, teachers, librarians, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, or other authorized school personnel.

A violation of any of the following rules may result in disciplinary action, including detention, Saturday school, emergency removal, in-school suspension, out of school suspension, alternative school, expulsion; or removal from class, extra-curricular activities, or the premises.

A student shall be held in violation of this code when evidence proves participation in the following examples of gross misconduct.

1. Assault of a Student or Fighting

A student shall not knowingly cause physical harm to another student, or behave in such a way that could cause serious physical harm to another student: (ORC 2903.13). Students are responsible to resolve personal conflicts in a mature manner. This can be accomplished through discussion with your assigned counselor or administrator or through peer mediation. Fighting includes engaging in physical (i.e. pushing, shoving, slapping, kicking, punching etc.) or verbally abusive or provocative activities (to incite, to anger, to stir up) or conduct towards another person, which lead to harm to any other person or bystander.

2. Disrespect and/or Defiance of School Personnel Authority or Another Student or Insubordination

All school personnel will be addressed in a proper manner. Mr., Mrs., Ms., or Miss is the proper form of address. Students talking back, arguing, or making any disrespectful comments directed at or about staff members and/or students will not be tolerated. A student will be insubordinate by disregarding or refusing to obey reasonable requests or directions given by school personnel.

3. Assault/Threatening a Student/Staff Member

A student shall not knowingly by word or action cause or attempt to cause physical harm to a fellow student or staff member (ORC 2903.13). Violation of this rule may result in suspension and recommendation for expulsion. Students will be expected

to respect all students/staff members and administrators who work at Bellevue City Schools. Students found harassing, abusing and vandalizing staff personnel or property will be disciplined. Police may be contacted.

4. Bullying
Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve: teasing, threats, intimidation, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual/religious/racial harassment, public humiliation, or destruction of property.

5. Disruptive Behavior
Students are expected to demonstrate positive behaviors that are conducive to a good learning environment throughout the school day. Students will not act or urge other students or persons to act in such a way as to cause disruption or obstruction of any lawful mission, process, or function of the education process, including and not limited to curricular and extra-curricular activities.

6. Electronic Devices
Electronic devices may be brought to school but must be turned off during the school day. Any electronic device including but not limited to cell phones, CD/DVD players, handhelds, iPods, mp3 players, laser pointers, or pagers that are visible, causing disruption or being used during the school day will be confiscated and ONLY returned to the parent/guardian.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action and / or confiscation of the cellular telephone or ECD. If the cellular telephone or ECD is confiscated, it will be released / returned to the student's parent /guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography). The student who possesses a cellular telephone or ECD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property. Parents / guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

7. Tobacco, Narcotics, Alcoholic Beverages, Drugs and Counterfeit Controlled Substances
A student will not possess, use, transmit, conceal or be under the influence of any alcoholic beverage, dangerous drug, narcotic, mind-altering substance, or "look-alike" drugs. Likewise, no student will possess, use, transmit or conceal any tobacco product, including any nicotine based products and/or any form of e-cigarettes, on school property or within sight of the school.

8. Failure to Accept Assigned Discipline
Detentions are assigned to students as a measure to correct inappropriate behavior. Students failing to serve detentions on specifically assigned dates shall be held responsible and this infraction could lead to possible suspension.

9. Show of Affection or Sexual Misconduct
Students will not engage in public displays of affection. Students will not engage in any sexual contact or conduct while on school premises or attending any school event or function (including buses).

10. Sexual Harassment
Sexual harassment is any activity of a sexual nature which is unwarranted or unwelcome, including but not limited to unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, and pressure to engage in sexual activity, repeated propositions or unwanted bodily contact. Students who believes they have experienced any form of sexual harassment should report this conduct immediately to the building principal or assistant principal who will conduct an investigation and, if required, take appropriate remedial action.

11. Leaving the School Building Without Permission

A student will not leave the school building before the hour of dismissal except where school policy otherwise provides or without first obtaining the consent of the appropriate school administrator.

12. Use of Profane, Vulgar, or Abusive Language or Gestures
A student will not use profane, vulgar, abusive language or gestures.

13. Hazing
Bellevue City Schools prohibits hazing at school or any school sponsored event or trip. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. (ORC 2093.31)

14. Frightening, Degrading, and Disgraceful Acts
A student or group of students will not engage in nor encourage any other student to engage in behavior that injures, disgraces or degrades any person. Prohibited behavior includes, but is not limited to, slurs, epithets, profanities, threats, jokes or other verbal or physical conduct based on a person's race, national origin, religion, disability, gender, sexual orientation, or age.

15. Forgery
A student will not be engaged in the act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other date on school forms, or correspondence directed to the school.

16. Gambling
A student will not be involved in the act of illegal gambling for money or valuables.

17. Shakedown and/or Strong Arm
A student will not be involved in the act of extortion or borrowing or attempting to borrow any money or thing of value from a person in the school, upon a Board of Education owned vehicle, or in attendance at a Board of Education sponsored and supervised activity, unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

18. Academic Dishonesty
Under no circumstance will one student obtain and/or use the work of another student, or misuse copyrighted materials on an assignment. It is equally dishonest for a student to provide information or work to another student who knowingly takes credit for such work or information.

19. Dishonesty
A student will not misrepresent the truth either orally or in writing. Students will be expected to cooperate and to be honest concerning violation of the Code of Conduct that takes place at Bellevue City Schools. Students shall not give or assist in giving false or fictitious accounts to any police official, fire official, school official or other person acting in an official and lawful capacity.

20. Unauthorized Sale or Distribution
A student will not be involved with the act of selling or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on property owned by the Board of Education.

21. Inciting Others To Violence or Disruption
A student will not with words, acts, or deeds directly incite others to commit violence or disrupt the atmosphere of order and discipline necessary for effective learning.

22. Repeated Use of Inappropriate Dress
A student will not repeatedly dress or appear in a fashion deemed inappropriate because it interferes with either the student's health and welfare or that of other students, or causes disruption or directly interferes with the educational process.

23. Truancy

A student will not be truant from school for part or all of a day. This includes unexcused absences from a study hall, class, or any other properly assigned activity and excessive tardiness.

24. Trespassing on School Property
Students will only be permitted on school property to attend classes or other school activities. Students under suspension will only be permitted on school property with prior approval of school authorities. Any students found on school property without authorization, shall be considered trespassers and subject to prosecution.

25. Potentially Dangerous Objects
Students will be expected to keep all dangerous weapons or dangerous instruments, as identified by the law, off school property. A student shall not possess, handle, transmit, or conceal any weapon, explosive device, or an object that a reasonable person might consider capable of harming a person or property (i.e. pocket knives, sharp metal objects, laser devices, or foreign objects such as tools that could be used to inflict harm or damage property; "look-a-like" weapons; lighters; etc.) (ORC 2923.11) Misuse of any object or material in an unsafe manner may result in disciplinary action.

26. Vandalism or Damage to Personal, Private, or School Property
Students will respect the personal property of all students and staff. Students will respect the public property owned by the community and the Bellevue Board of Education. A student will not cause or attempt to cause damage to or deface the property of others or public property owned by the community and the Bellevue Board of Education. In accordance with ORC 2090.05, parents/guardians and students involved may be liable for payment for the cost to repair or replace any such property damage caused by their children.

27. Theft of Property
A student will not take or attempt to take into his/her possession property of another.

28. False Alarm (i.e. Fire, Bomb, 911)
A student will not attempt to disrupt school in any manner by illegally pulling or attempting to pull a fire alarm, falsely calling emergency 911, or making a bomb, chemical, biological, or any threat that causes the evacuation of the school building. Violation of this will result in disciplinary action (including expulsion) and charges filed with legal authorities.

29. School Bus Rules and Regulations
All students are expected to abide by the rules of conduct established for the use of bus transportation. These rules apply to regularly scheduled bus runs plus extra curricular activities and field trips, including athletic transportation

30. Gang Activity

A student shall not engage in gang activity. A gang is any identifiable group or club or individuals that exists without the sponsorship of the school or the sponsorship of any recognized adult community or civic organization and that has no acceptable social goals; or has been identified by a law enforcement agency as being involved in criminal or antisocial behavior or activities.

31. Technological Interference

A student shall not attempt to gain unauthorized access, disrupt, delete data, change data, circumvent filters, plant virus, download prohibited materials or engage in any other illegal act through the use of the School District's District wide computer system, including but not limited to such items as emails and World Wide Web.

32. Repeated Violations
A student will not repeatedly refuse to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principal, assistant principal, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

33. Failure to Follow School Rules and Policies

In recognition that any list of prohibited conduct cannot encompass every conceivable action, which may properly be subject to discipline, the authority to administer discipline for conduct not specifically set forth will be at the discretion of the administrator.

DISCIPLINARY PROCESS AND PROCEDURES

Discipline is the shared responsibility of students, parents/guardians, and school employees. ORC 3313.20, 3313.66, and 3319.41 and Board of Education Policy states that school authorities may take disciplinary action with any student whose conduct at any time or in any place interferes with or obstructs the mission of the school district or the safety or welfare of students or employees. The disciplinary actions will fit the specific code violations depending upon the severity of the offense.

ZERO TOLERANCE PHILOSOPHY: Students are expected to demonstrate responsible, respectful behavior at all times. The School District has "zero tolerance" of violent, disruptive, intimidating or any other inappropriate behavior by its students. Students are required to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel.

EMERGENCY REMOVAL: Students may be removed from the school setting without the formal suspension and expulsion procedures when it is determined that their presence poses continuing danger to persons or property or an on-going threat of disrupting the academic process. A student so removed may be suspended and/or expelled through a due process hearing, which must be held within 72 hours after removal. ORC 3313.66(C)

STUDENT SUSPENSION: The Superintendent, principal, or assistant principal/associate principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be for more than 10 school days.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year. The guidelines listed below will be followed for all suspensions, including those of in-school suspension.

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.

2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.

(Suspension may be invoked immediately after steps 1 and 2 above only if there is an immediate risk or harm to person or property.)

3. Every reasonable attempt will be made to notify parents/guardians by telephone when a suspension is issued.

4. Within 24 hours, a letter will be sent by U. S. mail to the parent/guardian stating the specific reasons for the suspension and including notice of their right to appeal such action. (Each student has the right to be represented at the appeal hearing by a representative of choice.)

5. Notice of this suspension will be sent to the
   A. Superintendent
   B. Treasurer
   C. Student's school record (not for inclusion in the permanent record).

6. Permanent Exclusion: If the offense is one for which the District may seek permanent exclusion, the notice will contain that information.

APPEAL PROCEDURE: Should a student who is 18 or older or a student's parent/guardian choose to appeal the suspension, they must do so within three days of the notice of suspension. The procedure for such will be provided in procedures approved

by the Board. All witnesses are sworn and a verbatim record will be kept of the hearing which will be conducted by the Superintendent or superintendent's designee. The record shall not be reduced to writing except at the request, cost and arrangement of the party requesting the written record.

Upon review the Board or its designee shall reach the decision and provide written notice to the parent/guardian within five (5) school days following the hearing and may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety.

APPEAL TO THE COURT: Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

OUT OF SCHOOL SUSPENSION GUIDELINES: Students will not attend school or any school related activities on the assigned days of suspension.

Students are not permitted on any school property; any student who violates this guideline shall be subject to trespassing charges and further disciplinary consequences.

Students shall not be in the vicinity of or be on school grounds.

The parent/guardian is encouraged to keep their child at home during the suspension.

Credit may be given for worked missed due to out-of-school suspension provided the student completes and submits all required assignments upon return to school.

EXPULSIONS: Expulsion is defined as a removal of a student from school curricular activities and the denial of the opportunity of a student to participate in extracurricular activities for a period of time up to eighty (80) days. The Superintendent authorizes an expulsion.

The Ohio Revised Code provides that a superintendent may expel a pupil from school not to exceed eighty (80) school days. The expulsion may extend into the following school year/semester. Students expelled for more than twenty (20) days may be requested to participate in community service.

A student will be given a written notice of the intent to expel which includes the specific reason(s) for the action. The parent/guardian will be advised of the intended action by telephone, when possible, and a copy of the notice is mailed within 24 hours which informs the student and the parent/guardian of:

- A formal hearing scheduled to be conducted not sooner than three days nor later than five days from the date of the notice to expel
- The time and place of the hearing
- The reason(s) for the intended expulsion
- The right of the student or the parent/guardian to challenge the reason(s) for the intended expulsion or explain the student's actions
- The right to be represented at the hearing by a representative of choice

Although a student does not receive credit for work missed during an expulsion, the student is encouraged to complete assignments to keep up with the class.

PERMANENT EXCLUSION: If the offense is one for which the District may seek permanent exclusion, the notice will contain that information.

PHYSICAL RESTRAINT: ORC 3319.41 specifies that: A person employed or engaged as a staff member, teacher, principal, or administrator in school, whether public or private, may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within control of the pupil, for the purpose of self defense, or for the protection of persons or property.

POLICE INVOLVEMENT—QUESTIONING STUDENTS: The Bellevue City School District shall cooperate with law enforcement agencies in the conduct of their investigation providing that due consideration is given to protecting the rights of students and parents/guardians.

INTERROGATIONS AND SEARCHES: The District has responsibility for the control and management of the students during the school day and hours of approved extracurricular activities. The right of inspection of students' school lockers or articles carried upon their persons and the interrogation of an individual student is an inherent authority granted to school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce the safety and security of persons and their property within the area of the school's responsibility. The rules apply to the search of school property assigned to a student (lock, desk, etc.) and the seizure of items in his/her possession.

General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.

A general inspection of school properties such as lockers, desks, etc. may be conducted on a regular basis. During these inspections, items which are school property may be collected (example: overdue library books).

Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Principals and their designees are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student where there is a reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules.

A law enforcement agency is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises; however, when there is reason to believe that any item might pose an immediate threat to the safety or security of others a search may be conducted without a previously issued warrant.

GRIEVANCE PROCEDURES

If any person believes that the Bellevue City School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act, he/she may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinators. Title IX: Jacquline Montgomery, John Bollinger; Title VI, Section 504: Director of Student Services. An individual may file a complaint with the U.S. Department of Education's Office for Civil Rights:

U.S. Department of Education
Office for Civil Rights
Cleveland Office
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
(216) 522-4970
FAX: (216) 522-2573
TDD: (800) 877-8339

E-mail: ORC.Cleveland@ed.gov
Web: http//www.ed.gov/ocr

STUDENT DRESS CODE

Good taste, common sense, and cleanliness in the type of clothing worn and in the manner of grooming are of prime importance in determining appropriateness for school.

A. Slacks, jeans, shorts that are clean, without obvious holes, fit properly and are appropriate for school may be worn.
B. Shirts, blouses, T-shirts, or sweaters that are clean, serviceable, and fit properly are to be worn. Bare midriffs, halter tops, and T-shirts with spaghetti straps are not allowable. Sleeveless shirts, tank tops or blouses must be worn in good taste.
C. Shorts, skirts and dresses must be of reasonable length.
D. Shoes with backs are to be worn at all times. Flip-flops are not allowed.
E. Obscene or suggestive lettering and/or pictures on wearing apparel are not permitted. T-shirts or other apparel that contains reference to or advertises tobacco, alcohol, or drug themes are not permitted.
F. Hats, caps, and bandannas are not to be worn in the building.
G. Extreme hair fashions, as deemed inappropriate by the principal, will not be permitted.
H. Violation of the Dress Code policy: The school administration has the authority and will make the final interpretation of these guidelines. Students who miss class time to correct a dress code violation will have their absence from school unexcused.

TOBACCO, ALCOHOL, AND OTHER DRUGS

Distributing Alcohol/Drugs or Look-Alike Counterfeit Drugs

A. First Violation
- Ten (10) days out-of-school suspension and
- Recommend expulsion (may be readmitted to school after completing alcohol/drug assessment and following recommendations)

Possessing, Using, or Under the Influence of Alcohol/Drugs, Drug Paraphernalia, or Look-Alike Counterfeit Drugs

B. Additional Violations
- Ten (10) days out-of-school suspension and recommended expulsion.

Possessing or Using Tobacco

A. First Violation
- A-1 Three (3) days out-of-school suspension or
- A-2 Three (3) days out-of-school suspension reduced to one (1) day out-of-school suspension with attendance at an anti-smoking seminar. (Noncompliance with option A-2 will results in the reinstatement of A-1)

B. Second Violation
- Five (5) days out-of-school suspension

C. Third Violation
- Ten (10) days out-of-school suspension and recommended expulsion.

DUE PROCESS

Students have a clearly established means by which due process is available for the protection of the individual's rights. Due process procedures will be enforced in a manner which involves an opportunity to be heard at a reasonable time and in a meaningful manner and the right to a speedy and impartial hearing on the merits of the case. Specific due process appeal procedures are addressed in their respective sections of this handbook.

SPECIAL SERVICES

ASSEMBLIES

Assembly programs and films are provided on various occasions during the school year. Programs secured are selected on the basis of educational value and interesting subjects for the students.

ACCEPTABLE USE POLICY

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District;s educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students; personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.) Nothing herein , however, shall infringe on students; First Amendment rights. Because its Information &Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study and research related to the curriculum, it is impossible to

prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), when significant portions of student education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or Technology Coordinator may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.
Parents are advised that a determined user may be able to gain access to online content and /or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.
Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:
A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
B. the dangers inherent with the online disclosure of personally identifiable information
C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data
mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
D. unauthorized disclosure, use, and dissemination of personally- identifiable information regarding minors
Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a District provided school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services/apps.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Use of Artificial Intelligence/Natural Language Processing Tools For School Work
Students are required to rely on their own knowledge, skills and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools is strictly prohibited for the completion of
school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the Ai/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:
A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
B. Data Analysis: AI/NLP tools can be used to help students analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments - e.g., scientific experiments and marketing research.
C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in different languages.

D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand

written materials. For example, text-to-speech software cand help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools cand help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and /or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific assignment, they should ask their teacher.
Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.
The Board designates the Superintendent and Technology Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

MEDIA CENTER

A central media center has been established in the elementary school. Grades K-5 visit the media center on a regular basis. Students have access to books, magazines, and reference books in the media center. If a student loses or damages a book, he/she must pay the repair or replacement cost for that book.

NEWSLETTER

Newsletters are to inform parents/guardians and students of what is going on at school and to announce upcoming events.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS FRAMEWORK

Bellevue Elementary is a PBIS school in accordance with R.C. 3319.46 and A.C. 3301-35-15. The PBIS framework involves comprehensive, school-wide data systems that enable monitoring of academic progress, behavioral incidents, attendance, and other critical indicators across classrooms. The administration is encouraged to use data-based decision-making to select, monitor, and evaluate outcomes, practices, and systems. The PBIS framework further involves a school-wide investment in evidence-based curricula and effective instructional strategies, matched to students' needs, and data to support teachers' academic instruction. Evidence-based practices along a multi-tiered continuum of supports will be used. The PBIS framework will further focus on improving staff climate and culture regarding the role of discipline in the classroom by using positive and proactive communication and staff recognition. Finally, classroom practices shall be linked to and aligned with the school-wide system so progress monitoring can occur with fidelity and target outcomes. The PBIS framework will strive to enable accurate and sustainable implementation of practices.

As part of its implementation of the PBIS framework, the District will provide Student Personnel with appropriate professional development, engage in explicit instruction of school-wide behavior expectation, employ consistent systems of acknowledging and correcting behavior, create teaching environments designed to eliminate behavior triggers, and promote family and community involvement.

The PBIS framework shall apply to all students and staff, and in all settings. It shall include: school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific behaviors occur; functional behavior assessments that include: review of existing data;interviews with parents, family members, and students; and examination of

previous and existing behavior intervention plans; development and implementation of positive behavior interventions and supports and the teaching of appropriate behavior including: modification of environmental factors that escalate inappropriate behavior; supporting the attainment of appropriate behavior; and use of de-escalation techniques to defuse potentially violent dangerous behavior.

SPECIAL AREA TEACHERS

Providing a well-rounded education requires the services of many people. We have an instrumental music teacher for all sections of Grade 5. We also have a physical education teacher, art teacher and general music instructor for Grades K-5. In addition to the services provided by these instructors, we have the services of a speech and language therapist, school psychologist, Title I reading teacher, a school nurse, a gifted intervention specialist, a district social worker, and a guidance counselor.

District programs for students with special needs, are available for qualifying Bellevue students.

STUDENT COUNCIL

Students in grade 5 will be eligible for membership on the Student Council. This is an opportunity for students to share in student-led experiences and to help to improve the school, to increase school spirit, and to promote better understanding between the faculty and students.

STUDENT PICTURES

Each year, our school provides an opportunity for parents/guardians to have their children's pictures taken. The cost of the pictures is determined by the photography company's picture package that you select. Our school district uses a prepay plan. This means that the pictures must be paid for before the pictures are taken. If you aren't satisfied with your pictures, your money is refunded or a retake is ordered. Information and other forms concerning pictures will be sent home two or three weeks in advance.

STUDENT PROGRESS

CUMULATIVE RECORDS

Each child's cumulative record (containing personal data, attendance, grade records, and other information) is located in the Office of the Principal (or at the Board of Education for certain students). A student or parent/guardian is allowed to inspect the cumulative records by filing a written request with the building principal. Copies of the records may be received by paying a nominal charge. A copy of the detailed Board of Education policy for cumulative records may be reviewed at the Principal's office or online at www.bellevueschools.org Both a custodial and non-custodial parent and/or guardian have access to a student's health and educational records unless agreed to otherwise in writing by both parent/guardian or specifically stated by court order as received by the District.

MAKE-UP OF EXCUSED SCHOOL WORK

Absence is the only excuse for work being late. Students who are absent will have two (2) days for each day of absence to complete any work assigned during the absence. Assignments given before the absence and due on or during the absence are due on the day the student returns to school.

HOMEWORK POLICY

Homework, as long as it is properly designed, carefully planned and geared to the development of the individual student, meets a real need and has a definite place in the educational program. Homework is not used for disciplinary purposes. The extent and type of homework given is decided by the classroom teacher within the framework of specific instructional plans.

Home study assignments also afford a way for parents/guardians to acquaint themselves with the school program and their own children's educational progress.

Definition of Homework

- The continuation of lessons/assignments that are started in school and completed outside of school, by the student.

Purpose of Homework-any combination of the following

- Reinforces what is learned in the classroom
- Extends or generalizes what has been learned
- Develops positive study skills

Student Responsibility

- Do their best on assignments
- Complete and turn in assignments on time
- Make up and turn in missed assignments on time

Teacher Responsibility

- Assign homework to enhance learning
- Utilize homework to evaluate student progress and understanding
- Provide feedback in a timely manner

Parent/Guardian Involvement

- Provide support, guidance and structure for the student to achieve success
- Contact school regarding absences and make-up work
- Make sure all assignments are complete

Making up Homework Due to Absence

- Students have two days to make up work for each day of absence
- Projects assigned before an absence are due upon return to school

Length of Homework

- Given Monday-Thursday
- Not more than 10 minutes per grade level (1st grade = 10 minutes, 2nd grade = 20 minutes, etc.)
- Title Reading/Speech & Language may be given in addition to classroom work

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be scheduled at least once a year. The parents/guardians are encouraged to attend conferences.

The purpose of these conferences is to provide parents/guardians and teachers the opportunity to discuss student progress in a personal and informal setting. Information about scheduling a conference will be shared with families. While specific days are set aside for conferences, parents/guardians may request a conference with their child's teacher at any time.

MID-TERM REPORTS

Parents/guardians can view their child's progress on the Parent Access portion of Progress Book. Notify the school if you'd like a hard copy of your student's progress at midterms.

ACADEMIC ACHIEVEMENT AWARDS

(Grades 4 and 5)

HONOR ROLL A student must earn 2 or more "A s" and the rest "B s".

MERIT ROLL A student must earn a combination of "A s" and B s, All "B s", or one C with at least one A and the rest "B s".

GRADING

The Board of Education recognizes that a system of grading student achievement can help the student, teachers, and parents/guardians to assess better how well the student is achieving the goals of the District's program.

Grading will be that system of measuring and recording student progress and achievement towards academic standards which enables the student, parents/guardians and teachers to learn the student's strengths and weaknesses; plan an educational future for the student in the areas of the greatest potential for success; and know where remedial work is required.

The instructional program of this District will include a system of grading for Grades K to 12, which is both reliable and valid.

GRADING SCALE

The following grading scale will be used in all subject areas for grades Kindergarten through Grade 2 and for Content Standard reporting in grades K-5.

3 = Consistently Meets Expectations

2 = Developing Skill

1 = Not Met

* = Specific Weakness

The following grading scale will prevail for Grades 3 through 5.

A+	98 – 100%	B+	90 – 91%	C+	81 - 83%	D+	71 - 72%
A	93 - 97%	B	87 – 89%	C	76 - 80%	D	67 - 70%
A-	92%	B-	84 - 86%	C-	73 - 75%	D-	65 – 66%

A grade of D- will be the lowest passing grade

GUIDELINES FOR THE PROMOTION AND RETENTION OF STUDENTS

Board Policy 5410

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the Board's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with individual development.

Such patterns should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

Promotion:

Students will be promoted to the succeeding grade level when they have:

A. completed the course and State-mandated requirements at the presently assigned grade;
B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
C. demonstrated sufficient proficiency to permit moving ahead in the educational program of the next grade;
D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Retention:

Students may be retained at their current grade level when they have:

A. in the opinion of the professional staff, failed to demonstrate proficiency in mathematics and reading;
B. in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level;
C. scored below proficient level on any State-mandated test.

A student may be placed at the next grade level when retention would no longer benefit the student.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students that:

A. require the recommendation of the relevant staff members for promotion, placement, or retention;
B. require that parents/guardians are informed in advance of the possibility of retention of a student at a grade level;
C. assure that efforts will be made to remediate the student's difficulties before the student is retained;
D. assign to the principal and the Intervention Assistance Team the final responsibility for determining the promotion, placement, or retention of each student;
E. provide parents/guardians the opportunity to request the promotion, placement, or retention of their child;
F. provide parents/guardians the opportunity to appeal the decision about their child's promotion, placement, or retention.

MISCELLANEOUS

ASBESTOS POLICY

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

A district plan is located in the Administration Building. Information about asbestos in each building is located in the office. More information will be made available upon request.

BICYCLE RULES

The school is not responsible for any lost, stolen, or damaged bicycles. Riding a bicycle to school is a privilege, which may be revoked if a student violates school rules. No skateboards, roller blades or roller skates should be brought to school.

FIELD TRIPS

Field trips are an extension of the classroom and provide meaningful learning experiences for the children. Parents/guardians complete Final Forms on an annual basis granting field trip permission. A notice will be sent home in advance of each trip, so that you will know where and when the class will be going.

INVITATIONS

No party invitations are to be distributed at school per board policy.

LOST AND FOUND POLICY

A lost and found area is maintained. If a child loses something, the student should check with the secretary in the office and the lost and found bins. Unclaimed articles are sent to charitable organizations at the end of each semester.

Please mark the child's name in easily lost items such as gloves and mittens, lunch boxes, purses, hats, coats and gym shoes.

NON-DISCRIMINATION STATEMENT

All programs and activities in Bellevue Schools are available without regard to race, color, national origin, sex, or disability. If there is a concern or complaint, please contact the Director of Pupil Services at 125 North Street, Bellevue, OH 44811 or call 419-484-5000.

RECESS

Students will have daily recess, weather permitting. Students should dress appropriately. A doctor's excuse may be necessary for a student who requires special recess considerations.

TOYS

Students are not to bring items from home to school or have them on the bus. The only exception will be for a sharing day is initiated by the teacher. The school cannot assume the responsibility for these items. No item of any kind should be brought to school without prior knowledge and approval from the teacher and the parent/guardian.

VALUABLES

It is recommended that only the amount of money needed be brought to school. The school cannot assume responsibility for items of value worn or brought to school. Items brought to school without permission will be kept in the school office until picked up by a parent/guardian at the end of the school year.

SCHOOL DAY

Students should not arrive at school any earlier than 8:15 a.m. **Do not send your child before this time** since supervision will not be provided.

STUDENT DISMISSAL

When parents/guardians wish to request that a child be dismissed during the school day or at the end of the school day, **a note must be sent to school.**

Pupils who are being excused from class during the school day are to be **signed out at the school office by a parent or other authorized person.**

Please be on time to pick up your child. If you know you will be late, call the office. For children who **regularly ride the bus, they will be put on the bus if you are not at school when the bus is ready to leave.**

Students who are not riding the bus should be off school property within five (5) minutes of the dismissal bell unless previous arrangements have been made with a school employee.

Students who normally ride the bus need a dated note if walking, riding a bike, or being picked up from school.