

Regular Meeting

Mission: "Engaging All Learners to Achieve Success"

The Regular Meeting started at 5:30 PM on Monday, July 15, 2019. The meeting was held at Columbus Public Schools Administration Building, 2508 27th Street
2508 27th Street

Candace Becher: Present

Mike Goos: Present

Michael Jeffryes: Present

Doug Molczyk: Present

Theresa Seipel: Absent

Douglas Willoughby: Present

Doug Molczyk: Absent

I. Board Meeting

A. Call to Order

B. Roll Call of Board

Theresa Seipel was excused.

C. Pledge of Allegiance

D. Notice of Open Meeting Posted

1. President insures all can hear proceedings

E. Mission Statement

Doug Willoughby read the Mission Statement.

F. Opportunity for Public to be Heard

No one spoke to the board.

G. Adjourn

H. Hearings

I. Special hearing for the purpose of receiving public input on Columbus Public Schools' Student Fees Policy -Policy 504.18, Regulation 504.18R1, and Exhibit 504.18E1

Information regarding student fees was discussed.

J. Board Special Functions

1. CHS Student Handbook 2019-2020

CHS Assistant Principal Angela Leifeld said there were only a few minor changes. She said one of the changes is requiring parents to pick up a contraband item (cell phone). If the students is a repeat violator, the item may be held until the end of school or turned over to law enforcement. There have been some issues with students recording on a phone without the other person's permission. Leifeld said this is an issue if it is disrupting the classroom or used as bullying. Dr. Loeffelholz said public domain is different, and photos and videos can be done without getting permission from all people. Regulations addressing vaping were added under tobacco because of problems in the past. Leifeld said information regarding graduation is now being included in the handbook, so parents and students have more avenues to be informed.

2. CHS 2019-2020 Activities Handbook

CHS Activities Director Tim Kwapnioski said there were only a few grammatical changes made to the handbook this year.

3. CHS Fees and Admission Prices for 2019-2020

The CHS fees and admission pricing will not change for next year.

4. CMS Student Handbook 2019-2020

CMS Assistant Principal Jordon Anderson said, CMS is now requiring that a parent pick up a contraband item especially if the student has been in violation in the past. CMS is also following the high school in terms of addressing inhalants. Anderson said changes were made in the Asthma protocol based off of state laws. He said the ala cart menu has now been changed to include some healthier options

5. CMS Course Descriptions Catalog

CMS Principal Amy Haynes said there were minor name changes or adding more descriptions for the courses.

6. Field Trip or Excursion Approval Form

Superintendent Dr. Troy Loeffelholz said this is the trip the marching band takes every three - four years. In December of 2020, they will be going to the Camping World Bowl in Orlando, FL. He said groups must request to start fundraising a year in advance.

7. First Reading of Policy 203.06 Board Committees

Dr. Loeffelholz said the committees were updated. He said if there are any questions or changes, there is still one more reading left.

8. First Reading of Policy 502.01 Resident Students

Dr. Loeffelholz said this policy defines a resident student. He said once they live within school boundaries, CPS must take them into the district.

9. Third and Final Reading of Policy 507.02 Student Directory Information

Board member Candy Becher said this policy really clarifies things.

10. Total Package Increase of 3.5% for Administrators

Executive Director of Business Operations and Human Relations Dave Melick said the 3.5 percent administrators total package increase is in response to the change in the teacher's contract.

11. Approval of a Recommendation by the Board Personnel Committee of a Total Compensation Increase of 3.63% for Troy Loeffelholz, Superintendent

Board Member Doug Willoughby, personnel committee member met with Mr. Melick and Mrs. Seipel to look at Dr. Loeffelholz's raise. He said the superintendent's raise has been about \$7,000 for the

last three years. Willoughby said this year the committee decided on a \$9,000 raise because that seemed fair when compared to comparable districts like Norfolk and Kearney. He said the committee also increased Dr. Loeffelholz's vacation days from 20 to 25 because that had remained the same for the entire time he has been at CPS.

K. Items to be removed from the Consent Agenda

Doug Molczyk left the meeting at 6:12 p.m.

L. Consent Agenda

1. Approval of Minutes

2. Financial Reports M2, M3, M4a

RVW was paid \$19,580.26 for work done at the Kramer Education Center. Melick reminded the board this is the last state aid payment for the fiscal year because no payment will be made in August. Apple Inc was paid \$5,880 for the purchase of 20 iPads. Fireguard was paid 10,928.50 for checking the fire equipment in the buildings. Textbook Warehouse was paid \$17,275.75 for the purchasing of math books.

3. Financial Report M4b

Seipel Repair was paid \$162.05 for van repair and oil changes

4. Financial Report M5

Some of the expenses paid were for 14 days of math coaching, 3D printers for CMS that were donated by Behlen Mfg., and the school will be reimbursed by the Foundation and Home Depot for paper supplies.

5. Certified Personnel

There are two new hirers. Jacyln Long will be an additional consumer science teacher at CHS. She will not be starting until the second semester because she is finishing student teaching. Candy Becher asked if there will be a room for her to teach in, and Leifeld said there is currently a consumer science classroom and early childhood so both of these rooms will be used now.

6. Classified Personnel

There were three new hires and two resignations.

7. Professional Travel

Dr. Loeffelholz said there will be more travel next month. He

said Administrator Days is being moved from Kearney to Lincoln because of the flooding.

M. Acceptance of Gifts/Donations

CPS Foundation and the umbrella organizations gave back to the district \$61,110.64 for the month of June. Dr. Loeffelholz said the Foundation is once again going to have a record year.

N. Business Operations and Human Relations

1. Administrative Functions

1. Increase of Base Salary to \$38,000.00/Total Package Increase of 3.81% for Teachers

Melick said the district and CEA approved a two-year package which include 2018-19 and 2019-20. However, if state aid went up more than 10 percent, it was agreed that the base salary would increase. Melick said a comparability study was done, and it was decided to increase the base pay from \$37,700 to \$38,000. This means the percentage increase changed from 3.31 percent to 3.81 percent.

2. Classified Compensation Increase of 4.0%

Melick said two months ago the board approved a 3.5 percent total increase for classified staff. He said when the teacher's salary was increased, they also looked at the classified salary as well. Melick said the change will increase to a 4 percent total increase for the upcoming school year. Board member Doug Willoughby said he feels this is a good faith increase. Board member Candy Becher said the classified staff does so much for district that the board is not going to leave them behind.

3. Recommendation of \$5.00 Pay Increase for Substitute Teachers

Melick said Columbus is competing with Lakeview and Schuyler for subs and the district must stay competitive.

2. Updates

There were no updates.

O. Buildings & Sites/Technology

1. Administrative Functions

2. Updates

Executive Director of the Technology and Operations Leonard

Kwapnioski said the trees will be finished being removed from CHS tomorrow. He said all islands are complete, and the trees were relocated on the property.

At Lost Creek all that is left is carpeting and finishing the ceiling tile. He said the e-rate reimbursement is 90 percent complete. From the safety and security list the only thing left is to get the maintenance gate working. The West Park portable has been sold and should be moved soon. He said the portable has started to deteriorate because of the harsh winter.

There are some drainage issues at the Kramer Education Center on the south side. Kwapnioski said a drainage system is needed, and it will be put far enough out to not interfere with future building of the site.

P. Curriculum and Instruction

1. Administrative Functions

1. Reestablishing the Entrepreneurship Course/Replacing Management and Leadership

Executive Director of Curriculum and Instruction Amy Romshek said an entrepreneurship class was at CHS seven or eight years ago, but was eliminated to bring in a management and leadership course. She said now the entrepreneurship class is being brought back. She said in the future, the district could be positioned to give students the opportunity to take a certification assessment and get a certification in entrepreneurship. Romshek said there will be nine units of study, and Kris Wurtz will be teaching the course. The total cost of the books is \$2,245.

Romshek told the board Chemistry was a late add on, and the teachers liked the Inspired book but wanted to wait for the updated version of another book. She said the updated version came Friday and one chemistry teacher looked at it and the other will tomorrow. The teacher who looked at it didn't like because the book was weak in content and was not in support of that book. Romshek said she would like to get the book ordered so it will be here to start the school year. The total cost is \$29,580. Dr. Loeffelholz said if the other teacher likes the book, he will give Romshek approval to place the order and the board can approve it next month.

2. Updates

There were no updates given.

Q. Student Services

1. Administrative Functions

2. Updates

Executive Director of Student Services and Special Education Jason Harris said the Communities 4 Kids group met with the childcare providers to see what needs and potential partnerships could be established. The community childcare providers see the need for infant childcare. Another thing they talked about was there is not being enough childcare when CPS doesn't have school. Harris said these facilities are at capacity and can't take any more children. They would like CPS to offer something during those breaks.

A survey will be released this week on July 17 and be open until August 18. Harris said even though the group is focused on Columbus proper, they still want to know what the surrounding communities think because many work here or send their children to school here. The survey addresses preschool, affordable childcare, nights needed as well as employer and business needs for childcare. He said there are 54 questions but part of the survey can be skipped if it doesn't apply. After August 18, Communities for Kids will come back with results, and CPS can move forward with roundtable discussions and visits to other sites. Harris said a good return would be 1/3 to 2/3 of the community for the survey. He said there will be people at Columbus Days encouraging people to take the survey. He said teachers are also informing people, the link will be posted on social media, and there is a core team it help inform people such as the Columbus Area Chamber of Commerce and United Way.

R. Superintendent's Report

The regional meetings for NSAB are set with the last one being in Norfolk on Sept. 25. There is one in Fremont on August 21. Dr. Loeffelholz said he will email the board the list of dates with the closest being Norfolk, Fremont and York. The Board retreat is August 5 at 5 p.m., and the location is yet to be determined. Dr. Loeffelholz said he will email the social media policy and guidelines to the committee to look at. He said the ACLU has requested six things they want from the district. Dr. Loeffelholz said the first thing the district is going to do is ask the definition of sex education. He said CPS does not have a sex education course, and that information is taught through science or health classes. He said the district won't respond until Sept. 20. Dr. Loeffelholz said CPS is not the only one to get the request. He said NDE is going to be looking at sex ed as part of health curriculum, and he thinks the ACLU wants to be a part of creating the standards

S. Board Sharing

Mike Goos asked if animal science was a course CHS was considering offering in the future. Romshek said she hopes so. Romshek said there is a teacher at CHS that teaches an animal behavior course. The teacher has an agriculture background and wants to bring in some of these courses of study to CHS. He also wants to look at what other schools are doing. Romshek said there is potential to connect these courses to others already in existence. She said this teacher feels there is a lot of interest in these types of classes. Dr. Loeffelholz said there have been several students move to Lakeview to be in the FFA program. Romshek said Lakeview would be a good partner. Mike Jeffryes questioned why more CHS students are not taking business classes. He said when he was in school, he took accounting and other classes, but the kids don't have the drive to do this. Dr. Loeffelholz said it might help if there was a career path for business similar to STEM. He said the high school counselors work with students on a four-year plan to gain an understanding of what the students want to do. He said the four-year plan will help a lot. Doug Willoughby welcomed Tim Kwapnioski and told him it is nice to have him back at CPS. Kwapnioski said he spent last week and all of today meeting with coaches and sponsors. He said it has been very good and exciting. Willoughby said he can't wait to meet Angie Luebbe as well. Dr. Loeffelholz said there are some new faces on the Administrative Team. The board decided to wait until August to discuss the superintendent's evaluation. Leonard Kwapnioski said the work on the anchor project is now completed except for the landscaping.

II. Executive Session

The board did not go into executive session.

III. Adjourn

The board adjourned at 7:03 p.m.

I, the undersigned, being the duly qualified Secretary for the School District No. 1 of Columbus, Nebraska, certify that the preceding is a true and correct copy of the minutes of the Regular School Board meeting of Monday, July 15, 2019.

President

Secretary

STUDENT FEES

The Board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. In other special cases where the parent/guardian requests that the student be exempted from charges, the superintendent shall determine granting of waivers. No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

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

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or prekindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

79-734 (books, equipment and supplies)
79-2,104 (student files)
79-2,125 to 2,134 (student fees law)
79-1104 (before-and-after-school services)
79-1106 to 1108 (learners with high ability)

Cross Reference: 505.05 Fines for Lost or Damaged Items
506 Student Activities
507.01 Student Records Access
801 Transportation
802.05 Free or Reduced Cost Meals Eligibility
1005.01 Public Complaints

Policy
Adopted: 7-16-12

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska
Reviewed: 7-20-16

STUDENT FEES REGULATION

The Board of Education of Columbus Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations, which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the **2017-2018** school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building

administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from, courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be subject to parking fines up to \$15.00 for parking violations specified in the student handbook. Student parking fines will not be allowed to accrue in excess of \$30.00m after which parking privileges will be restricted until which time the fine balance is paid. Students may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities—Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which

participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities—Fees for participation. Any fees for participation in extracurricular activities for the **2017-2018** school year are further specified in Appendix “1.” Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the 17th day of July, 2017, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the **2017-2018** school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal References:

Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)

Neb. Rev. Stat. §79-2,104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Policy Adopted: 6/10/02

Policy Revised: 7/29/02

Policy Revised: 7/14/03

Policy Revised: 7/07/04

Policy Revised: 7/11/05

Regulation Adopted: 7/10/06

Regulation Revised: 7/9/07

Regulation Revised: 7/13/09

Regulation Revised: 7/12/10

Regulation Revised: 7/11/11

Regulation Revised: 7/16/12

Regulation Revised: 7/15/13

Regulation Revised: 7/21/14

COLUMBUS PUBLIC SCHOOLS

Columbus, Nebraska

Reviewed: 7/21/14

Sharing Information with Other Programs

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced-Price School Meals Application may be shared with other programs for which your children may qualify.

For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced-price meals.

Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with: **Extracurricular Activities** _____

Class Fees _____

If you checked yes to the box above, complete the following form to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.

For more information, you may call **Dave Melick at 563-7000, ext 1200.**

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

Return this form to: Columbus High School Cafeteria by Monday, August 31, 2015.

Exhibit
Approved: 7-20-15

COUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Columbus Public Schools Elementary School Supply List 2019-20

PRESCHOOL

The following items need to have names on them:

- 1 - Change of clothes (season appropriate--does not need to be new)
- 1 - Bookbag -- large enough to hold a folder, no rollers and can be opened and closed by child without help
- 1 - Folder to hold papers and notes

The following items will be shared and do not need names:

- 2 - Disinfecting wipes (Clorox, Lysol, etc.)
- 1 - Roll of paper towels
- 1 - 24 count box of Crayola crayons
- 1 - Large box of Kleenex
- 1 - Box of watercolor markers

KINDERGARTEN

The following items need to have names on them:

- 1 - Pencil box with hinged lid (plastic only)
- 1 - Bookbag -- large enough to hold a folder, no rollers and can be opened and closed by child without help
- 1 - Change of clothes (season appropriate--does not need to be new)
- 1 - Headphones to use with ipads - Wired, not wireless/bluetooth

The following items will be shared and do not need names:

- 8 - Glue sticks
- 2 - 24 count box of Crayola crayons (regular size, No Rose Art please)
- 12 - Fine point dry erase markers (black only)
- 1 - 1-Subject spiral bound notebook (wide ruled)
- 1 - Package of 12, #2 yellow pencils (sharpened)
- 1 - Box of Crayola markers
- 1 - Fiskar scissors
- 2 - Large boxes of Kleenex
- 1 - Roll of paper towels
- 1 - Container Clorox wipes
- 1 - 12 oz. bottle of hand sanitizer

1ST GRADE

The following items need to have names on them:

- 1 - Book Bag
- 1 - Fiskar scissors
- 1 - 6" x 8" Pencil box
- 1 - 3-Hole pencil pouch w/ zipper
- 3 - 3-Hole punched folders w/ bottom pockets (No metal clasps)
- 1 - 3-ring clear-view binder (1 inch)

The following items will be shared and do not need names:

- 2 - 24 count box of Crayola crayons (No Rose Art please)
- 4 - Glue sticks
- 1 - Package of 12, #2 yellow pencils (sharpened)
- 2 - Large erasers
- 4 - Expo dry erase markers (black only)
- Last name starting A-I: 1 - Clorox wipes
- Last name starting J-Q: 1 - Box of Ziploc bags
(choice of one: gallon, quart or snack size)
- Last name starting R-Z: 1 - 10-12 oz. hand sanitizer
- 2 - Large boxes of Kleenex to share

2ND GRADE

- 1 - Book Bag
- 2 - 24 count box of Crayola crayons
- 1 - Fiskar scissors
- 4 - Glue sticks
- 2 - Large erasers
- 2 - Packages of 12, #2 yellow pencils (sharpened, no sparkles)
- 1 - Plastic pencil box (no larger than 6" x 8")
- 3 - Pocket folders with two bottom pockets, 3-hole punched
- 2 - Composition notebooks
- 1 - Headphones to use with ipads - Wired, not wireless/bluetooth
- 1 - Box of Ziploc bags (boys: gallon; girls: quart)
- 2 - Large boxes of Kleenex to share
- 1 - Container Clorox wipes (boys) 1 - Hand Sanitizer (girls)
- 2 - 3-ring solid color binder with inside pockets (1 inch)
- 4 - Expo dry erase markers (black only)

3RD GRADE

- 1 - Book bag
- 1 - 3-ring binder (1 inch)
- 2 - Glue sticks
- 4 - Expo dry erase markers (black only)
- 2 - Packages of 12, #2 yellow pencils (sharpened)
- 1 - Red pen (for checking)
- 1 - Large eraser
- 1 - 24 count box of Crayola crayons
- 1 - Crayola markers
- 1 - 3 ring pencil pouch
- 1 - Fiskar scissors
- 3 - Folders w/ two bottom pockets (3 hole punched)
- 1 - Composition notebook - 9 1/2 x 7 1/2 (no spiral bound)
- 1 - Package of loose leaf paper (wide ruled)
- 2 - Large boxes of Kleenex to share
- 1 - Container Clorox wipes (boys) 1 - Hand Sanitizer (girls)

4TH GRADE

- 1 - Book bag
- 1 - Package of loose leaf paper (wide ruled)
- 1 - Fiskar scissors (small)
- 4 - Glue sticks
- 1 - Box of colored pencils (8 pack, sharpened)
- 4 - Packages of 12, #2 yellow pencils (sharpened)
- 8 - Expo dry erase markers
- 1 - Crayola markers
- 1 - 24 or 48 count box of Crayola crayons
- 1 - Zipper pencil pouch
- 4 - Plastic folders with two bottom pockets & 3 hole punch
- 2 - 1-Subject spiral bound notebook (wide ruled)
- 1 - 3-ring binder (1 1/2 inch)
- 3 - Large boxes of Kleenex to share
- 1 - Headphones to use with ipads - Wired, not wireless/bluetooth
- 1 - Box of Ziplock Bags -- Boys: Quart size
-- Girls: Gallon size
- 1 - Container Clorox wipes

School supplies should be replaced periodically.

Classroom teachers may determine to collect items for community use.

Grades 5-8

School Fees

The following activities may have fees associated with them. They should be paid in advance. Students/families that qualify for free or reduced lunch may have the fees waived by completing a waiver request form at the start of course/activity.

Math Counts	Varies
Destination Imagination	Varies
Sing Around Nebraska Festival Choir	Varies
UNO Middle School Honor Choir	Varies
Wayne State Honor Festival Choir	Varies
History Day	Varies
Quiz Bowl	Varies
Duke Talent Identification Program	Varies
Nebraska Scholars Academy	Varies
Platte County Spelling Bee	Varies
Geography Bee	Varies
Nebraska Scholastic Art Comp./Display	Varies
Intramural Volleyball	Varies
Intramural Flag Football	Varies
Intramural Basketball	Varies
Intramural Wrestling	Varies
Football	Varies
Basketball	Varies
Wrestling	Varies
Track	Varies
Leadership / Yearbook	Varies
Band	Varies
Vocal Music	Varies
Cheerleading	Varies

Athletic Physicals

The Nebraska School Activities Association (NSAA) requires that students involved in Athletics are required to have an annual physical.

Activity Stamp

Any student may purchase an activity stamp for \$25.00. The Activity Stamp allows students to attend all CHS and CMS home games, plays and musicals. The Activity Stamp is not valid at NSAA sponsored activities (district and state tournaments). Students who qualify for free or reduced meals may receive an activity stamp to all CHS/CMS home events when students choose to participate in activity which requires a stamp. Students will receive the stamp at the start of the activity season they are participating. Students may purchase the activity stamp in the office.

Other Activity Fees

The following courses or co-curricular activities have fees associated with them. They should be paid in advance. Students/families that qualify for free or reduced meals may have their fees waived by completing the free or reduced lunch form at the start of the course.

All Students	\$5
Band Instrument Rental	Varies
Band Competition	\$10-\$20/event
All Activities	Meals on Trips

Columbus Middle School
2019 - 2020
Supply List
***School supplies replaced as needed**

5th Grade

- 1 - package red or blue pens
- 4 - packages of 12, #2 pencils
- 2 - packages loose leaf paper (wide ruled)
- 3 - single subject notebooks (wide ruled)
- 1 - composition notebook (wide ruled)
- 6 - pocket folders, **3 hole punched, no metal clips** (2 used for STEM)
- 1 - 3 ring binder, 2", or Trapper Keeper
- 1 - 1" binder, no bigger (science)
- 2 - glue sticks
- 1 - box colored pencils, maximum 24
- 2 - highlighters
- 1 - package washable markers
- 8 - dry erase markers
- 1 - large pink eraser
- 1 - pencil pouch, 3 hole punched, heavy duty
- 1 - pair of earbuds/headphone (no Bluetooth)
- 3 - boxes facial tissue
- 1 - bottle hand sanitizer (boys only)
- 1 - container disinfecting wipes (girls only)

6th Grade

- 1 - package blue pens
- 1 - package red pens
- 3 - packages wooden pencils (collected by teacher)
- 1 - package colored pencils
- 6 - glue sticks
- 1 - package highlighters (various colors)
- 4 - black dry erase markers
- 1 - 2" binder
- 1 - 1" binder (science/social studies)
- 2 - composition notebooks
- 1 - heavy duty 3 hole punched pencil pouch
- 1 - package plastic dividers with pockets
- 2 - large boxes facial tissues
- 1 - pair of earbuds (no Bluetooth)
- 1 - container disinfecting wipes (boys only)
- 1 - sandwich size ziplock baggies (girls only)

7th Grade

- pencils and pens - replace as needed
- erasers
- colored pencils
- highlighters - at least 5 colors
- loose leaf paper - replace as needed
- 2 - dry erase markers - replace as needed
- 1 - pair of earbuds to be kept with school computer (no Bluetooth)
- 1 - 3 ring binder (personal use)
- 1 - 1" binder (science)
- 1 - 3 hole punched pencil pouch (personal use)
- 2 - packages tab dividers (personal binder, science)
- 2 - 2 pocket folders (STEM)
- 1 - 2 pocket folder with center fasteners (social studies)
- 2 - 100 page composition notebooks (health, pre-Spanish)
- 1 - 120 page (3 subject) college ruled notebook (math)
- 3 - large boxes of facial tissue (Advisory)
- 1 - bottle hand sanitizer (girls)
- 1 - container antibacterial wipes (boys)
- Health/Fitness: t-shirt, shorts, tennis shoes, deodorant (roll on or stick)

8th Grade

- 1 - 2" binder
- 1 - pencil pouch
- 8 - dividers
- 1 - package pencils
- Erasers
- 3 pack/refill Scotch tape (science)
- 1 - composition notebook (science)
- 2 - packages lined loose leaf paper
- 2 - 2 pocket folders (STEM)
- 4 - highlighters
- 4 - dry erase markers
- 1 - tri-fold display board (science)
- Calculator - Texas Instrument TI-30x
- 1 - pair of earbuds (no Bluetooth)
- 2 - spiral notebooks (math)
- 3 - large boxes of facial tissue (Advisory)
- 1 - bottle hand sanitizer or disinfecting wipes
- Health/Fitness: notebook, t-shirt, shorts, tennis shoes, deodorant (roll on or stick)
- Spanish: 1" 3 ring binder, 1 composition notebook

Grades 9-12 Student Fees

Class Fees	<p>Each fall with the start of a new school year as part of grade level orientation, students will be charged a class fee as shown below.</p> <ul style="list-style-type: none"> ● Class fees for Grades 9 and 10 are \$5.00 ● Class fees for Grade 11 are \$7.00 ● Class fees for Grade 12 are \$10.00 <p>Class fees defray the costs associated with student incentives, the school newspaper, class pages in the yearbook for all grades; PROM for juniors and seniors; and graduation for seniors.</p>														
Technology Damage Protection Plan	<p>It is highly recommended that a student purchase the technology damage protection plan at an annual cost of \$25.00. With the purchase of the plan, the district will cover 85% of costs per claim with the student being responsible for 15%</p>														
Athletic Physicals	<p>The Nebraska School Activities Association (NSAA) requires that all students involved in athletics be required to have an annual physical paid for by the student.</p>														
Activity Stamp	<p>Any student may annually purchase an activity stamp for \$25.00. The activity stamp is good for admission to all CHS sponsored home activity events including plays and musicals. The activity stamp is not valid at NSAA sponsored activities including district and state competitions. Students qualifying for free and reduced meals may receive an activity stamp at no charge. Students can purchase an activity stamp during back-to-school orientation or during the school year in the high school office beginning with the first full day of classes.</p>														
Individual Class Fees	<p>Each of the following high school elective courses will charge a fee specific to the nature of the class. For example, fees are charged for tuition and books for college credit courses and for projects that students make and take home.</p> <table border="1" data-bbox="483 1188 1425 1850"> <tr> <td data-bbox="483 1188 870 1283">Accelerated PreCalculus with Trigonometry</td> <td data-bbox="870 1188 1425 1283">To receive college credit students must pay for tuition and fees through CCC</td> </tr> <tr> <td data-bbox="483 1283 870 1398">Advanced Automotive Technology</td> <td data-bbox="870 1283 1425 1398">To receive college credit students must pay for tuition and fees through CC. Fees determined by student initiated project.</td> </tr> <tr> <td data-bbox="483 1398 870 1514">Advanced Manufacturing Design</td> <td data-bbox="870 1398 1425 1514">To receive college credit students must pay for tuition and fees through CC. Fees determined by student initiated project.</td> </tr> <tr> <td data-bbox="483 1514 870 1608">Advanced Placement Calculus 1 & 2</td> <td data-bbox="870 1514 1425 1608">To receive college credit students must pay for tuition and fees through CCC</td> </tr> <tr> <td data-bbox="483 1608 870 1703">Advanced 2D, 3D and Advanced Art</td> <td data-bbox="870 1608 1425 1703">\$12.00 for student art creations</td> </tr> <tr> <td data-bbox="483 1703 870 1797">Art Exploration, Art Techniques, 2D Media</td> <td data-bbox="870 1703 1425 1797">\$8.00 for student art creations</td> </tr> <tr> <td data-bbox="483 1797 870 1850">3D Media</td> <td data-bbox="870 1797 1425 1850">\$10.00 for student art creations</td> </tr> </table>	Accelerated PreCalculus with Trigonometry	To receive college credit students must pay for tuition and fees through CCC	Advanced Automotive Technology	To receive college credit students must pay for tuition and fees through CC. Fees determined by student initiated project.	Advanced Manufacturing Design	To receive college credit students must pay for tuition and fees through CC. Fees determined by student initiated project.	Advanced Placement Calculus 1 & 2	To receive college credit students must pay for tuition and fees through CCC	Advanced 2D, 3D and Advanced Art	\$12.00 for student art creations	Art Exploration, Art Techniques, 2D Media	\$8.00 for student art creations	3D Media	\$10.00 for student art creations
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3D Media	\$10.00 for student art creations														

Calculus	To receive college credit students must pay for tuition and fees through CCC
College Algebra	To receive college credit students must pay for tuition and fees through CCC
Concert Band = Fall Concert Band = Spring	\$9.00 and includes an ensemble method book
Engineering Concepts	Up to \$7.00 depending on student initiated projects
Environmental Science	To receive college credit students must pay for tuition and fees through CCC
Honors Biology	To receive college credit students must pay for tuition and fees through CCC
Intermediate Automotive Technology Service	To receive college credit students must pay for tuition and fees through CCC. Fees determined by student initiated project
Introduction to Manufacturing Woods	Up to \$50.00 depending on student initiated projects
Linkages	Up to \$7.00 depending on student initiated projects
Manufacturing Welding	Up to \$15.00 depending on student initiated projects
Marching Band	\$46.00 plus an instrument and does not include shoes and gloves
Marching Band Cadet	\$25.00 plus an instrument and does not include shoes gloves
Manufacturing Woods	Fee will vary and are determined by the student initiated project
Manufacturing Processes	Up to \$60.00 depending on student initiated projects
Percussion	\$300 and includes instrument usage fee, consumable materials, sticks and mallets, camp fees
Photography	\$10.00 for student photography items
PreCalculus with Trigonometry	To receive college credit students must pay for tuition and fees through CCC
Principles of Marketing	To receive college credit students must pay for tuition and fees through CCC

	<table border="1"> <tr> <td>Spanish III, IV and V</td> <td>To receive college credit students must pay for tuition and fees through Nebraska Wesleyan</td> </tr> <tr> <td>Symphonic Band</td> <td>\$9.00 and includes an ensemble method book</td> </tr> <tr> <td>Technical Math</td> <td>To receive college credit students must pay for tuition and fees through CCC</td> </tr> <tr> <td>US History - Dual Credit</td> <td>To receive college credit students must pay for tuition and fees through CCC</td> </tr> </table>	Spanish III, IV and V	To receive college credit students must pay for tuition and fees through Nebraska Wesleyan	Symphonic Band	\$9.00 and includes an ensemble method book	Technical Math	To receive college credit students must pay for tuition and fees through CCC	US History - Dual Credit	To receive college credit students must pay for tuition and fees through CCC																										
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Other Items	<p>Purchases that include yearbooks, class rings, letter jackets and other similar personal effects are sold to students as a convenience which are not fees and do not fall under the guidelines of the fees policy. Fines for overdue books, school</p>																																		

	parking violations, restitution for damage to property that is deemed to be a violation of school rules, regulations and policies established for the safe and efficient operation of the school and thus do not fall under the Student Fee Policy 504.18R1
Graduation Caps and Gowns	To participate in the graduation ceremony, students are required to purchase a cap and gown. Participation in the ceremony is optional and thus costs do not fall under the Student Fee Policy 504.18R1
Fund Raising	Students may do fund raising activities while participating in an extracurricular activity. Fundraising is done to offset expenses incurred by the student as members of the activity. Fundraising can also be done as charitable giving campaigns by student affiliated groups with Board of Education approval in September or January each year

Columbus High

2019-20



Columbus High School

3434 Discoverer Drive
Columbus, NE 68601

COLUMBUS HIGH SCHOOL

402.563.7050 - main phone
402.563.7058 - fax

COLUMBUS HIGH SCHOOL

Office Hours: 7:30 a.m. to 4:30 p.m.

High School Office Auto-Attendant	402-563-7050
High School Office Fax	402-563-7058
Operator	Press 0
Attendance	Press 1
School Counseling & Career Center	Press 2
Activities	Press 3
Nurse	Press 4
Food Service	Press 5
Assistant Principals	Press 7
Building Principal	Press 8
If you know the extension	Press 9
Administration Building	402-563-7000
Director of Student Services	402-563-7000
Superintendent of Schools	402-563-7000

CHS Administration

Mr. David Hiebner	Principal
Ms. Angela Leifeld	Assistant Principal
Mr. Jason Schapmann	Assistant Principal
Ms. Molly Hornbeck	Assistant Principal
Mr. Tim Kwapnioski	Activities Director

FREQUENTLY ASKED QUESTIONS:

1. For attendance, prearranged absences, tardy arrivals to school, etc.
-- Contact the Attendance Office - 402-563-7050, Option 1
2. For transcripts, schedules, enrollment, address changes, good student auto discounts, or Social Security benefit verification
-- Contact the School Counseling & Career Center Office - 402-563-7050,
Option 2
3. For questions about the school lunch program or the Free/Reduced Lunch Program
-- Contact Food Service 402-563-7050, Option 5
4. For questions about sports, the activity program, or building rental
-- Contact the Secretary to the Activities Director 402-563-7050, Option 3
5. For questions regarding a student's grade
-- Contact the classroom teacher 402-563-7050, Option 0
6. For translation services or assistance for Spanish speakers:

-- Contact [EL Program](#) (402-563-7000) and select option 7.

Your student handbook has been written to assist you in becoming a productive member of Columbus High School. In preparing for various roles at Columbus High School, you must be conscious of your rights and be committed to your duties. Protect these rights by being a responsible citizen in your school community.

Your teachers, counselors, and principals are available to assist you in understanding the important things written in this handbook. Ask them questions if you do not understand the meaning of anything in this handbook.

Disclaimer Notice

The CHS student handbook does not form a contract, and the school reserves the right to interpret and modify the rules listed within the book. Levels of consequences listed or identified in the handbook are consistent with typical school practices; however, the administration reserves the right to assign more serious consequences based upon the frequency and/or severity of the infraction.

Parent/Guardian Involvement and Participation

Columbus Public School's Policy 1005.02 R1 requires that a copy of the student handbook be given to each parent/guardian. This handbook has been prepared to explain and clarify the procedures, policies and regulations of Columbus High School. This student handbook complies with the law that was passed by the Nebraska Legislature, LB503 (1976), which requires every school district to summarize general rules and regulations regarding student conduct. This law further requires such rules and regulations to be available in writing to all students and their parents/guardians. The school district urges students and their parents/guardians to read this handbook carefully. Parents are invited to contact the school office during normal business hours to inquire about access to instructional materials and/or attend and monitor instructional activities. You are urged to contact any high school administrator if you have any questions regarding the contents of this student handbook.

School-Home Communications

Columbus Public Schools does send regular communication to parents regarding upcoming events and activities to keep them informed. Under the Federal Telephone Consumer Protection Act, all calls--whether live, automated, or prerecorded voice calls or text messages--made to cellular phones using an auto-dialer or other automated dialing technology are prohibited unless the calls are made for emergency purposes or with the prior express consent of the cellular phone subscriber.

In order to conform with new rules within the Federal Consumer Protection Act, Columbus High School will need to obtain the "prior express consent" of the parent to call the cellular phone number. The Federal Communications Commission has stated, "people who knowingly release their phone numbers have given permission to be called at the number which they have given, absent instructions to the contrary."

By signing the receipt of this handbook, you are granting Columbus Public Schools permission to call all cell phones registered in PowerSchool for school and student purposes.

COPPA Notification

As a district, Columbus Public Schools only authorizes the use of tools and applications that support the implementation of our curriculum and have been screened through a rigorous educational process.

Our district utilizes several computer software applications and web-based services that are operated not by school but by third parties. A complete list of the programs with the privacy policy for each can be found on our district website: <https://columbuspublicschools.org>.

In order for students to use these third party educational programs and services, certain Board Policy approved directory information, which may consist of the student's name, username, District e-mail address, grade level, age, and/or date of birth, may be provided to the website operator strictly for educational purposes. Under the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information

from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>

School law permits schools such as ours to consent to the collection of directory information on behalf of all of its students strictly for educational purposes, thereby eliminating the need for individual parental consent given directly to the website operator. Columbus Public Schools use integrated technology as part of your child's education; the need for such information and permission is necessary to utilize software and web-based services as part of the classroom instruction.

By signing the receipt of this handbook, you are granting Columbus Public Schools permission to provide your child's directory information consisting of first name, last name, an email address, and username.

Notification of Nondiscrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all professional organizations holding collective bargaining or professional agreements with Columbus Public School District #1 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Columbus Public School District #1's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Superintendent of Schools, Columbus Public Schools, 2508 27th Street, Columbus, NE 68601, telephone number 402/563-7000. The Superintendent has been designated by Columbus Public School District #1's Board of Education to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, or Section 504. Any person may also contact the Assistant Secretary for Civil Rights, US Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Notification of Sexual Discrimination

It is the policy of the Columbus Public School District to comply in spirit as well as in fact to the regulations implementing Title IX of the Education Amendments of 1972. Title IX of the Education Amendments of 1972 prohibits sex discrimination in federally assisted education programs. Specifically, Title IX states: "No person in the United States shall, on the basis of sex, be subjected to discrimination under any education program or activity receiving federal financial assistance..." Any student who has a grievance should complete a grievance form and forward it to the Superintendent. Forms are available in all school offices.

Notification of American Disabilities Act

If you have any special needs requests that will assist you in participating in programs, services, or activities of the Columbus Public Schools, please contact the Superintendent of Schools.

Mission Statement of Columbus Public Schools

"Engaging All Learners to Achieve Success"

Vision of the Columbus Public Schools

We will continuously and passionately strive to be a high performing learning community that will effectively meet the unique learning needs of each and every student:

To attain this vision we are:

- committed to a clear and shared focus on student learning.
- committed to a safe and supportive environment for learning and teaching.
- committed to high levels of communication, trust, support and accountability with all stakeholders.

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CHS Regular Weekday Bell Schedules

Standard (Mon., Thur., Fri.)	
Period 1	8:10 - 9:04
Period 2	9:09 - 10:04
Period 3	10:09 - 11:03
Period 4	11:08 - 12:43
<i>Lunch A</i>	11:03 - 11:33
<i>Lunch B</i>	11:38 - 12:08
<i>Lunch C</i>	12:13 - 12:43
<i>Lunch D</i>	12:48 - 1:18
Period 5	12:48 - 1:42
Period 6	1:47 - 2:41
Period 7	2:46 - 3:40

Extended (Tue.)	
Period 1	8:10 - 9:41
Period 2	9:46 - 11:18
Period 3	11:23 - 1:29
<i>Lunch A</i>	11:18 - 11:48
<i>Lunch B</i>	11:53 - 12:23
<i>Lunch C</i>	12:28 - 12:58
<i>Lunch D</i>	1:03 - 1:29
Homeroom	1:34 - 2:04
Period 4	2:09 - 3:40

Extended (Wed.)	
Period 5	8:10 - 9:41
Period 6	9:46 - 11:18
Period 7	11:23 - 1:29
<i>Lunch A</i>	11:18 - 11:48
<i>Lunch B</i>	11:53 - 12:23
<i>Lunch C</i>	12:28 - 12:58
<i>Lunch D</i>	1:01 - 1:29
LEAD Time	1:34 - 2:03 2:06 - 2:35

Morning Assembly Schedule

AM Assembly	8:1
Period 1	9:1
Period 2	10
Period 3	10
Period 4	11
<i>Lunch A</i>	11
<i>Lunch B</i>	12
<i>Lunch C</i>	12
<i>Lunch D</i>	1:1
Period 5	1:1
Period 6	2:0
Period 7	2:5

Pep Assembly Schedule

Period 1	8:10 - 9:01
Period 2	9:06 - 9:58
Period 3	10:03 - 10:54
Period 4	10:59 - 12:25
<i>Lunch A</i>	10:54 - 11:21
<i>Lunch B</i>	11:26 - 11:53
<i>Lunch C</i>	11:58 - 12:25
<i>Lunch D</i>	12:30 - 12:57
Period 5	12:30 - 1:21
Period 6	1:26 - 2:17
Period 7	2:22 - 3:13
Pep Assembly	3:18 - 3:40

Noon Dismissal Schedule

Period 1	8:10 - 8:39
Period 2	8:44 - 9:12
Period 3	9:17 - 9:45
Period 4	9:50 - 10:1
Period 5	10:23 - 10:
Period 6	10:57 - 11:
Period 7	11:31 - 12:

CHS Calendar for the 2019-20 School Year

8/12/19	First Day 10 th , 11 th and 12 th Grades Only (Orientation)
8/13/19	First Day 9 th Grade Only (Orientation)
8/14/19	First Day of Regular Classes
9/2/19	No School – Labor Day
9/14/19	ACT Testing
9/14/19	Homecoming Dance (9-12)
9/25/19	CHS Parent-Teacher Conferences 4:30 to 8:00 PM
9/26/19	No School – Teacher Professional Development AM CHS Parent – Teacher Conferences 1:00 to 3:30 PM, 4:30 to 8:00 PM
10/19	Pre-ACT / Fall MAPs Testing - No School for Seniors
10/17/19	End of 1st Term - 45 Days
10/18/19	No School – Teacher Professional Development
10/26/19	ACT Testing
11/4/19	NHS Induction - 7:00 PM
11/27 – 11/29/19	No School – Thanksgiving Break
12/14/19	ACT Testing
12/20/19	End of 2 nd Term – 42 Days
12/23/19 – 1/3/20	No School – Holiday Break
1/2 – 1/3/20	No School – Teacher Professional Development
1/6/20	Begin 3 rd Term / 2nd Semester
2/1/20	Winter Formal – 9:00 PM
2/8/20	ACT Testing
2/12/20	CHS Parent-Teacher Conferences 4:30 to 8:00 PM
2/13/20	No School -Teacher Professional Development AM CHS Parent-Teacher Conferences 1:00 - 3:30 PM, 4:30 to 8:00 PM
2/20	8th Grade High School Orientation
3/6/20	End of 3 rd Term – 43 Days
3/9 - 3/13/20	No School – Spring Break
3/16/20	No School – Teacher Professional Development
3/17/19	Begin 4th Term
4/7/20	ACT / Spring MAPs Testing - No School for Seniors
4/7/20	ACT Testing
4/10 - 4/13/20	No School - Holiday Break
4/18/20	Junior-Senior Prom
5/14/20	Seniors' final attendance day
5/17/20	Graduation
5/19/20	End of the 4 th Term – 44 Days
5/20/20	No School - Teacher Professional Development
6/13/20	ACT Testing

2019-20 Columbus High School Faculty

Administration

Mr. [David Hiebner](#), Principal
Ms. Angela Leifeld, Assistant Principal
Mr. Jason Schapmann, Assistant Principal
[Ms. Molly Hornbeck](#) Assistant Principal
[Mr. Tim Kwapnioski](#) Activities Director

Advantage Program

Ms. Kimberly Ek

Ms. Sharon Hartman
Ms. Peggy Meyer
Ms. Kelli Soltys
[Ms. Margaret Widtfeldt](#)

Art

Ms. Cynthia Campbell
Ms. Jaime Stodola

Business Education

Ms. Jeri Otten
Ms. Kari Tunink
Mr. Brady Vancura
Ms. Kristine Wurtz

District Career Coordinator

[Ms. Stephanie Carlson](#)

Family & Consumer Sciences

Ms. Carrie Loseke

English

Mr. Marc Baue
Ms. Anne Christensen
Ms. Sharon Hartman
Mr. Alexander Hollister
Ms. Cathy Kwapnioski
Mr. Sean McDonald
Ms. Shannon McDonald
[Ms. Amber May](#)
Ms. Chelsea Parker
Ms. Stacie Roberts

Health Services

Ms. Laurie Swanson

Instructional Media

Ms. Valarie Wallin

Mathematics

Mr. Scott Bethune
[Mr. Brandon Janssen](#)

Mr. James Johnson
Ms. Lauren Licking
Ms. Brandi [Liston](#)
Ms. Karen Maurer
Ms. Peggy Meyer
Mr. Chris Sander
Ms. Wendy Shotkoski
Ms. Kelli Soltys
Ms. Michelle Watson

Music

Mr. Jeff Peabody
Mr. Jacob Ritter

Health & Physical Education

Mr. Mick Bubak
Ms. Heidi Field
Ms. Stacy Smith
Mr. Bret Thompson
Mr. Craig Williams

Reading Specialist

Ms. Stacie Roberts

School Psychologist

Ms. Jessy Hill

School Counseling

Ms. Kari Drymon
Ms. Guadalupe Marino
Ms. Bethany Seehusen
Ms. Kim Loeffelholz

Science (cont'd)

[Ms. Kelsey Newman](#)
Ms. Trudi Noonan
Ms. Julie Paulson
Mr. Ryan Schroeder
Ms. Andrea Smejkal
Mr. Brian Townsend

Skilled & Technical Sciences

Mr. Tracy Dodson
Mr. Marcus Gillespie
Mr. Ron Haefner
Mr. Joe Krysl
Mr. Adam Whitmore

Social Studies

Mr. Tom Bock
Mr. Kyle Buckingham
Mr. Patrick Clark
Mr. Nathan Coan
Ms. Amanda Flesner
Mr. Jimmy Motz
Ms. Anne Robertson
Mr. Jonathan Shea

Social Worker

Ms. Jill Spale

Special Education

Ms. Valerie Brown
[Mr. Ryan Goetsch](#)
Ms. Brenda Huey
[Ms. Kate Juranek](#)
Ms. Jennifer Kallweit
Mr. Dave Licari
Mr. Alex Liston
[Ms. Jill Sorsen](#)

Speech Pathologist

Ms. Brittany Madden

Ms. Margaret Widtfeldt

ELL

Ms. Rebecca Lenser
Ms. Brandy Liston
Mr. Joseph Quinn
Ms. Laura Sprunk

Science

Ms. Carrie Bauers
Mr. Matt Bills
Ms. Beth Coop

World Languages

Ms. Victoria Joseph
Ms. Lorena Miya
Ms. Trinia Perigo
Ms. Liliana Velasco

**SECTION I
STUDENT RIGHTS AND RESPONSIBILITIES – UNDER NE STATUTES**

I-A ___Responsibilities and Right to an Education

A student’s right to an education in Nebraska is granted because of provisions in the state’s constitution. There are two very important things a student must faithfully do to protect this constitutional right: attend school regularly and participate in the learning process

There are many other things responsible students do while they are students, but nothing is more important than doing the schoolwork assigned by their teachers and being in school regularly.

The policy of the Columbus Public Schools regarding the right to an education states: The State of Nebraska, as provided for in Article VII, section I, of the Nebraska Constitution, “established public schools to provide a free appropriate public education (FAPE) for students between the ages of five and twenty-one.” All residents of the Columbus Public Schools from five through twenty-one are entitled to attend public school without tuition. All students are entitled to equal opportunities. Along with one’s rights to equality of educational opportunity, each student has a commensurate responsibility to act in such a way as not to interfere with the rights of others to the same opportunity.

Essential to the fostering and maintaining of educational opportunity is reasonable and necessary order in the schools. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it substantially disrupts the educational process and deprives others of their rights. The most important thing a student must do to protect his/her right to an education are stated as responsibilities. They are as follows:

I-B

Attendance Responsibility

All students enrolled in any of the Columbus Public Schools, regardless of how old they are, must attend school regularly and be in all the classes to which they are assigned, unless properly excused by an official of the school. Only authorized officials can excuse a student from school. It is the responsibility of the student and his/her parents(s)/guardian(s) to inform the school of the reason for any absence and to comply with the specified attendance procedure of the particular school in which the student is enrolled. Any student who fails to attend school regularly and/or be in his/her classes on time shall be disciplined. Parents/Guardians of students under eighteen years of age may be held legally negligent if their son/daughter fails to meet this attendance responsibility, according to Nebraska Statute §79-201-211.

According to Columbus School Board Policy 503 and Nebraska Statute §79-209, the school has the right to compel student attendance. If any student has accumulated a total of five unapproved absences per quarter, or a percentage equivalency of five absences, the school shall render all services in its power to compel the student’s attendance. If a student is absent more than 20 days per year, or the percentage equivalency, the attendance officer shall file a report with the County Attorney of the county in which the person resides. See **IV – Student Attendance Expectations**

I-C

Academic Responsibility

Students are obligated to complete all schoolwork assigned to them by their teachers. Students are also responsible for bringing materials such as pencil, paper, and textbooks, to class regularly. Any students who fail to show a sincere and regular effort to complete their assigned work may be disciplined for being academically irresponsible.

**I-D
Immunizations**

Health Examination and

State law requires that each student entering school must be protected against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus by immunization. This law further requires that prior to the entrance of a student into the beginner grade and seventh grade, or in the case of a transfer student from an out-of-state school to any other grade, he/she should be examined by a qualified physician. Any student who fails to comply with these health responsibilities shall be excluded from school until such time as he/she is in compliance with these responsibilities. For the current school year, a student must have the following immunizations: three doses of DPT vaccine, three doses of polio vaccine, two doses of the MMR vaccine, and three doses of Hepatitis B vaccine (for students entering for the first time or grades K/1st).

I-E Student Records

CPS Board Policy 507 and its accompanying rules govern the maintenance of student records. These records are maintained to assist the instructional, guidance, and educational progress of the student and for legitimate research to better the educational programs of the school district.

The means and methods specified by Policy 507 to collect and maintain these important records comply with regulations promulgated in PL 93-380, the Family Educational Rights and Privacy Act of 1974, and various Nebraska Revised Statutes and rules of the State Board of Education. Board Policy 507 assures the confidentiality of student records. Under this policy, students, former students, and parents/legal guardians are assured access to student records; the right to challenge information contained in the student record believed to be “inaccurate, misleading or otherwise inappropriate” and the right to a hearing should a conflict result. The student record for each student may include, but is not limited to, such information as identifying information, attendance records, grade levels completed, aptitude test scores and records of achievement, health records, and family background data. Parents, legal guardians, or eligible students may request to review a student’s student record. The only other persons who have access to the information in the student record are school personnel who have a legitimate educational interest, persons complying with a judicial order, and persons representing federal, state, or accrediting agencies. Parents, legal guardians, or eligible students may request in writing that information contained in a student’s student record be released for their purposes. They may also request copies of information classified as a subsidiary student record prior to its required destruction within three years after the student leaves school.

Schools may make public certain non-confidential “directory information” in association with recognition for such things as academic excellence, extracurricular honors and awards, or participation in officially recognized school-sponsored activities. “Directory information” may include such things as name, address, telephone number, date and place of birth, dates of school attendance, and specific information relating to recognition (such as weight, height of athletic team members). Any parent, legal guardian, or student of legal age who does not wish the school to release such “directory information” must notify by September 15 the principal of the school the student presently attends. Student records other than directory information will only be released upon receipt of a written parental permission for students younger than eighteen years of age. Records of students eighteen years and older will be released only with the student’s own written permission. Release forms are available in the Guidance Office.

These statements on student records have been presented in this handbook to emphasize that information about students is kept confidential and to encourage the free flow of information between parent(s)/guardian(s), student, and school.

Students and parent(s)/guardian(s) who have any additional concerns regarding their rights under Policy 507 and various federal and state laws are encouraged to contact the building principal of their school. A copy of Policy 507 and its accompanying rules may be obtained for the cost of reproduction from the Office of the Superintendent of Schools. Students and parent(s)/guardian(s) may file with the Department of Health, Education and Welfare complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records.

I-F Responsibility and Right to Freedom of Assembly

The Board of Education of the Columbus Public Schools recognizes that Freedom of Assembly is a right protected by the First Amendment of the Constitution of the United States. The exercise of this right must be conducted in a responsible manner so as not to interfere with the educational activities of the school district. [CPS Board Policy 504.07 and 506.02R1]

I-G Search and Seizure

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school’s

responsibility to protect the health, safety, and welfare of all its students. According to School Policy 504.08, school employees may conduct searches when they have reason to suspect that the health, safety, and welfare of students may be in danger. Any school employee making a search or a seizure will follow these guidelines:

- 1) General searches on school property (including personal items such as lockers, cars, book bags, purses, coats, etc. found on school property) will be conducted at any time when there is reasonable cause for school employees to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.
- 2) Illegal items (firearms, weapons, drugs) or other possessions reasonably determined to be a threat to the safety or security of others or which might possibly interfere with school purposes will be seized by school employees.
- 3) Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.
- 4) A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with school purposes.

Lockers and desks are the property of the school district and are made available to students for their convenience. Lockers are randomly searched. Each student is responsible for the content or security of his/her locker. Each student is assigned a locker with an individualized lock combination. Students are advised not to disclose the combination to other students. The student solely assigned to the locker is responsible for the locker and will be held accountable for all items in the assigned locker. The school assumes no responsibility for items placed in a shared locker or shared combination. For the security of our students, staff and school grounds, Columbus High School is equipped with security cameras.

Columbus High School has a responsibility for providing a secure educational environment for students and staff. In cooperation with local law enforcement agencies, we work together to maintain a safe and drug-free environment, which includes using appropriate and necessary means to search lockers and the grounds for illegal substances. Canine drug units will be used to search the building and grounds at Columbus High School (Policy 504.15). The canine drug units are trained and handled by law enforcement officers. Such searches will be unannounced during the school day and will last approximately 50 minutes as a deterrent for bringing illegal substances to school. Established procedures will be implemented to facilitate the search and to ensure students and staff are out of the hallway and into their classrooms.

I-H Freedom of Expression

Responsibility and Right of

The right to freely express oneself is justifiably tempered with responsibilities to ensure that the expression made does not interfere with the rights of others. The official school policy and the responsibilities students have when expressing themselves are contained in this handbook to promote reasonable communication. This reflects one of the purposes of the Columbus Public Schools. [CPS Board Policy 504.07] That purpose is to encourage the use of good language skills while providing educational experiences for students. The official school policy in regard to Freedom of Expression states: "The Board of Education of the Columbus Public Schools recognizes the First Amendment of the Constitution of the United States of America as being an essential part of the learning process. The Board of Education further recognizes that students need guidance in exercising the right of Freedom of Expression so that they do not interfere with the rights of others." The following statements are made to guide students in exercising their constitutional right of Freedom of Expression.

I-I

Oral Expression

Schools must encourage inquiry and expression of ideas. Such expression should include the personal opinion of students relevant to the subject matter being taught, to school activities and policies, to school administration, and to matters of broad social concern and interest. In so expressing themselves, students have the responsibility to refrain from the use of slanderous remarks, obscene language, and language derogatory of race, creed, sexual orientation, national origin, or handicapping condition and to conduct themselves in such a way as to allow all persons the opportunity to express themselves freely if they so desire. [CPS Board Policy 504.07]

I-J Activities

Symbolic Expression and Related

Symbolic expression is defined as that type of expression, exclusive of verbal and written expression, which conveys the personal ideas, feelings, attitudes, and opinions of an individual. Length of hair, choice of clothing, buttons, badges, armbands, and physical gestures are some examples of symbolic expression. Each student has the right to express

himself/herself by way of symbols subject only to the restrictions that such expression does not result in overt exhibitionism or disruption of the educational process or be obscene, disrespectful, or obviously annoying to others. [CPS Board Policy 504.07]

I-K

Rights of Handicapped Students

It is the policy of the Columbus Public Schools to not discriminate against any student who is a resident of the district on the basis of handicap in admission or access to its programs and activities. Any student who may believe the school district is not complying with Section 504 of the Rehabilitation Act of 1973 should inform the Superintendent of Schools of his/her complaint.

I-L

Pregnant or Parenting Students

The district recognizes that pregnant or parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. The district will educate pregnant or parenting students and will provide reasonable accommodations to support and encourage all pregnant or parenting students to obtain their high school diploma. No student will be excluded from, denied the benefits of, or be discriminated against under any educational program or activity because of pregnancy or parenting responsibilities. [CPS Board Policy 503.07]

SECTION II DISCIPLINE – UNDER NE STATUTES or CHS POLICY

II-A Disciplinary Actions That a Teacher and/or Administrator Can Administer:

- **Guidance:** a conversation between the student and school personnel. The purpose of this form of counseling is not to lecture the student but to inform him/her that his/her behavior needs to change so that he/she does not violate the rights of others or to help the student improve his/her learning capabilities.
- **Conference:** a meeting of student's parent(s)/guardian(s) and school personnel to discuss the student's behavior or learning process. The school intends to seek the assistance of the student's parent(s)/guardian(s) in helping the student to become a better student.
- **Detention:** requiring that a student remain after or arrive before school for a period of time. It is intended that students serving detention will be doing school-related work assigned by and monitored by classroom teacher for class-related issues.
- **School Clean Up:** requiring a student to clean up certain items of the school that the student failed to care for properly. The student may be required to clean more than just the item(s) damaged by him/her to encourage the student not to damage school property or litter in the future.
- **Use of Force:** Teachers, administrators and other school personnel may use force to protect a student from inflicting physical harm on themselves, other students, or staff members.

II-B Disciplinary Actions That Only Administrators May Assign:

- **Rearrangement of Schedule:** assigning a student to a new schedule of classes and/or in-school suspension when the behavior of the student is such that the student cannot conduct himself/herself in an acceptable manner.
- **Suspension from attending or participating in activities:** action taken by the principal and/or assistant principal(s) as a consequence of his/her behavioral problems and/or actions. Such action will be stipulated by school administration. The length of the suspension will be determined by the frequency and/or severity of the behavior.
- **Loss of Good Standing (Social Probation):** If a student misses an excessive number of days, is carrying over three or more hours disciplinary time, or is placed in an alternative education placement due to disciplinary purposes, that student is automatically considered to have lost "Good Standing." Students that are not in good standing are considered to be on social probation and therefore may not attend CHS social functions such as dances. Students who have lost their good standing status may earn it back by correcting

- the problem that led to the loss of good standing (improving attendance or serving After School Detention ASD minutes). *Loss of good standing also means the student will be indicated as “Not in Good Standing” on any dance guest form the student may present to an administrator until such time as the matter is resolved and good standing is restored.*
- **Requirement that a student receive counseling/educational evaluation:** an action that may require a student to visit a guidance counselor, medical counselor, or psychological counselor to assist the student in resolving his/her problem **at parental expense.**
 - **In-School Suspension (ISS):** Students are placed in the suspension room rather than their regularly scheduled class(es). Students are supervised and expected to carry on their studies as well as abide by the rules set down for ISS. Assigning students to ISS is at the discretion of the administration. Students who experience a high frequency of in-school suspensions can be suspended out of school at the discretion of the administration up to and including a period of 5-days.
 - **After School Detention (ASD):** Takes place on Tuesday, Wednesday and Thursday afternoons after school. Students are placed in up to a 2-hour detention/academic study period. The purpose is to enable students to fulfill disciplinary and academic obligations. Sessions are held on all available Tuesday and Thursday afternoons from 3:45 to 5:45 pm in the distance education classroom. Sessions will also be held on Wednesday *early release days* from 2:30 to 4:00 pm in the small cafeteria. The only students who will be permitted to leave early will be those owing less than three hours of time. See also “**II-C After School Detention**” for further information.
 - **Suspensions and Emergency Exclusion:**
 - (a) Short term: exclusion of a student from attendance to school for a period not to exceed five school days.
 - (b) Long term: exclusion of a student from attendance to school for a period exceeding five school days but less than twenty school days.
 - **Expulsion:** exclusion from school attendance in accordance with Neb. Rev. Stat. § 79-283.
 - **Exclusion:** immediate withdrawal of a student from school for
 - (a) presenting a clear threat to the physical safety of himself/herself or others or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
 - (b) a dangerous communicable disease as cited in Neb. Rev. Stat. § 79-4,177.
 - **Mandatory Reassignment:** Students may be reassigned to an alternative educational setting to complete instructional units.
 - **Legal Action in a Court of Law:** Any disciplinary action taken against a student will comply with existing state laws and CPS Board policies and shall afford the student due process.

II-C After School Detention

Students assigned to serve After School Detention receive time assignments from a grade-level administrator as consequence for misconduct in the building. Students may receive time assignments in as small as 30-minute increments or as large as three-hour time blocks, depending upon the offense. Students will be assigned to attend the next available ASD session to serve earned minutes in a timely fashion. However, up to 180 minutes (3 hours) owed, mandatory attendance at the next session is NOT REQUIRED, simply encouraged. The students are allowed to manage their own minute totals up to 180 minutes.

All students owing more than 180 minutes (3 hours) are REQUIRED to attend the next available After School Detention session. If the student is unable to attend the next ASD session, it is the student’s responsibility to make arrangements with the appropriate grade-level administrator PRIOR to the required After School Detention session. Failure to do so will result in further consequences being imposed by the administrator. **Students owing over three hours of After School Detention minutes are no longer considered to be in good standing.** The loss of good standing status means the student may incur some or all of the following consequences:

- loss of privileges in the building (hallway passes, right to carry cell phone, etc.)
- reduced playing time / activity involvement
- social probation – loss of ability to attend dances/socials such as Homecoming, Winter Formal and Prom

Students should seek a meeting with their grade-level administrator if they are concerned about losing good standing status.

Students who demonstrate an unwillingness to work towards decreasing their time-owed figures and return to good standing status risk more significant building consequences including, but not limited to, restriction of privileges, suspension, or mandatory reassignment to an alternative educational environment.

After School Detention Schedule for the 2019-20 School Year

First Semester

AUGUST / SEPTEMBER				
M	T	W	Th	F
19	20	21	22	23
26	27	28	29	30
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

OCTOBER				
M	T	W	Th	F
30	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20

After-School Detention is held on all un-shaded dates.

Second Semester

JANUARY				
M	T	W	Th	F
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL / MAY				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	1
4	5	6	7	8
11	12	13	14	15

After-School Detention is held on all un-shaded dates.

All Tuesday/Thursday After School Detention Sessions will begin PROMPTLY at 3:45 pm and end at 5:45 pm.
All Wednesday After School Detention Sessions will begin PROMPTLY at 2:45 pm and end at 4:00 pm.

Students are to arrive on time and to be prepared to complete schoolwork or read silently. Playing on one's phone or computer is not an appropriate use of After-School Detention time, and any student who does not appear to be busy will be asked to leave.

It is the RESPONSIBILITY OF THE STUDENT to make up time or make alternative arrangements with individual staff members (to be pre-approved by administration) to make up time owed. Remember these criteria:

- Time owed for TARDINESS TO PERIODS 2-7 should be served with your teachers at the teacher's convenience.
- Time owed for TARDINESS in PERIOD 1 must be served in After School Detention (ASD) the day of the infraction or the very next day.
- Time owed for DISCIPLINE matters must be served in After School Detention.

Students who owe over 180 minutes *will be expected to serve a minimum of two hours of the time via the next two appropriate After School Detention sessions.*

Students will NOT be permitted to accumulate more than 400 minutes without more significant discipline consequences being assigned INCLUDING a meeting with parents and administration.

Bonus minutes are assigned at the discretion of the grade-level administrator.

II-D Right to Due Process

CPS Board Policy 504.01 states: "The Board of Education of the Columbus Public Schools views the establishment of rules and responsibilities governing student behavior as a necessary element of the educational process. The rules and responsibilities governing student behavior established pursuant to this policy and other CPS Board Policies affecting student personnel shall be approved by the District's established procedure prior to their use. All rules and responsibilities established by the School District and any other rules established by individual buildings governing student behavior at school shall be publicized.

The Board recognizes that each classroom teacher needs to establish certain rules governing the educational process of which they are in charge. Any rules established by individual teachers are to be reflective of school policies and rules. Such rules are exempt from Board approval and need only to be made known in each individual class of which they are in charge. Any behavior on the part of the student that violates school policies, rules, or regulations may be subject to disciplinary action. Any disciplinary action shall be administered within the fundamental framework of due process."

Short-Term Suspension (1-5 days): The essential ingredients of due process afforded the student in a short-term suspension (1-5 days) and set forth in CPS Board Policy 505.02 are as follows:

- 1) notice of the charge against the student
- 2) an explanation of the charge against him/her
- 3) an opportunity for the student's explanation of the incident(s), issue(s), and/or event(s)
- 4) written notification within 24 hours, or such additional time as is reasonably necessary, to the parents or guardians of the student stating: a) the reason(s) for the short-term suspension and b) dates of the short-term suspension

The decision of the administrator shall be final.

Long-Term Suspension (6-19 days): (This procedure covers Long-Term Suspensions, Expulsion, and Exclusion.) The essential ingredients of due process afforded the student in Long-Term Suspension, Expulsion, and Exclusion are covered in detail in School Policy 505.02 are as follows with written notification to parent(s) or guardian(s) indicating the following:

- 1) the rule(s) or standard(s) of conduct allegedly violated
- 2) the penalty recommended by the school official in charge
- 3) a statement indicating the student has the right to a hearing on the specified charges upon request
- 4) a description of the hearing process and appeal hearing
- 5) a form for parents/guardians to request a hearing; the form must be signed and returned to the Superintendent of Schools.

Nothing in the above procedure precludes the student, student's parent(s)/guardian(s), or representatives from discussing and settling the matter with the appropriate school personnel prior to the hearing. In the event the school does

not receive a request for a hearing within five school days following the receipt of the written notice, the punishment shall go into effect. A hearing can still be requested prior to thirty calendar days after the actual receipt of written notice; however, the punishment imposed may continue in effect, pending final determination. The appeal procedure shall be as set forth in School Policy 505.02.

SECTION III SCHOOL RULES AND EXPECTATIONS

The following rules have been established under the direction of the Board of Education discipline policies, the Student Discipline Act, and Neb. Rev. Stat. § 79-267 for use on school grounds, in a vehicle owned, leased or contracted by a school being used for a school purpose, and at all school-sponsored activities or events. Compliance with the following standards of conduct is mandatory. A referral is defined as a summons or directive to the office due to an administrative rule violation, usually resulting in disciplinary action by an administrator. Repeated instances of receiving office referral may result in ISS, OSS, and/or alternative placement.

All students are expected to acquire the knowledge and skills necessary to perform civic, academic, and behavioral expectations with proficiency. The following sections outline performance expectations and correction measures. Sections III and IV, referred to as Administrative Discipline, relate to student civic and attendance expectations. Section V, referred to as Classroom Discipline, relates to student academic and behavior expectations.

Administrative Discipline – Civic Expectations

All students are expected to perform according to civic expectations. These expectations were established as an instructional tool so students function effectively within the school community.

Civic Expectation #1 - Contribute constructively to community

- Wear clothing that does not offend or disrupt others in the school community at school or school sponsored events.
- Act in a manner that does not offend or disrupt others in the school community.
- Refrain from possessing or using objects that may be disruptive or offensive to the school community.
- Touch and speak in ways that protect the integrity of others.
- Complete your own work and accept responsibility for that work.
- Report accurate and truthful information to members of the school community.

Supporting Guidelines

III-A Dress Code for Students

Columbus Public Schools believe that teaching principles of appropriate dress and appearance, good grooming, and cleanliness are a desirable component of the educational process. We are sensitive to the rapid changes in dress and grooming; however, we cannot accept those changes that depart from the standards of neat and appropriate appearance, good taste, modesty, and decency. Our school administration must weigh community standards along with individual rights. As a general rule, appearance that detracts from the learning environment cannot be permitted. It is our sincerest hope that students of Columbus High School will take pride in their appearance and their school.

Students who dress inappropriately will be given alternative attire (school T-shirt/shorts). Instructional time missed for clothing related issues (minimum of one half hour) will be made up in After School Detention.

The following general statements apply to all students during the instructional day:

- 1) Any article of clothing or other item brought to school by a student should not contain any printed wording or pictures that:
 - a) includes profanity, vulgarity, or is found to be sexually explicit, indecent or lewd, or makes sexual innuendo (sexually suggestive)
 - b) advertises the use or sale of tobacco or controlled substances in any manner

- c) promotes a business establishment whose primary business is drug paraphernalia or alcohol related
 - d) would be found to be offensive to another ethnic background
 - e) indicates any form of gang affiliation
 - f) espouses questionable meaning or insinuates educationally inappropriate activities.
- 2) Clothing which is too tight or too short, has holes in the hip, thigh, genital or upper chest areas, or unnecessarily *exposes or draws attention to* one of these areas is considered disruptive to the learning environment and is therefore inappropriate school attire.
- a) Clothing considered proper attire is a garment worn in a manner in which it was designed. Rolled waistbands or sagging waistlines, a full-length shirt with appropriate sleeves, skirts or shorts with a minimum of a 3-inch inseam, covered shoulders, no tank tops, bare midriffs, low cut shirts, bare backs and/or exposed undergarments will not be tolerated. Two-piece outfits must touch at the waist. Sleeveless shirts are permitted only if intact as originally manufactured. Students are not allowed to wear clothing/jewelry that would encourage horseplay or pose a risk to self or other students (i.e. spiked apparel and chains).
 - b) *All pants must be secured at the waistline, at or above the hips even if a long shirt accompanies the pants or shorts are worn under the pants.*
- 3) Appropriate dress for some social situations out of school is not necessarily appropriate for school. The type of clothing worn by a student must not be injurious to self or jeopardize his/her safety or the safety of others (e.g., open-toed shoes, baggy or loose clothing in a STEM class, or dangling chains from clothing or wallets).
- 4) Shoes and shirts are essential for proper *inside-the-building* attire. Hats, sweat bands, stocking hats, bandanas, gloves, and sunglasses will not be considered proper building attire because they can be considered disruptive to the educational environment. Hats may be worn to school and kept in the locker during the academic school day. *Repeated violations will result in confiscation of the clothing item(s) as contraband. They may be held until the end of the school year.*
- 5) Dress identified by outside agencies (police and other law enforcement agencies) as gang-related and/or drug-related apparel is not allowed: e.g. West Side, South Side, East Side, North Side, gang affiliated artist, do-rags or bandanas worn on the head or hung from clothing, long baggy coats, knit gloves or prominent display of gang-affiliated colors, and other clothing which promotes gang activity using slang, symbolism and cartoon caricatures, clothing depicting gloved “Mickey” hands forming gestures, Marilyn Monroe featured shirts/sweatshirts, or altered rosaries.
- 6) Exceptions to the Columbus High School Dress Code detailed above *may* be made for “spirit days.” The administration will work with student organizations to determine this in advance.

The Columbus High School Dress Code is a product of the CHS Orderly Environment School Improvement Committee and is in alignment with CPS Board Policy 504.05. The items detailed in section III-A above are all items individual students may use or possess to express themselves. Columbus High School recognizes this and believes it is the right of each student to have, possess, and even display these items – just not in school.

III-B Non-instructional Areas

Students are only to be in non-instructional areas (such as hallways, bathrooms, cafeteria, commons, school grounds) when authorized. Students are to conduct themselves in a proper and prudent manner and should always clean up after themselves by disposing litter in trash containers. Gyms, balconies, and stairwells are not authorized areas to congregate before, during, or after school.

III-C Loitering

Students may not remain in school buildings, on school grounds, in student and/or faculty parking lots, or at school-sponsored events without the permission of school personnel after school is dismissed or the activity is completed. *Students are to be off the premises no later than 30 minutes following the dismissal of classes or school activities.* Students may not assemble in unauthorized areas or hallways during the school day when classes are in session. All Columbus High School students shall be prohibited from loitering anywhere within a three-block radius of the outer boundaries of the high school before or after school.

III-D School-sponsored Activities - Suspensions

Students who are suspended out of school or suspended from school events will not be allowed to participate in or

attend school-sponsored activities until they are reinstated.

III-E

Contraband / Electronic Devices

Contraband is defined as any item not considered necessary to complete in-class activities and/or any item considered disruptive to the school environment during the instructional day (8:10-3:40). This would include (but is not limited to) any electronic device, MP3 player/iPod, earbuds, and portable video games. Contraband will be confiscated from students and turned into the main office.

Items confiscated from students may be required to have a parent/guardian pick up the item from the main office. Contraband repeatedly confiscated from a student may be held until the remainder of the school year and a parent/guardian will be required to request in writing, to pick up the item, from an administrator. Contraband held until the end of the current school year will be disposed of following the conclusion. Items deemed necessary to be turned over to law enforcement will have to be requested from law enforcement, by the owner.

III-Ea

Cell Phone Possession and Use

At Columbus High School, we believe every student is allowed to possess and utilize a personal cell phone. That privilege is limited, however, at the point that the device becomes a distraction in the classroom, is believed to have been used to harass other students, or the student becomes insubordinate regarding its appropriate use.

Appropriate times for cell phone use at CHS are prior to 8:10 a.m., passing periods on the way to class, lunch and after school. Appropriate locations for cell phone use are in the main office or entry area when checking out of school, the hallways, and the cafeteria. Inappropriate locations for cell phone use are **all locker rooms and restrooms**, any office area without prior permission, the IMC without prior permission, STEM and science lab areas, and any classroom without prior permission. Other areas in which cell phone use is considered inappropriate would be in the auditorium or gymnasium during assemblies or presentations.

To avoid confrontation, confiscation, and consternation (the 3 C's), students should always ask a supervising adult (teacher, administrator) before using the phone during a restricted time period or in a restricted location. Reasonable requests will always be considered by teachers and administration.

Staff will continue to confiscate cell phones when students receive or make phone calls, text message, or access the phone during the instructional period/block, without prior staff permission. Cell phones or electronic devices must never be used to photograph or record others *with or without their knowledge and/or permission* during the school day, *at any school event or activity*. If a student is found to have violated this rule, particularly if the resulting image or recording was of a verbal or physical altercation or utilized to harass, intimidate or demean another student, would be subject to an investigation procedure that may result in discipline, up to and including suspension and expulsion. (See III-O Harassment/Bullying/Intimidation). A student found to have engaged in bullying and/or harassment by law enforcement may be forced to surrender his/her phone as evidence to the School Resource Officer. Legal Reference: Neb. Rev. Stat. § 79-267

Because students are expected to work with their teacher regarding cell phone use/access in the classroom and because students have been granted access to their phones during passing periods and lunch, a refusal to turn over a cell phone to a staff member who requests to hold it for the period will result in a minimum, 2-hour After School Detention consequence for insubordination. A parent/guardian may be required to pick up the confiscated phone in the main office at the conclusion of the instructional day if the student is non-cooperative. Repeat offenses will result in further disciplinary consequences for insubordination and could result in specific cell phone restrictions for that particular student imposed by administration.

CPS Board Policy 504.11 prohibits visible possession of all cell phones in any area where there is an expectation of privacy (locker rooms or restrooms). The school is not responsible for any lost or stolen devices.

Disclaimer: The administration reserves the right to restrict cell phone privileges for any student or all students, at any time, should cell phone use prove to become a distraction to the educational program.

III-F Open Containers / Beverages other than Water

Students are not to have open containers of beverages in the hallways or in their lockers. Clear plastic bottles with screw top lids are only permitted if they contain water. Unopened cans/bottles of juice may be brought from home for lunch but must be kept in students' lockers or bags until the lunch period and only be consumed in the cafeteria. Students are permitted to carry clear bottles of unflavored water. *Students found to be consuming beverages other than water outside of the cafeteria at any time in the school day will be asked to forfeit the item. Failure to do so will result in a*

referral for insubordination.

III-G Vandalism

Students are not to damage or to write, draw, or mark on school property in any way. Doing so will result in consequences including restitution, detention, suspension in or outside school and/or mandatory reassignment. Legal Reference: Neb. Rev. Stat. § 79-267

III-H Skateboards

Due to the potential danger to skateboarders and to other people who might be on the site, the Board of Education bans the use of skateboards on school property or property under the control of the School District.

III-I Display of Affection

Students are not to exhibit excessive displays of affection which would be considered embarrassing or distracting to others on school grounds or at school-sponsored activities. (See also VII-A Dance Guidelines)

III-J Responsibilities of Students When Expressing Themselves

When students express themselves at school, at school-sponsored activities, or in public places away from school, they must abide by the following rules:

- 1) The expression shall not contain words or pictures that are considered indecent, lewd, obscene, profane, vulgar, off-color; fighting or gutter words (four letter words); phrases which contain threats; physical gestures which are offensive or threatening to anyone seeing or hearing the expression; or expressions which undermine or are disrespectful to school personnel.
 - a) The use of hand signals, graffiti, or the presence of any apparel, jewelry (e.g. altered rosaries), accessory (e.g. black gloves), or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with a certain group, is disruptive to a positive learning environment and will not be tolerated. [CPS Board Policy 504.13]
- 2) The expression of the student shall not contain words, phrases, or gestures that ridicule or belittle.
- 3) The expression of the student shall not encourage other persons to violate school rules.
- 4) The expression of the student shall not be unusually loud or interfere with or obstruct any lawful mission, process, function, or purpose of the school.
- 5) The expression of the student shall not be slanderous.
- 6) The expression of the student shall not be libelous.
- 7) The expression of the student cannot be about, or directed at, any teacher, administrator, or other school employee at any time, in a public manner and incorporate any of the six previously identified inappropriate student expression. (Example: Any student who refers to a teacher in a public place at any time by a lewd or obscene manner that the teacher and/or others hear/see the insult may be disciplined by school authorities.)

Any student who fails to meet these requirements when expressing himself/herself may be disciplined [CPS Board Policy 504.07]. The Columbus High School administration reserves the right to deem excessive expressionism as disruptive to the school environment. This will be addressed on a case-by-case basis.

III-K Academic Dishonesty (Cheating)

Students caught cheating/plagiarizing on major assignments such as tests, quizzes or performance assessments will be reported to the office. The parents will be notified by the classroom teacher. The student will have the option to redo the work or retake the assignment/assessment at 50% value. Administrative consequences will be assigned based on frequency and severity.

III-L Altering School Records, Reports, Grades, Etc.

Students are forbidden to change and/or falsify school records, reports, grades, etc. Any tampering with such documents shall result in disciplinary actions.

Civic Expectation #2 – Interact effectively with others

- Respond without complaint to staff member or administrative directives.
- Follow staff member or administrative directives in a timely manner.
- Demonstrate respect for individuals responsible for school safety.
- Respect the right of others to make choices without verbal/physical coercion or intimidation.

Supporting Guidelines

III-M Insubordination

Students are to comply without complaint to reasonable directions given by all school personnel. **Definition:** Any student who fails to comply with reasonable directions or requests of school personnel will be considered insubordinate. Other acts of insubordination include, but are not limited to, inappropriate responses or use of inappropriate language and/or disrespectful behavior toward a staff member, [failure to turn over contraband or other distractions such as a phone](#) or failure to attend assigned periods of After-School Detention.

Consequence: Restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement, and/or expulsion.

III-N Parking

The privilege of driving to school and parking on school grounds comes with certain expectations. Students are expected to obtain and prominently display a CHS-issued parking permit in the front windshield of their vehicles. Students are also expected to park in the appropriate parking lots. Failure to do so may result in a parking fine, office referral, and/or placement of a boot on the vehicle. **It should be noted that ALL FINES COLLECTED ARE RETURNED TO THE STUDENT BODY in the form of student incentive and reward programs/ activities.**

Major Violations (Fine and/or Parking Boot)

Parking in the fire lane
 Parking in incorrect lot or area
 Parking in bus lanes and driving lanes
 Unattended vehicle in bus and driving lane
 Parking in grassy areas
 Frequent minor violations

Minor Violations (Fine and/or Referral)

Parking tag does not match designated area
 Failure to display parking tag
 Parking in two stalls at one time

- Parking tickets will be issued; students will be fined and could have a parking boot placed on the car for parking violations. A **\$10 fine** will be assessed for the first offense; **\$15** for the second offense. **Upon the third offense, the violation will be considered insubordination and referred to an administrator.** Failure to have one's car registered with the main office will be an **additional \$5 fee**. Parking fines will not be allowed to accrue greater than \$30.00. Student privileges will be restricted until the fine balance is paid.
- Parking in driving lanes or blocking bus-turning lanes is an **automatic \$15 fine** because it obstructs traffic. Violators will be required to move their vehicles and make up missed instructional time in After School Detention.

III-Na Parking Lot Expectations

The privilege that comes with driving a vehicle to school also comes with certain behavioral expectations. These expectations support the safety of all who utilize the parking lots as well as preserve the orderly environment. Any student who violates these expectations is not only inconsiderate of others but also puts his/her safety at risk as well as the safety of others. This behavior will not be tolerated and can result in discipline ranging from After-School Detention to the removal of the right to operate a vehicle on the school property.

The following is a list of basic parking lot expectations:

- The utilization of appropriate trash receptacles in the parking lot is expected.
 - Students caught littering in the parking lot are inconsiderate of others and may receive consequences that may include parking lot litter collection for an appropriate period of time.
- The parking lot is CPS property. To that end, vaping, smoking, etc. are prohibited behaviors that will receive appropriate consequences when observed or reported.

- Students should demonstrate patience and consideration when entering or exiting the parking lots.
 - Accelerating past others who are waiting their turn in line is reckless endangerment and will receive administrative consequences when observed or reported. Doing so often puts the driver in the lane of oncoming traffic and puts him/her, as well as others, at risk of an accident.
- Students should never accelerate across seemingly open areas of the parking lot.
 - Utilizing the established traffic lanes makes all traffic in the lot predictable for other drivers and pedestrians, thus reducing the risk of accidents.
 - Driving over “islands” or curbs in the parking lot is not appropriate and can result in damage to the concrete as well as the landscaping, trees, light fixtures and your own vehicle.
 - Driving over, onto or through snow piles in the parking lot is not appropriate. See previous bullet.
- Excessive torque (burnouts), “cookies,” and other forms of exhibition driving should never occur in the school parking lot. This will be considered reckless endangerment and result in appropriate consequences.
 - Besides the obvious dangers to bystanders, noise from loud vehicles disrupts activities taking place within the school building as well as projects negatively on teen drivers to our neighbors.
- Student vehicles are to occupy ONE parking stall. No student has the right to claim more than one parking stall for his/her vehicle. To do so is inconsiderate of others and a ticketable offense. Students who are concerned about others parking near to them should consider parking at the farthest ends of the lot or very near a parking lot camera.
- Students who violate these parking lot expectations should be reported to administration by name and/or vehicle description, parking permit number and/or license plate number. The report can be made via email and will be considered anonymous.
- If you sustain damage or suspect a break-in to your vehicle, report it immediately to the Columbus Police Department. You should also notify CHS administration. CHS administration will work in cooperation with Columbus Police to utilize the parking lot surveillance cameras in the hope of identifying the offending party. Any information gathered will be shared directly with the investigating officer(s).

All students driving motorized vehicles to school must operate them in a safe and lawful manner. **Students observed operating a motor vehicle in an unsafe, reckless, or unlawful manner will be subject to disciplinary action and will be reported to the police.** Parking permits may be confiscated or revoked at administrative discretion. All cars parked on school property must be registered and display a school parking tag. Failure to display a proper parking permit in CHS lots will result in a ticket.

III-O _____ Harassment/Bullying/Intimidation

Harassment of students, staff or visitors by CHS students or staff will not be tolerated. This policy is in effect while students or staff are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

Harassment may be reported by anybody including students, parents, teachers, the student nurse, or other staff. Teachers, counselors and administrators will be involved in the investigation of incidents of harassment.

Definition: Harassment as set forth above may include, but is not limited to, the following:

- verbal, physical, written harassment, texted or posted abuse
- repeated remarks of a demeaning nature
- implied or explicit threats concerning one’s safety, well-being, grades, achievements, etc
- demeaning jokes, stories, or activities directed at an individual or group of individuals
- any ongoing pattern of physical, verbal, or electronic abuse

Students or individuals who feel that they have been harassed by other students should communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual needs assistance communicating with the harasser, he/she should ask a teacher, counselor or administrator to help.

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, he/she should:

- report the matter to a teacher or counselor.
- write down exactly what happened, keep a copy, and give another copy to the counselor;
 - what, when and where it happened
 - who was involved

- exactly what was said or what the harasser did
- witnesses to the harassment
- what the individual said or did, either at the time or later
- how the individual felt and
- how the harasser responded
- provide screenshots and/or printouts of the alleged abuse (when appropriate)
- The counselor will then investigate the matter by interviewing witnesses and the alleged harasser and report the results of the investigation to the appropriate grade-level administrator.
- If the administrator determines that harassment is indeed occurring, appropriate consequences will be assigned as necessary based upon frequency and severity of the behavior.

Consequences: Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure that may result in discipline, up to and including, suspension, and expulsion.

Retaliation against an individual because the individual has filed a harassment complaint or who may have assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension, and expulsion. [CPS Board Policy 504.17, 504.17R1] Legal Reference: Neb. Rev. Stat. § 79-267(8), § 79-2,137.

III-Oa

Hazing

Definition: Hazing is an abusive, often humiliating form of initiation into or affiliation with a group, including any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another.

No student shall do anything to physically or psychologically harm another student or staff member at school, on school grounds, or at school-sponsored events or on their way to and from school.

Consequence: Restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement and/or expulsion.

- 1) Hazing activities that occur outside the school day, outside school activities, and/or off school grounds should be reported by the victim to law enforcement. Columbus High School administration will become involved if/when the matter spills over to the regular school day or at school activities.
- 2) Intimidation, extortion, or verbal or physical threats will result in suspension or expulsion from school.
- 3) It should be noted that hazing is a Class II misdemeanor punishable by up to six months in jail and \$1000.00 fine. The School Resource Officer will be consulted on all matters of hazing.

III-P

Inappropriate Behavior

Public indecency with regard to high school age students is defined in Neb. Rev. Stat. § 79-267 (7)

- 1) engaging in sexual conduct, even if consensual, on school grounds or at a school function or event
- 2) sexual assault or attempting to sexually assault any person on school grounds or at a school function or event

Consequence: Restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement and/or expulsion. [Students may also face a citation for indecent exposure.](#) [Columbus City Ordinance 130.091 Indecent Exposure].

III-Pa

Sexual Harassment

Sexually harassing student(s) or school personnel is prohibited at school, on school grounds, at school-sponsored events, or on the way to and from school.

Sexual Harassment

The Columbus High School is committed to maintaining an educational setting that is free of sexual harassment. Sexual harassment is an illegal action relevant to Title IX, Title VII, and Nebraska State Statute, Columbus Board Policy 404.06 and Columbus Board Policy 504.17. Sexual harassment will not be tolerated, and the Columbus High School administration will take immediate and appropriate action upon notification of offense.

At Columbus High School, sexual harassment will be defined as any unwelcome advances, a request for sexual favors, or verbal or physical conduct of a sexual nature by a student toward another student when the conduct has an effect of

interfering with academic performance of the student or creates an intimidating, hostile, offensive or unsafe learning environment. This procedure and definition of sexual harassment will also include unwanted advances by a student toward an employee. As used in this policy the word “student” shall mean any resident student of the district, any student being served by contract with another educational agency, or any other person of school age attending the district for educational reasons. The word “employee” shall mean any person who is employed by the district.

The following procedure shall be followed to report any violation of this policy.

- 1) Student will report the incident to the appropriate assistant principal. The administrator will require the student to submit a written statement containing location, time, incident details, witnesses and student reaction. The administrator will investigate the incident by speaking to other students or staff who were identified as witnesses to the incident. A written statement will be obtained by these individuals, as well.
- 2) The administrator will then speak with the alleged harasser as part of their due process rights. Information obtained from step 1 above will be kept confidential. This alleged student will be given the opportunity to provide a written statement on his/her behalf as well as a list of students who may speak on his/her behalf.
- 3) The administrator will continue to investigate the incident based upon this new information.
- 4) The administrator may share information with other building administrators to determine the outcome of the investigation through a collaborative approach.
- 5) Consequences that may be imposed by the administration: verbal warning with conference regarding inappropriate behavior, parental conference, short-term suspension (1-5 days), long-term suspension (6-19 days), or expulsion from school.
- 6) The same procedures will be used with student harassment of a staff member.

Columbus High School will not tolerate any retaliatory behavior against any person(s), the harasser or person(s) encouraged by the harasser who have submitted information to the high school administration. The consequences will be the same as the above list.

The administration of Columbus High School will cooperate fully with the appropriate law enforcement agency if the harassed student/employee would file any charges through the court system. All written statements and documentation will be turned over to any investigative unit, if requested.

The Grievance Office (Title IX) of the Columbus Public Schools is the Superintendent of Schools, Columbus Public School District #1, 2508 27th Street, Columbus; phone: 402-563-7050.

Sex Offender Law

The Student Discipline Act allows for a student to be expelled from school when the student is criminally charged with certain sexual assaults even though the sexual assault occurs off school grounds. Sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree. Legal Reference: Neb. Rev. Stat. § 79-267(8)

Dating Violence

Columbus Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

Definition: For purposes of this policy, “dating violence” means a pattern of behavior in which one person threatens, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her **current or former** dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Consequence: Restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement, and/or expulsion.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

[CPS Board Policy 504.20] Legal Reference: Neb. Rev. Stat. §§ 79-2,139 to 79-2,142

Date of Adoption: May 17, 2010

Civic Expectation #3 – Fulfill legal requirements

All students are expected to perform according to the stated civic expectations and objectives.

- Act responsibly to maintain the physical safety of self and others.
- Respect the right of individuals or school officials to protect personal or public property from unwanted use or handling.
- Respect the right of the school to govern the use of technology or equipment.
- Only touch fire alarms/security equipment in case of an emergency.
- Respect the responsibility of the school to deny the possession/use of tobacco products, alcohol, or drugs.
- Respect the right of individuals to learn in a safe environment free of harassment/bullying.
- Act and speak responsibly to protect the school community from irreversible harm.
- Protect the school community from real or perceived weapons and/or explosives.

Supporting Guidelines

III-Q Reckless Endangerment

Students shall not engage in acts that create a substantial risk of physical injury to another person.

Consequence: After-School Detention, restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement and/or expulsion.

III-Qa Snowballs

Students are not to throw snowballs while on school grounds, or on their way to and from school, or while attending school events.

Consequence: After-School Detention, restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement, and/or expulsion.

III-Qb Unauthorized Games / Activities

Students are not permitted to participate in unauthorized games involving kicking, hitting, or throwing an object within the school building or on school grounds. Objects utilized in such games will be confiscated, and consequences involving contraband and reckless endangerment can be enforced.

Students are to know that gaming or other unauthorized use of the student device (streaming music or videos, etc.) during academic periods can result in disciplinary consequences including suspension of Internet privileges or access to the student device. Appropriate times for students to use the student device for recreational purposes would include during breakfast or lunch *in the cafeteria*.

III-R Theft/Stealing

Students are prohibited from borrowing without permission or stealing personal or public (school) property. Students found to have stolen the property of others will be subject to restitution and will be reported to the School Resource Officer. The theft of a student device, charging cords, or storage bags will result in disciplinary action including, but not limited to, suspension and expulsion.

Any student device or equipment that is misplaced or suspected to be stolen must be reported immediately to the CHS Technology Office. All found devices or equipment should be immediately returned to the CHS Technology Office along with a detailed explanation of where and when the item was found; any other *found* items should be returned to the main office. Legal Reference: Neb. Rev. Stat. § 79-267

III-S Unauthorized Entry

When school is in session, students are not to be in the school building before 6:30 AM or 30 minutes after dismissal time unless they are scheduled in activities taking place within the building or unless they have written permission from a staff member.

III-T Fighting / Assaults

Students may not engage in verbal or physical altercations in school buildings, on school grounds, or when traveling in school vehicles/busses or at school-sponsored events. Students hitting, striking, kicking or in any other way harming another student or school personnel will be **suspended and may be recommended for expulsion**. Students may be liable

for suspension or expulsion if they bring into the schools any object or substance which, when reasonable standards are applied and circumstances warrant, it is determined that the primary purpose is to cause bodily harm or property damage as set forth in CPS Board Policy 505.02 and 505.03. Columbus High School will comply with Nebraska State Statute relative to assaults by reporting incidents to law enforcement officials. Legal Reference: Neb. Rev. Stat. § 79-267

III-U **Aiding and Abetting**

Any student who aids, abets (encourages inappropriate behavior), or causes another to commit any offense may receive consequences as if he/she were the principal offender. The student could also face criminal charges if the offense merits a report to law enforcement officials. For example, a student who records a student altercation with a cell phone instead of reporting it to staff, is aiding and abetting the offending individuals.

III-V **Computers / Technology Integration & Internet Use**

Throughout this section of the handbook, reference will be made to a student's *district-issued device*. A district-issued device could take the form of a laptop, tablet, or other mobile device provided by the school district to the student for educational use.

Computer network/Internet access is available to students and teachers in Columbus Public Schools. We believe that an Internet/network access offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation and communication.

Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users across the globe. In addition, the system is used to increase school and district communication, enhance productivity, and assist teachers in upgrading their skills through greater exchange of information with their peers. The system also assists us in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. We have taken precautions to restrict access to controversial materials through the installation of an Internet filtering device. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals. We strive to ensure that use of Internet/network resources is consistent with our stated mission, goals, and objectives.

The smooth operation of the network relies upon the proper conduct of the students and faculty, who must adhere to strict guidelines and proper ethical behavior when using the Internet/network. To use our computers, network, and Internet connection, all students must conduct themselves in a manner consistent with our educational focus. **If the student fails to do so, he/she will be subjected to disciplinary sanctions by the administration and by law enforcement. CPS does not allow any unauthorized video or audio recording during the school day.**

Students have access to computers throughout the building for educational use, whether it be their district-issued device or individual classroom, lab or IMC workstations. Student access to technology will be subject to change at the discretion of the administration or staff responsible for the supervision of these areas. Use of the Internet at school is available to research areas directly related to specific classroom assignments. **The district network may NOT be used for personal email, chat rooms, games, streaming video/music, sharing accounts, or accessing any material deemed inappropriate for school.** Students are subject to the Nebraska State Statute on "hacking," in addition to the Columbus Public Schools Board of Education Policies 504.09, 606.05, 606.06, & 606.07. The terms and conditions of use are identified on the parental permission form for Internet access.

No district-issued devices may leave the United States for any reason, such as during student travel.

All teachers may confiscate student-issued devices when the device is being used inappropriately. Whether the device is returned to the student at the end of the period or is turned over to the grade-level administrator requiring the student to meet with the administrator prior to the return of the device will depend upon the frequency and severity of the offense. The administrator may choose to block the student's access to the Internet or otherwise limit the device use for a specified period of time as part of the consequence.

All CHS students will be required to complete digital literacy training before access to the school district devices/network will be permitted. The issuance of and revocation of access to school district technology and networks will be handled by building-level administration.

Specific details about student use of the district-issued student devices is covered in detail in a document entitled Columbus Public Schools Student Acceptable Use Agreement, provided at the time of device roll-out .

Specific Internet-use guidelines are listed below:

The computers, networks, hardware, software, peripherals, and configurations in any school classroom are the property of Columbus Public Schools and are not to be altered, modified, damaged, or degraded in any manner.

- Do not install, upgrade, or modify any software operating system, application, or service.
- Do not use a school workstation or device to search for or view any material that would assist in bypassing the Internet filter, gaining unauthorized access to the network, or other attempts to “hack” past the access limits that are in place.
- Do not view, print, distribute, display, send, or receive images, text, or graphics of obscene materials or material that violates laws relating to child pornography.
- Do not use an Internet workstation or student device to view, print, distribute, display, send, or receive images, text, or graphics that contain hate speech, threatening, or harassing material.
- Do not engage in any activity that is deliberately offensive or creates an intimidating or hostile environment.
- Do not violate copyright or software licensing agreements. Do not download or exchange audio and video files, including MP3 files and other similar files.
- Do not gain unauthorized access to any computing, information, or communication devices or resources.
- Do not copy, download, design, or create any software or component intended to damage, alter, or degrade software applications or network architectures.
- Do not use a workstation or device to conduct a business or participate in online buying or selling.
- Any violations of these rules, or the NE state statute on “hacking” will be considered a violation of the Acceptable Use Agreement and will result in loss of Internet access, disciplinary action, AND assessment of monetary damages (when appropriate).
- Do not use email or any other communication platform to threaten, harass, demean, or provoke another student.

III-Va

Google Accounts

The Columbus Public Schools district utilizes Google Apps for Education for students, teachers, and staff. This section describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

As a district, we only authorize the use of tools and applications that support the implementation of our curriculum and have been through a rigorous educational process. Our district utilizes several computer software applications and web-based services, operated not by school district but by third parties. A complete list of the programs with the privacy policy for each can be found on our district website: <http://columbuspublicschools.org/coppa/>

The following services are available to each student and hosted by Google as part of Columbus Public Schools’ online presence in Google Apps for Education:

Classroom - a collaborative cloud-computing environment where teachers can post class assignments and through which students can turn work into their teachers

Mail - an individual email account for school use managed by Columbus Public Schools

Calendar – an individual calendar providing the ability to organize schedules, daily activities, and assignments

Drive – a collection of apps for word-processing, spreadsheet, drawing, and presentation that is very similar to Microsoft Office but also contains within it a cloud-storage area for student assignments and projects

Using these tools, students collaboratively create, edit, and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

In order for our students to use these educational programs and services, certain Board Policy approved directory information may be provided to the website operator strictly for educational purposes. This directory information may

consist of the student's name, username, district e-mail address, grade level, age and/or date of birth. The need for such information is necessary to utilize software and web-based services as part of the classroom instruction. **A signature on the Student Handbook Signature Page constitutes consent for our school district to provide this directory information.**

Technology use in the Columbus Public Schools District is governed by federal laws including the following:
Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under age 13. By default, advertising is turned off for Columbus Public School's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes. -- COPPA <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the right to review student records. Under FERPA, schools may disclose directory information (refer to Board Policy 507.02), but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form. That form can be found at the following site:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Guidelines for the responsible use of Google Apps for Education by students:

1. Official Email Address. All students will be assigned a username@discoverers.org email account. This account will be considered the student's official CPS email address until such time as the student is no longer enrolled with Columbus Public Schools.
2. Prohibited Conduct. Please refer to the Acceptable Use Agreement in Appendix B at the end of this handbook..
3. Access Restrictions. Access to and use of student email is considered a privilege accorded at the discretion of the Columbus Public Schools District. The District maintains the right to immediately withdraw the access and use of these services, including email when there is reason to believe that a violation of law or District policies has occurred. In such cases, the alleged violation will be referred to a building administrator for further investigation and adjudication.
4. Security. Columbus Public Schools cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
5. Privacy. The general right of privacy will be extended to the extent possible in the electronic environment. Columbus Public Schools and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access these Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

By signing off on the student handbook, the parent(s) and student confirm that they have read and understand the following:

Under FERPA and corresponding Nebraska law, a student's education records are protected from disclosure to third parties. They understand that the student's education records stored in Google Apps for Education may be accessible to someone other than the student and the Columbus Public School District by virtue of this online environment. By signing off on the student handbook, the parent(s) and student confirm their consent to allow the student's education records to be stored by Google.

The parent(s) understand that by participating in Google Apps for Education, information about the student will be collected and stored electronically. The parent(s) has/have read the privacy policies associated with the use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>).

The parent(s) understand that they may ask for their child's account to be removed at any time.

III-W

Damage of School or Private Property

Students are not to participate in any activity not properly supervised by school personnel that could damage, deface, or alter the school or private property of another individual or entity on school grounds. This includes tampering with or otherwise damaging building safety or security equipment. If a student damages, defaces, or alters Columbus High School property or the private property of another individual or entity, he/she is financially responsible for all damages and will be subject to disciplinary actions, including a referral to law enforcement.

CHS students are expected to behave in a manner that is respectful of the property of another school. Students found to have participated in the damaging or defacing of property of another school in a manner that draws an association with Columbus High School will be subject to disciplinary procedures including, but not limited to, restitution, suspension from school activities, loss of privileges, and/or suspension from school.

Students are responsible for the cost of repair or replacement of any student device, charging cords/power adapter, and protective storage sleeve issued to them. If a student device or peripherals are believed to be stolen, this information must be reported *immediately* to the CHS Technology Office during the school day. After school hours and on weekends or holidays, call the **CPS Technology Hotline 402-563-7069** and leave a detailed message including the name of the student, student ID number, and circumstances resulting in the missing computer. Legal Reference: Neb. Rev. Stat. § 79-267

III-X

False Alarms

It is a violation of NE Statute for students to falsely set off fire alarms. Any student who deliberately sets off a false fire alarm will be reported to legal authorities and subject to suspension from school.

III-Y Alcohol-Tobacco-Drugs [CPS Board Policies 504.14 and 504.14R1, Legal Reference: Neb. Rev. Stat. § 79-267]

III-Ya

Use of Tobacco/Inhalant Products

It is the responsibility of the school to maintain a safe and drug-free educational environment. Columbus High School students are not to possess, use, distribute, or sell tobacco or tobacco-related products on school grounds.

Definition: Tobacco products include cigarettes, cigars, chewing tobacco, snuff, or any form of tobacco intended to be smoked, chewed, sniffed, dissolved, or inhaled or products intended to replicate tobacco products either by appearance or effect. Possessing or use of e-cigarettes, **vape devices** and/or vapor liquids in any form at school is in direct violation of this policy. **Tobacco or inhalant products confiscated from a student will be turned over to the School Resource Officer or other law enforcement officials. It will be up to the law enforcement officials as to whether an item is returned to a parent/guardian following confiscation at school.**

Consequences: Students found guilty of possessing, using, distributing, or selling tobacco **or inhalant products** will receive the following consequences:

Possession:

1st violation: Students found guilty of a first violation at any time during the school year shall forfeit the contraband to the School Resource Officer and receive one or two days ISS. The student must also complete a school-approved smoking/vaping cessation program conducted by the school nurse.

2nd violation: Students found guilty of a second violation at any time during the school year shall forfeit the contraband to the School Resource Officer and receive three or four days ISS. The student must also complete a school-approved smoking/vaping cessation program conducted by the school nurse.

3rd violation: Students found guilty of a third violation at any time of the school year shall forfeit the contraband to the School Resource Officer and will receive three days OSS.

4th and subsequent: Students found guilty of a fourth and/or subsequent violations at any time during the school year shall forfeit the contraband to the School Resource Officer and receive five days OSS.

Use:

1st violation: Students found guilty of a first violation at any time during the school year shall forfeit the contraband to the School Resource Officer and receive three or four days ISS. They must complete a school-approved smoking/vaping cessation program conducted by the school nurse.

2nd violation: Students found guilty of a second violation at any time of the school year shall forfeit the contraband to the School Resource Officer and receive three days OSS.

3rd violation: Students found guilty of a third violation at any time during the school year shall forfeit the contraband to the School Resource Officer and receive five days OSS and confiscation of the contraband.

4th and subsequent: Students found guilty of a fourth and/or subsequent violations at any time during the school year shall forfeit the contraband to the School Resource Officer and receive 6-19 day OSS.

Distribution:

1st violation: Students found guilty of a first violation at any time during the school year shall forfeit the contraband to the School Resource Officer and receive three days OSS.

2nd violation: Students found guilty of a 2nd violation at any time of the school year shall forfeit the contraband to the School Resource Officer and receive five days OSS.

3rd violation: students found guilty of a 3rd violation violations at any time during the school year shall forfeit the contraband to the School Resource Officer and receive 6-19 day OSS.

4th and subsequent: Students found guilty of a fourth and/or subsequent violations at any time during the school year shall forfeit the contraband to the School Resource Officer and receive an emergency exclusion OSS with placement to be determined following a team meeting.

III-Yb

Alcohol and Drugs

Columbus High School reserves the right to utilize breathalyzers and/or drug testing equipment with students who may show signs of being under the influence of drugs or alcohol intoxication **at school or school-sponsored activities**. These tests will be administered by properly trained School Resource Officers or other law enforcement officials.

Columbus High School has a responsibility for providing a safe and secure educational environment for its students and staff. Misuse of drugs is a danger to the health and well being of the members of the school community. The school strives to work with parents to create a helpful, caring environment where learning can occur. Although parents have the ultimate, primary responsibility for their children's health, the school's responsibility is to maintain a drug-free educational environment.

Students violating the district's drug policy during the school day or at school-sponsored activities will be assigned disciplinary consequences and, if appropriate, activity consequences as explained in the Student Handbook. Consequences will begin when the administration has determined that a violation has occurred and due process has taken place. **The school may require that students obtain drug/alcohol tests at parental expense in order to determine if a violation has occurred.** Disciplinary consequences will vary according to the severity of the violation and the number of times a student has committed violations. Students who violate the district tobacco, alcohol, and drug policy will be referred to law enforcement officials.

Columbus High School prohibits the possession of drug paraphernalia as well as the distribution, dispensing, manufacture, possession, use or being under the influence of alcohol and / or "look alike" substances that appear to be alcohol or a controlled substance by students while on school grounds, during school hours or school-sponsored events. [Items and products covered in this policy will be confiscated from the student and turned over to the School Resource Officer or other investigating law enforcement officials.](#)

Consequences: Students under the influence of drugs/alcohol shall receive the following:

1. First violation at any time during the school year shall be 19 days OSS. However, upon the presentation to the school administration of an appointment for an evaluation done by a professional substance abuse counselor with information provided to the school, the administration may reduce this consequence to three days OSS and three days ISS. The evaluation/counseling shall be at parental expense and must be completed within the time limits set by the school administration. The substance abuse counselor must be approved by the building principal prior to the student's seeking services, and the student's parent(s) and/or guardian(s) and the substance abuse counselor must agree to the exchange of all pertinent information between school officials and the substance abuse counselor. This evaluation must be accompanied by specific recommendations. Should this student, at any time during the remainder of his/her attendance, fail to comply with any of the given recommendations, the original suspension can be imposed.
2. Second or subsequent violations during the school year may result in expulsion and mandatory reassignment at the Alternative School or an educational placement deemed appropriate by the administration. [CPS Board Policy 504.14]

Students possessing, distributing, or selling drugs/alcohol shall receive the following:

1. First violation at any time during the school year shall be 19 days OSS. However, upon the presentation to the school administration of an appointment for an evaluation done by a professional substance abuse counselor with information provided to the school, the administration may reduce this consequence to five days OSS and five days ISS.

2. Second or subsequent violations during the school year may result in expulsion and mandatory reassignment at the Alternative School or an educational placement deemed appropriate by the administration.

III-Yc Prescription Drugs

Definition: any drug or chemical that is prescribed for a particular individual by a doctor and intended for use only by the individual named on the prescription bottle.

Columbus High School reserves the right to exercise control of the misuse, misrepresentation, distribution, or selling of prescription drugs. Students are not to misuse, misrepresent, distribute, or sell prescription drugs. No prescription drugs can be administered by anyone other than the nurse or other designated persons. Students using prescription drugs shall bring them to school in properly labeled prescription containers, and said prescriptions shall be accompanied by written parental verification.

Exception: With written permission that parents accept the responsibility for the student taking his/her own medications, high school students may carry their own prescriptions and medicate themselves in accordance with Policy 504.14. Prescription drugs for asthma and diabetes are also excluded as per policy.

III-Yd Non-Prescriptions Medications / Vitamins

Definition: any drug or chemical that can be purchased without a prescription and that does not fall under state or federal limitations. Columbus High School reserves the right to exercise control over the misuse, misrepresentation, distributing, or selling **non-prescription medications or edible items**. Students are not to misuse, misrepresent, distribute, or sell **non-prescription medication or edible items**.

Consequences: Students found guilty of misusing, misrepresenting, distributing or selling **non-prescription medications or edible items** shall receive the following: **1st violation:** up to 5 days OSS, **2nd violation:** up to 19 days OSS, **3rd violation:** expulsion from school for the remainder of the semester or 19 days OSS, whichever is longer.

The high school nurse has a limited supply of **non-prescription medications (Tylenol, ibuprofen, cough drops and Tums or a generic equivalent)**. Students may have access to these **medications** if the parent has **signed the Non-Prescription Medication Release Form**. Students may bring and carry their own supply of the above listed medications **ONLY** if the release form is signed by the parent and on file in the CHS Nurse's Office. In the event that another form of non-prescription medication would be needed during the school day, a Medication Release Form will need to be signed and the medication will be stored in the nurse's office. Students are forbidden from sharing any medication with another student.

III-Ye Records of Violations and Consequences

Anecdotal notes or violations of the district tobacco and drug policies will be shared between administrators from one year to another and from one attendance center to another, and disciplinary action may carry over from one year to another and from one attendance center to another if the consequence was not completed. However, violations of the tobacco, alcohol and drug policy are not cumulative from one year to another or from one attendance center to another unless the student is a participant in extracurricular activities.

III-Z Rumors, Threats, and Prohibited Items

Columbus High School takes the possibility of a real crisis very seriously as does the Columbus Police Department. Working closely together, these two entities strive to ensure, as much as is humanly possible, the safety of all students. School closure due to rumors, threats and/or the possession of prohibited items will result in additional school time to be made up by all students, as directed by the Superintendent and/or the Board of Education.

III-Za Spreading Rumors / Text Messaging False Information

Spreading rumors and text messaging false information which results in fear and/or disruption of the school day can be subjected to legal prosecution and suspension, expulsion, and/or mandatory reassignment.

III-Zb Threatening Statements Concerning Student/Building Safety

When a threatening statement concerning student/building safety is received, these steps will be followed:

- The principal is informed of the threat.
- Parents of the student making the threat are called.

- The SRO or police are called to assist with conducting the initial investigation. The SRO/Police may bring other agencies in to investigate (HHS, etc.)
- The student is suspended from school under an emergency exclusion as per Nebraska statute.
- The student may return to school after a psychologist has evaluated the student to determine the level of threat to the safety of the student and others. This evaluation is at parent cost. A readmission plan may be written if determined by the school administrator prior to returning to school. Ultimately, it is the school's decision based upon the information provided by all parties and the investigation as to whether the student is readmitted. The student may be reassigned to a different placement or program.
- The central office administration will be informed of the situation throughout the process.

III-Zc Bomb Threats

The false reporting of bomb threats will be prosecuted to the fullest extent of the law. School closure due to rumors, threats, and/or the possession of prohibited items will result in additional school time to be made up by all students as directed by the Superintendent and/or the Board of Education.

III-Zd Firearms, Weapons, Explosives, and Material that Can be Ignited

Firearms, weapons, explosives, and material that can be ignited (e.g. fireworks) are prohibited on school property, or at school-sponsored events, unless authorized by the proper school authorities. A student shall not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, including, but not limited to, a starter gun, paintball gun, Airsoft gun, stun gun, taser, or pellet gun or bringing or possessing any explosive device, including fireworks. A student in possession of a firearm will be expelled from school for a period of one calendar year, as stated in Neb. Rev. Stat. § 79-263. Legal Reference: Neb. Rev. Stat. §§ 79-263, 79-267

III-Ze Concealed Handgun Law

It is unlawful for an individual to carry a concealed handgun at school. The law stipulates that handguns may not be carried into school buildings, on school grounds, in school-owned vehicles, and/or at school-sponsored activities or athletic events. The intent of the law (1) assures employees, students, and parents that no one will be permitted to carry a handgun at their school notwithstanding the law and (2) provides permit holders with the understanding that they are not to carry their handguns to school, as stated in Neb. Rev. Stat. § 69-2441.

III-Zf Activities Forbidden by the Laws of the State of Nebraska, the City of Columbus, or the United States of America

Students, as citizens of the United States and the State of Nebraska, are to obey all laws established by these respective governmental agencies. Students who violate these laws during the school hours or at school-sponsored events may be disciplined by the school in addition to any action taken by law enforcement agencies. Any activity/behavior which violates Nebraska Criminal Code constitutes a danger to other students or interferes with school purposes and which becomes known or suspected by the administration will be referred to law enforcement authorities. Legal Reference: Neb. Rev. Stat. § 79-267

SECTION IV ADMINISTRATIVE DISCIPLINE – STUDENT ATTENDANCE EXPECTATIONS

- 1. Attend school on a regular basis.**
- 2. Be aware of absence procedures.**
- 3. Be on time and present in assigned classes.**

To assure that students acquire the knowledge and skills necessary to fulfill the school mission, all students are expected to attend school on a consistent basis. This means all students enrolled in any of the Columbus Schools, regardless of how old they are, must attend school regularly and be in all the classes to which they are assigned, unless properly excused by an official of the school. *The ultimate responsibility for keeping track of the number of days absent from a particular class rests with the student and his/her parent or guardian.*

School Attendance Expectation #1 – Attend school on a regular basis

Supporting Guidelines

IV-A Attendance – Student Absences

Any student who misses more than ten (10) days in a semester is in violation of Nebraska statute and the Columbus Public Schools Attendance Policy. Students who miss more than 10 times in a semester seriously jeopardize their ability to receive credit for such classes.

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence.

Student absences approved by the principal shall be considered allowable absences. Approved absences shall count as days in attendance for purposes of addressing excessive absenteeism, except for notification of the county attorney. These absences include, but are not limited to, medically documented illnesses or appointments, pandemic occurrences identified by local clinics, recognized religious observances, and school-sponsored or approved activities.

It shall be the responsibility of the parent to notify the high school attendance office as soon as the parent knows the student will not be attending school on that day. For a student absence to be considered excused, the parent/guardian shall provide notice to the school prior to, during, or immediately upon the return of the student to school. This notice may take the form of an email, hand-written note, or voice message to the attendance secretary. In the event of multiple absences, the dean of students or grade-level administrator may request evidence or written verification of the student's reason for absence. **[CPS Board Policy 503.03 and Neb. Rev. Stat. § 79-209]**

IV-Aa Attendance - Extended Absences

A family may, from time to time require their student(s) to miss school for an extended period of time (more than three consecutive days). This may be for the purpose of a vacation or international travel. When this occurs, it creates a significant strain on the student's ability to stay caught up with classroom activities. Such absences should carefully be considered while consulting the school calendar to minimize lost class time.

In the event a student will miss more than three consecutive days, we ask that the student meet with his/her school counselor and complete a CHS Extended Vacation Form. The form will list work to be completed by the student for each of his/her teachers and signed by an administrator, ensuring that all have been made aware of the student's need to be absent. The timeframe for the absence and the expected completion date for all classwork upon return from the absence will also appear on the form. If the extended absence results in the student exceeding the statutory limit on allowable absences for the school year (20), the student may be required to make up time due to excessive absenteeism.

In the event of international travel, the student device must be checked into the CHS technology office, prior to departure.

IV-B Attendance – Activity Participation

On the day of a contest, performance, or other activity, a student who is not in attendance the full day is ineligible for the contest, performance, or activity. **[CPS Board Policy 503.03]**

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will leaving school ill and then returning to play in the contest later that day.

Exceptions may be made for extenuating circumstances such as medical or dental appointments or family emergencies. The athletic director must approve any exceptions to this policy.

IV-C Attendance - Following Activities

Students participating in school-sponsored activities during the school week are expected to report to school on time the following day. Students tardy or absent may forfeit the opportunity to participate in the next contest/game. The high school administration has the sole authority to excuse students on the day following a competition/activity.

IV-D Attendance – Seniors' Final Month

Any senior who is unexcused during his/her final four weeks of school will be required to make up his/her time prior to graduation. Failure to do so will jeopardize his/her participation in the graduation ceremony. If the unexcused absence

occurs on the seniors' final day of attendance, those in violation will not be permitted to participate in the graduation ceremony and will be required to attend school the week after graduation. Diplomas will not be issued until this responsibility is fulfilled.

Seniors **must attend** graduation practice in order to participate in the graduation ceremony.

Student Attendance Expectation #2 – Be aware of absence procedures

Supporting Guidelines

IV-E Absence Verification

All parent notes must include the parent's daytime phone number to verify the absence. This procedure applies to family obligations, college visits arranged through the guidance office, state tournament attendance when approved by the school administration, or pre-arranged appointments with a health care provider.

IV-F Sign-Out Procedure

Students must sign out whenever they leave the building, except for activities. Students leaving the building with a pre-arranged absence will be counted as unexcused if they fail to sign out in the office. **Important:** Students must sign in upon their return to school. Students must provide a note from parents, dentist, doctor, etc. before the absence will be counted as **allowed**. School officials reserve the right to call parents if it appears the note procedure is being abused.

IV-G Makeup Time - Approved Absence

Students are responsible for making up all work missed because of allowable absences. **Students will be allowed one day to collect work, plus one additional day for every day they were allowed absent to make up missed work.** *For instance, if a student was allowed absent for two days, a total of three days will be allowed to pick up missed work, complete assignments and missed tests.* Special arrangements can be made with individual teachers for unusual circumstances. Students on suspension are expected to have work completed upon their return to class. If students are absent for more than one day due to illness, parents may request prior to 10 a.m. to pick up assignments after 4:00 p.m.

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work, within the guidelines set forth above. It shall be the responsibility of the student to initiate a meeting with teachers to establish a plan to handle work missed during approved absences.

Student Attendance Expectation #3–Be on time and present in assigned classes

Supporting Guidelines

Tardy Policy ~ Student tardies to school and/or class will be consequence using a “tardy to school or class” reference. Student tardiness in excess of 3 tardies to period 1 will be calculated separately.

Student Accountability ~ It is the responsibility of each student to make up assigned time in After-School Detention, with individual teachers and/or through approved in-school and/or community service projects (only by PRIOR arrangement with an administrator).

Failure to make up time can result in suspension of hallway privileges, suspension from activities, and suspension from school.

Accumulated time-owed will be capped at 400 minutes (the equivalent of three After School Detention sessions). Students accumulating 400 minutes will be required to attend the next ENTIRE After School Detention session *unless prior arrangements have been made with that student's grade-level administrator.* Failure to do so can result in 2 days of Out-of-School Suspension for insubordination. A parent meeting will be scheduled with the grade-level administrator, and a contract will be created to resolve the matter of time-owed. Failure to complete the terms of the contract may result in placement in an alternative educational setting until the matter has been resolved. **See II-C After School Detention (ASD)**

IV-H Tardy to School (Period 1)

Students must sign in with the attendance secretary when they fail to report to school on time. Students will be allowed one (1) excused tardy before being assigned time as a consequence for tardiness, each quarter. Students will serve 30 minutes for each additional tardy. Excessive tardy arrivals to school will be handled by the dean of students.

IV-I 1)

Tardy to Class (other than Period

Students are expected to be in their assigned classrooms when the bell signaling the beginning of the instructional period ends. Students are considered tardy at this point unless they have a signed pass from a teacher or an admit slip from the office. Students are considered tardy if they are up to 10 minutes late to class without a pass. Students who are more than 10 minutes late to class will be allowed to enter class with a pass from the office. Students will be assigned an appropriate consequence based on the frequency and/or severity of the offense.

IV-J

School Response to Student Absences

All students are expected to attend school/class on a consistent basis. Students with unapproved absences will make up the time missed from school. When a student is absent from school the following intervention steps will be taken:

A	A collaborative team meeting or meetings between an administrator or designee to include one or more of the following: school counselor, school psychologist, social worker, and/or student advocate with the parent/guardian and the student.
B	Educational counseling to explore curriculum changes such as alternative educational programs to solve the excessive absenteeism problem.
C	Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
D	Investigation of the problem by a school social worker, counselor, and/or member of the administrative team to identify conditions contributing to the excessive absenteeism. If services for the student and the student's family are determined to be needed, the collaborative team shall meet with the parent/guardian and child to discuss any referral to appropriate agencies, e.g. Juvenile Services Attendance Monitor, Professional Partners, etc. to remedy the conditions.
E	If the student is absent more than twenty days per year, or the percentage equivalency, the administration shall file a report with the county attorney of the county in which the student resides.

[Reference CPS Board Policy 503.04]

SECTION V ESTABLISHING A POSITIVE LEARNING EXPERIENCE

Big 6 Classroom Expectations

- 1. Arrive to class prepared and on-time.**
- 2. Use work time appropriately.**
- 3. Complete assigned tasks on time.**
- 4. Demonstrate respect for people and property.**
- 5. Respond appropriately to staff directives.**
- 6. Demonstrate academic proficiency.**

Classroom teachers are responsible for establishing a positive learning environment with the assistance of student assistance team facilitators, administrators, school counselors, school psychologists, and outside agencies when necessary. To maintain a quality-learning environment, students are expected to abide by the six (6) expectations listed above.

Supporting Guidelines

V-A

Classroom Behavioral Expectations

Teachers are to establish reasonable rules in their classrooms to assist them in maintaining a productive and safe environment for learning. Students are to follow these rules without complaint in a timely manner.

Classroom/Teacher Response

It is expected that all students at Columbus High School will perform according to the six academic and performance expectations listed above. If a student chooses to perform according to these goals, he/she will retain the freedom to interact with teachers and students under normal supervision. However, if a student chooses not to perform according to these basic expectations, he/she will be held accountable through a problem solving approach. The intensity of response is matched to the frequency of unacceptable performance. Through a defined problem solving approach and increased home-school interaction, our goal is to improve student performance both academically and behaviorally.

SECTION VI GENERAL INFORMATION

VI-A

Activities – Dances/Socials

All organizations must have sponsors present. Events must be scheduled in the activities director's office. Arrangements must be made with the teacher whose room and facilities are to be used. All areas used for meetings or socials must be left in their original condition. Once a student leaves a school activity, he/she is not allowed to return. All students attending dances will be breathalyzed prior to admittance. The school has the right to check purses, coats, etc. for illegal/disruptive items. Behavior of non-CHS students (guests) is the responsibility of CHS partners.

Hours of all school dances are 9:00 p.m. – midnight.

A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code and is a privilege available to students meeting all requirements for participation. Students must be in "good standing" and not on any type of social probation.

Social Probation: Students who owe more than 180 minutes (3 hours) of ASD time are considered to have lost their good standing status and are at that point on social probation. Students on social probation are ineligible to participate in CHS dances and social events. In order to return to good standing, the student will have to serve enough time to lower his/her time-owed to below 180 minutes prior to the cut-off of ticket sales for that particular dance. See II-C After-School Detention (ASD)

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student Handbook, students attending dances shall adhere to the following rules of conduct:

1. Who can attend: Only students of Columbus High School and their guests may attend.
 - a. Students currently attending Columbus High School or another Nebraska high school and who have not been restricted from attending extracurricular activities at Columbus High School or their own school are generally considered appropriate dates or invited guests.
 - b. Approval of all guests at CHS dances is at administrative discretion. Students seeking approval of a guest over the age of 19 must appeal to CHS Administration in person no fewer than 30 days prior to the dance. Middle school-aged students or younger are not considered to be appropriate age for Columbus High School dances.
 - c. CHS students who choose to bring non-CHS students as invited guests must fill out and return a "Guest Permission Form" by noon no fewer than 7 days prior to the dance.

- i. It is the responsibility of the CHS student to make sure the following individuals sign this form: the invited guest, the guest's parent/guardian (if 18 or younger), and an administrator from the guest's school (if still in school). It is the responsibility of the CHS student to inform his/her guest of the dress code expectations and rules of the dance/school.
 - ii. The invited guest will not be admitted to the dance without a valid ID that verifies the guest's date-of-birth.
 - iii. A new Guest Permission Form must be completed for each dance. The forms DO NOT carry over from one dance to the next.
 - d. Prom will be restricted to Columbus High School junior and senior students and their invited guests.
 - e. Students who have been suspended from school or from extracurricular activities may not attend.
 - f. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
 - g. Students who have dropped out of Columbus High School and failed to enroll at another accredited public or private school are generally considered to be inappropriate guests and likely would not receive administrative approval.
 - h. Until 11:00 p.m., rules for dances restrict students and their guests from leaving the dance unless they sign out.
 - i. Appropriate style of dance is as follows: Couples should be facing each other, and at no time should one partner's legs end up between the other partner's legs. "Grinding," straddling, thrusting, or bending a partner over is inappropriate. (See also III-I Display of Affection)
 - j. Students or their guests who engage in inappropriate behavior or dance, whether on or off of the dance floor, may face possible disciplinary action and will be asked to leave.
2. Prohibited substances: Alcoholic beverages, illegal drugs, and tobacco/[inhaled products](#) are prohibited.
- a. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Law enforcement will be contacted.
 - b. Students and their dates will be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.
3. Appropriate attire: Students and their guests must meet the dress code requirements established for each dance. Building principals will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with a building principal or staff sponsor for the event if you are uncertain about your attire.

VI-B Activities - Meetings

Each Wednesday night is reserved for church activities. No meetings, practices, rehearsals, or programs are scheduled for this night without prior administrative approval.

VI-C Graduation and Seniors' Final Week

Students who have met the requirements for graduation as established by the board of education will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district. It shall be the responsibility of the principal to solicit input from each graduating class regarding the proceedings for their commencement. Students opting out of participating in commencement will still be provided their transcript and diploma certifying the student's completion of high school. [CPS Board Policy 611.09]

[Seniors must be passing all classes to qualify for check-out on the posted date for the senior's final day of classes. Seniors who fall short of this requirement will continue to attend classes through Friday of the final week of senior attendance. A student not in *good standing* may forfeit the opportunity to participate in the graduation ceremony.](#)

VI-Ca

Graduation Ceremony Expectations

The Columbus High School graduation ceremony is a celebration of the tremendous accomplishments of the members of the graduating class. It is important that each graduate understand that while this is his/her big day, it is also a big day for hundreds of other CHS graduates. As the hosts of the ceremony, Columbus High School has set forth the following expectations for all members of the senior class opting to participate in this *optional event*:

- seniors must successfully complete all graduation requirements during their final semester
- senior students must have served all disciplinary and attendance minutes prior to that senior's last day of attendance
- all fines and fees must be settled through the CHS office prior to the seniors' last day of attendance
- all student devices, class equipment and athletic or extra-curricular uniforms must be returned prior to the seniors' last day of attendance
- proper attire for the ceremony will include dress shoes, socks, dress pants and shirt with collar for the boys and a dress, dress pants or skirt of school-appropriate length, blouse and dress shoes for the girls
- proper attire for the ceremony also dictates no tennis shoes and no flip flops - footwear should be appropriate for a formal event and is subject to administrative discretion on a case-by-case basis
- no possession or use of a cell phone during the ceremony will be permitted
- no messages or symbolism will be permitted on the mortar boards (hats)
- only honorary adornments *provided by Columbus High School* will be permitted to be worn by graduates (e.g. honor cords, NHS medals, etc.)
- leis, stoles (other than the official CHS graduating class stole) and other visible adornments *will not be permitted* to be worn by any member of the graduating class
- behavior during the ceremony should reflect the highest standards of Columbus High School student respect and responsibility
- students who fail to meet the behavioral expectations by drawing undue attention to themselves or their actions during the ceremony *may have their diploma held* at administrative discretion, until appropriate consequences have been served

VI-Cb

Graduation – Mid Term

A student who wishes to graduate from high school in less time than the ordinary eight (8) semesters may request permission to complete graduation requirements on an alternate schedule. The student and parent/guardian will consult with the grade level counselor to develop a graduation plan. The student's intent to accomplish this shall be stated in writing to the school counselor along with a letter of support submitted by the student's parent/guardian at the time of the request. The request letters are to be submitted no later than the start of the seventh (7) or final semester of the student's high school program.

A student who graduates early must complete all graduation requirements established by the board of education. The student who chooses early graduation will be allowed to participate in prom, Honors Night, and graduation unless they choose to receive their diploma upon completion of the seventh (7) semester. For all other school activities, the early-out graduate will be treated as a graduated student unless given special permission by CHS administration.
[CPS Board Policy 611.08]

VI-D

Fees, Fines and Charges [CPS Board Policy 505.04]

Students may be assessed fines, charges, or fees for damage beyond normal wear to the materials needed in a course, for overdue school materials, for participating in or attendance at extracurricular activities, or for misuse of school property. Charges not to exceed the actual cost of materials may be assessed for projects, which become the property of the students following completion. Any fines fees or charges will be set prior to the start of the school year.

Class Fees: Each August during orientation, Columbus High students will be charged a class fee as shown below:

- Students in Grades 9 and 10 will be charged a \$5.00 fee.
- Students in Grade 11 will be charged a \$7.00 fee.
- Students in Grade 12 will be charged a \$10.00 fee.

Fees collected annually from students in August during orientation will be used to defray costs associated with providing students with the monthly school newspaper, yearbook class pictures, senior specialty pages, prom, and graduation.

VI-E Fundraising

All fundraising projects must first be approved by the activities director. Each group wishing to raise funds will be permitted two per year (one per semester). Charitable giving campaigns for non-school purposes must be approved the Board of Education in September or January of the current school year.

VI-F Grade Classification/Grades/Records for Class of 2019 and 2020

At the high school level, credits toward graduation are based on attendance and grades. Within the 260 credits required for graduation, there are 160 required credits that all Nebraska students must successfully complete.

Grade classification will be based on the following minimum credit requirements:

Grade 10 status	65 credits
Grade 11 status	130 credits
Grade 12 status	
195 credits*	

* In future years, the credit requirements will change based upon the new 7-period class schedule.

Daily grades may be recorded in percentages or on an *A* to *F* scale. Semester grades will be recorded on an *A* to *F* basis.

Incomplete grades are assigned in cases in which the student's work is incomplete at the end of the grading period. This may be the result of absence caused by illness or other excused reasons.

Students are reminded that incomplete grades received must be made up within a period of two weeks of the close of the grading period. Incompletes are changed to an *F* after this time. Staff may use incompletes as conditional grades at the end of the first semester when a student's work is judged below passing but the instructor feels that credit may be earned if the student produces a passing grade in the second semester with the principal's permission.

A+	=	99	-	100%
A	=	95	-	98%
A-	=	93	-	94%
B+	=	91	-	92%
B	=	88	-	90%
B-	=	86	-	87%
C+	=	84	-	85%
C	=	80	-	83%
C-	=	78	-	79%
D+	=	76	-	77%
D	=	72	-	75%
D-	=	70	-	71%
F	=	Below 70%		
WP	=	Withdraw Passing		
WF	=	Withdraw Failing		
INC	=	Incomplete		

VI-Fa Grade Classification/Grades/Records for Class of 2021 and Beyond

At the high school level, credits toward graduation are based on attendance and grades. Grade classification will be based on the following minimum credit requirements:

Grade 10 status	60 credits
Grade 11 status	120 credits

180 credits

Daily grades may be recorded in percentages or on an *A* to *F* scale. Semester grades will be recorded on an *A* to *F* basis. Within the credits required for graduation, there are 160 required credits that all Nebraska students must successfully complete.

Incomplete grades are assigned in cases in which the student's work is incomplete at the end of the grading period. This may be the result of absence caused by illness or other excused reasons.

Students are reminded that incomplete grades received must be made up within a period of two weeks of the close of the grading period. Incompletes are changed to an "F" after this time. Staff may use incompletes as conditional grades at the end of the first semester when a student's work is judged below passing but the instructor feels that credit may be earned if the student produces a passing grade in the second semester with the principal's permission.

A+	=	98	-	100%
A	=	90	-	97%
B+	=	87	-	89%
B	=	80	-	86%
C+	=	77	-	79%
C	=	70	-	76%
D+	=	67	-	69%
D	=	60	-	66%
F	=	Below 60%		
WP	=	Withdraw Passing		
WF	=	Withdraw Failing		
INC	=	Incomplete		

VI-G Class Ranking and Grade Point Average

The student's official high school grade point average (GPA) is based on a minimum of eight (8) semesters of studies in order to allow students sufficient opportunity for demonstrating achievement.

Temporary GPA calculations are used in determining Top 10% for recognition annually by the Board of Education and are sent to colleges requesting information for admission.

Students approved and who complete early graduation requirements will receive their official GPA based on seven (7) completed semesters. [CPS Board Policy 611.06]

VI-H Grade Point Average (GPA) for Class of 2019 and 2020

The cumulative grade point average is computed at the end of each semester beginning with grade 9. The final class rank and final GPA after graduation are entered on the student's transcript to be filmed for permanent record.

Regular, Dual Credit &
Honors Classes:

A+	=	4.2
A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
D+	=	1.3
D	=	1.0
D-	=	0.7
F	=	0.0

Advanced Placement Classes ONLY:

A+	=	5.2
A	=	5.0
A-	=	4.7
B+	=	4.3
B	=	4.0
B-	=	3.7
C+	=	3.3
C	=	3.0
C-	=	2.7
D+	=	1.3
D	=	1.0
D-	=	0.7
F	=	0.0

All classes at Columbus High School are used to determine the student's GPA. The GPA is determined by multiplying each letter grade earned by its point value. The sum is determined and then divided by the total number of classes.

Example: A student received seven grades during a semester: 2 A's, 1 B-, 1 C+, 1 D, 1 F and 1 B+ for an AP class. The GPA will be calculated as follows:

	A	=	4.0
	A	=	4.0
	B-	=	2.7
	C+	=	2.3
18.3 divided by 7 =			2.61 GPA
	D	=	1.0
	F	=	0.0
	AP	B+	= 4.3
TOTAL:			18.3

VI-Ha

Grade Point Average (GPA) for Class of 2021 and Beyond

The cumulative grade point average is computed at the end of each semester beginning with grade 9. The final class rank and final GPA after graduation are entered on the student's transcript to be filmed for permanent record. In support of college and career readiness, Columbus High School has adopted the University of Nebraska system's grading point scale.

Regular, Dual Credit &
Honors Classes:

A+	=	4.0
A	=	4.0
B+	=	3.3
B	=	3.0
C+	=	2.3
C	=	2.0
D+	=	1.3
D	=	1.0
F	=	0.0

Honors and AP Classes ONLY:

A	=	5.0
B	=	4.0
C	=	3.0
D	=	2.0
F	=	0.0

All classes at Columbus High School are used to determine the student's GPA. The GPA is determined by multiplying each letter grade earned by its point value. The sum is determined and then divided by the total number of classes.

Example: A student received seven grades during a semester: 2 A's, 1 B, 1 C+, 1 D, 1 F and 1 B+ for an AP class. The GPA will be calculated as follows:

A = 4.0
A = 4.0
B+ = 3.3
C+ = 2.3

18.6 divided by 7 = 2.65 GPA

D = 1.0
F = 0.0
AP B+ = 4.0

TOTAL: 18.6

VI-I Grades – Transcripts – Transferring out of District

Students transferring to other schools or institutions outside of the Columbus High School are to report to the guidance office to get the necessary paperwork. Students must properly check out of school, return all books or instructional materials, and pay all fines. Additional fines will be assessed for books and materials not returned. All fines are to be paid in full before transcripts and student records will be released to other institutions, students, parent(s)/guardian(s), or other sources requesting them.

VI-J Grades - Honor Roll

Honor roll is computed at the end of each semester.

A Honor Roll 4.0 or higher

B Honor Roll 3.5 or better with no grade below *B*

Students in the top 10% of their class are recognized in the spring by the Board of Education. Students must be enrolled in 20 credits per semester to be eligible for Honor Roll.

VI-K National Honor Society

Eligibility Requirements for National Honor Society

Students in Grades 10, 11, and 12 who have achieved a 3.5 cumulative grade point average are eligible to apply for membership to the Discoverer Chapter of the National Honor Society. Selection to National Honor Society is based on scholarship, leadership, service, and character by a vote of the Faculty Council, appointed annually by the building principal. Application information will be mailed to qualifying students on or before September 30th of each year. All applications must be completed in their entirety and submitted by the fall deadline to be considered for membership. New members will be provided with a written list of chapter obligations. Membership to the Discoverer Chapter of National Honor Society is continuous as long as members adhere to chapter's standards and remain in good standing throughout their high school career.

Good Standing, Discipline and Dismissal Due Process Guidelines

Chapter advisors will periodically review member performance and academic record for compliance and fulfillment of chapter obligations as described in the chapter bylaws. Should a member's conduct be in violation of chapter guidelines, it is the responsibility of the chapter advisor to inform the member in writing of the nature of the violation, the time period given for improvement, and a warning of the possible consequences for non-resolution of the deficiency. The student, advisor, parent, and administrator will follow up the letter with a conference. If the student does not satisfactorily make improvement in the specified time period, that student is subject to disciplinary measures considered appropriate by the Faculty Council. The Faculty Council can elect to place the member on inactive status (sometimes referred to as suspension or probation), during which time the member is considered to be "not in good standing" with the chapter, although technically the member still retains his/her NHS membership.

A member is never dismissed automatically from NHS for failing to maintain standards, not meeting member obligations, or even being found guilty of violating school rules or the law. In the case of a flagrant violation of school rules or the law, the Faculty Council may conduct a dismissal hearing. Prior to any vote on dismissal, the Faculty Council will investigate thoroughly before any action is taken.

Graduation Ceremony Recognition

To be recognized as a member of the Discoverer Chapter of National Honor Society at graduation, seniors must be active members in good standing. Generally, the phrase “in good standing” means that the member is maintaining the standards by which he or she was selected, has fulfilled or is fulfilling all obligations of membership including applicable dues, meeting attendance requirements, service obligations, etc., and has not gotten into trouble where school rules or the law are concerned. Eligibility for acknowledgement at graduation will be confirmed by April 15th of each year by the chapter advisor to the building principal. National Honor Society seniors in good standing will have their names published in the graduation program and wear a NHS medallion at the graduation ceremony.

VI-L _____ Student ID

All students need to display a current, intact CHS student ID card for lunch, checking out materials in the IMC, and for the purpose of identification. All students must identify themselves with their ID card when requested to do so. Failure to comply is insubordination. Students will be issued their first card free of charge. Duplicate IDs may be obtained in the main office for a \$5 replacement fee.

VI-M Instructional Media Center

Fines for overdue books will be assessed at the rate of 10 cents per day. A day is counted at 3:45 p.m. each school day. Assessment for lost materials will be based on the cost of the replacement. IMC hours are 7:15 a.m. to 4:00 p.m.

VI-N Lost and Found

All lost and found articles should be taken to and claimed in the main office.

VI-O _____ Lunch Procedures

Students must use their intact student ID with barcode as they go through the lunch line. Students who do not have their student ID card must report to the end of the serving line. Students may deposit money into their account before school or during lunch periods.

The Columbus Public Schools requests that no student may bring in or have delivered commercially prepared food (e.g., McDonald’s, Burger King, Subway, Pizza Hut, Taco John’s, etc.) Students may bring an appropriate sack lunch prepared at home. Any student requiring a special medical diet can bring a sack lunch prepared at home and gain permission to use school refrigeration for cooling purposes. Students are responsible for maintaining a clean cafeteria environment including their immediate table area. Breakfast is served daily from 7:00 to 8:00 a.m. in the cafeteria.

Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to the USDA by one of these methods:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
2. Fax: (202) 690-7442

3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

VI-Oa

Cafeteria Guidelines – Student Responsibilities

1. Sit properly at your table, using acceptable table manners.
2. Handle food and drink appropriately.
3. A maximum of eight (8) chairs/students at each round table and four (4) chairs/students at each square table are allowed.
4. Return chairs to the “in” position at the end of the breakfast or lunch period.
5. School rules for student conduct apply during the breakfast or lunch period.
6. Maintain order and cleanliness around your table area.
7. Respect the space of those around you. This includes avoiding loud talking and physical and/or verbal acts of aggression.
8. Clean up after yourself. Dispose of food and paper at the tray return area.
9. Students requesting restroom privileges are to use the restroom by the main office.
10. Students may spend only one period in the lunchroom each day.

Students who fail to abide by the designated cafeteria guidelines and student responsibilities may forfeit their right to dine in the cafeteria with their peers at administrative discretion.

VI-Ob CPS Unpaid Meal Policy

The purpose of this policy is to establish limitations on the number of breakfasts or lunches a student may receive when the account balance is not sufficient to cover those costs, to provide for alternate meals to be served to students when account balances reach certain limits, and to protect the District from such unpaid financial obligations.

Families are encouraged to keep account balances in the positive at all times. Deposits are accepted at each school building and at the Administration Building. Deposits may be made by cash or check. Account balances may be obtained through the parent access portal in PowerSchool. If online access is not available, the District Food Service office may be contacted at (402) 563-7055.

Each day that a student eligible for reduced price or paid meals brings the actual amount of the cost of the meal, that student will be provided a breakfast and/or lunch, and the amount received will be applied to the cost of that meal rather than to reduce a prior negative balance.

In the event that a student's account balance reaches -\$15.00, the student will be offered an alternate meal meeting reimbursable requirements of the USDA school nutrition program. The District will also provide the necessary forms for the student's parent or guardian to apply for free or reduced price meals. Such benefits may be applied for at any time during the school year.

To the extent possible, all actions pertaining to students with negative account balances will be handled as confidentially as possible. Communications regarding account balance concerns will be provided in writing by an assigned District Food Service staff member and/or by automated phone calls. Students will not be used as couriers of such information.

This policy shall be provided in writing on an annual basis to students and parents through the District website and also in the annual back to school mailing and in school handbooks. The policy shall also be provided in writing to households transferring into the District during the school year. It shall also be provided to school administrators and others charged with the enforcement of this policy.

This policy shall be reviewed and adopted on an annual basis. [CPS Board Policy 802.06]

VI-Oc

Closed-campus Lunch

All students are required to eat lunch at school. All food is to be consumed in the cafeteria. Areas of the building and grounds open to students during lunch periods are the cafeteria and restrooms across from the office with permission from supervising staff. All other areas are off limits to students during the lunch periods. No restaurant prepared food may be delivered for the purpose of consumption during a CHS lunch period.

VI-P

Passes

Students in the hall during the instructional period must have a signed orange pass from a staff member and must be wearing their student ID. Students who fail to comply with this rule will have their pass privileges suspended for an amount of time based on frequency and severity of the offense. **Unless for a medical emergency and/or an issue of safety, all student pass privileges will not be permitted during the first and last 10 minutes of each instructional period.**

VI-Pa Passes to the Nurse

During the instructional day, **which includes lunch, homeroom, and individual study periods**, students are not allowed in the nurse's office unless first receiving a signed pass from a staff member. Students will be allowed to sign out to the nurse's office, at teacher discretion, only for medical, emergency and/or health related needs. If a student has a chronic medical condition (diabetes, asthma, hypoglycemia, etc.) a Red Pass can be obtained from the nurse with administrative approval to permit the student immediate access to the nurse, if medically necessary.

Students who have a substitute teacher must receive permission from the nurse's office prior to receiving a pass to the nurse. The substitute teacher will phone the nurse's office before the student is permitted to leave the classroom. A student with a Red Pass will be permitted to leave for the nurse's office immediately.

VI-Q

Care of Building

Every attempt has been made to provide Columbus High students with an attractive, secure learning environment. The care and protection of our building and its furnishings are essential to its quality appearance.

Posters must be approved by the administration before being placed in the building. Poster committees and sponsors are reminded that bulletins or signs must be hung using white Command Performance strips. The group displaying the posters should remove the poster the first day of school following the advertised event. Three commercial flyers are permitted per event with the approval of an administrator in designated community announcement areas. Office officials will hang these flyers. Posters or displays should not be taped or posted on painted or varnished surfaces. Students must use the appropriate white board surfaces available for displays.

It is the responsibility of all students to keep the school and its grounds clean and attractive. Students who deliberately create a mess will be held responsible by administrative disciplinary action, restitution for damages, and clean-up cost.

VI-R

Schedule - Class Loads

Underclassmen must have the equivalent of 7 periods of classes each semester, unless administratively approved. Seniors may be scheduled for late start or early dismissal if the following required qualifications are met:

- The student must have 12th grade credit standing.
- The student must be enrolled in enough classes to cover graduation requirements. This could not include correspondence courses.
- To be eligible, the student must have two consecutive semesters of earning a 2.5 (or better) GPA prior to earning the early release privilege.
- The student must not have failed a class the previous semester.
- The student must submit a parent permission form to guidance before the first full day of classes in August or January. Due to scheduling issues, late forms cannot be accepted. Parent signatures will be verified through a telephone call.

VI-S

Schedule Changes – Prior to the Start of School

Any changes that need to be made in schedules will take place from 9:00 a.m. to noon one week before school starts. The last opportunity to make any schedule changes for the 1st semester will be made during the first three days of classes. Students who make changes during those three days may, at the teacher's discretion, have to make up work for the new course. Any schedule change will require parental approval. Students are expected to accept responsibility for their decisions and remain accountable for these decisions. Any exceptions to this time frame must have school counselor AND administrative approval.

Because of all the complexities of the scheduling process, the following guidelines have been devised for making schedule changes:

- New students will be scheduled before any existing schedule is changed.
- Student needs will be met as mandated by their IEPs and/or Section 504 Plans, if applicable. The needs of these students will be monitored and reviewed.
- Freshmen and sophomore schedule changes will be considered only after juniors and seniors. The counselors will check teacher-student loads before adding students to classes.
- **No lunch or study hall changes will be made except for internships or by administrative request.**
- Extenuating circumstances must be present for an administrative request to occur.

VI-Sa

Schedule Changes – After School Starts

Schedule Change Form REQUIRED:

Registration in the spring determines the classes and number of sections that are offered during the next school year. As a result, students who select year-long classes at registration will have to continue in those classes unless their first semester coursework resulted in a failing grade and/or their teacher recommends a schedule change. Students failing a semester of a year-long course must have done the following for a schedule change to occur:

- 1) met with the teacher to develop a corrective plan of assistance;
- 2) followed the plan of assistance;
- 3) attended a conference which included the teacher, counselor, and parent; and
- 4) completed all assignments, quizzes, and tests to the best of their ability.

With courses that contain varying levels (e.g. Accelerated Algebra II and Algebra II), students cannot move to an easier level if they have maintained a B or higher-grade average. Students who have a grade average lower than a B must have done the following for a schedule change to occur:

- 1) met with the teacher to develop a corrective plan of assistance;
- 2) followed the plan of assistance;
- 3) attended a conference which included the teacher, counselor, and parent; and
- 4) completed all assignments, quizzes, and tests to the best of their ability.

If a student continues to have difficulty after these interventions have occurred, the student will be allowed to move to an easier level of coursework. Exceptions to these procedures will only be considered if extenuating circumstances are evident.

Students who request to drop a year-long elective class, including the fourth year of math or science, but are not failing must have filled out a schedule change request by the course mid-point. In the request, the student must indicate why he/she wants to change the class. The teacher will have to indicate the current grade, level of effort, and/or any behavior issues. The counselors will review the schedule change requests with the appropriate administrator and see that there is space in the new class. Independent Study and requests to be a teacher aide are NOT options for dropping a class. The counselors will also contact parents regarding these requests.

VI-Sb

Schedule Changes – Administrative

Students who drop a class due to academic or behavior issues will be assigned In-class Suspension and will receive a WP (withdrawn passing) or WF (withdrawn failing) as determined by the administrator. The withdrawal grade will appear on the transcript as a semester grade but will not be used to compute the student's GPA.

VI-T

School Resource Officer

Columbus Public Schools will have the services of a School Resource Officer during school hours. Columbus High School works closely with the officers of the court and will use the School Resource Officer in matters relative to federal, state, and local violations. The School Resource Officer and police/sheriff's officers are allowed to interview students during the school day in the presence of a school official. Diversion, trackers, probation and parole officers are also in regular contact with school officials.

VI-U

Visitors

Students may not bring visitors with them to classes during the regular school day. All other visitors to the building must have approval from a building administrator to remain in the building. All visitors to the building must check in at the front office and wear a visible visitor badge.

VI-V

Parent/Guardian Involvement and Participation

- The Parent/Guardian and Student Handbook shall include Policy 1005.02 and provide parents/guardians with the information as to when and how they can access instructional materials.
- The Parent/Guardian and Student Handbook shall be mailed to the home sent home with students. If sent home with students, parents/guardians shall return to the school a signed form indicating that they have received the Parent/Guardian and Student Handbook.
- Parent/guardian permission is required for out-of-town field trips. Parent/guardian notification is required for in-town field trips. See also Policy 607.05.
- The Parent/Guardian and Student Handbook shall include an invitation to parents/guardians to attend and monitor instructional activities.
- Administrators shall notify parents/guardians in advance of special activities, such as assemblies, unless time does not permit.
- If a principal denies a parent's/guardian's request to attend and monitor instructional and/or special activities, the principal shall notify the parent/guardian of his/her rights of appeal as described in this regulation. Also, a full report including, but not limited to, the circumstances and rationale for the denial shall be sent to the Superintendent.
- Administrators shall notify parents/guardians if a substitute teacher will teach their child for four or more weeks.
- Administrators shall have available for parent/guardian access and review the curriculum, instructional materials, and school climate surveys used in their schools.
- Administrators shall provide additional opportunities for parents/guardians to review the materials listed above. Parents/guardians shall be notified in advance of such opportunities. Administrators shall take advantage of these opportunities to inform parents/guardians of how they can be more involved in the schools by contacting school staff and/or the Volunteer Coordinator at the Administration Building.
- Parents/guardians may obtain copies of curriculum for review by checking them out from the professional library located at the Administration Building. Parents/guardians may obtain a personal copy of materials at their own expense.
- Parents/guardians shall be notified in the Parent/Guardian and Student Handbook that lessons may be taught by a school counselor in the classroom setting. Lessons shall follow the district's curriculum.
- Parent/guardian permission is required for student participation in topical counseling groups or individual counseling sessions conducted by school counselors unless the student's safety is in question.
- Parents/guardians are encouraged to notify teachers if there are topics of concern to them. Teachers shall notify the parents/guardians in advance if these topics are to be used in planned lessons. The administrator shall be responsible for annually advising staff in August that there are subjects which may be sensitive or of concern to parents/guardians as part of classroom discussion. Such subjects which may arise that are not in the District curriculum may include, but are not limited to, death and dying; religious events and holidays; magic, witches, and sorcery. Teachers are also to be reminded by principals that any classroom discussion of a controversial topic should be in accordance with current Board Policy.
- Parents/guardians shall be notified in advance of family life instruction involving human sexuality (grades 5-12). Permission slips will be included with the notification. If the notification is mailed to the home, the school shall require a parental/guardian response only if the parent/guardian does not give permission for the student to participate. If notification is sent home with the students, the school shall require a parent/guardian response indicating whether the student will or will not participate.
- If a parent/guardian has an objection to any instructional material or school experience, the school shall provide the parent/guardian with an appropriate form which may be used to express his or her objection. Forms and appeal procedures may be obtained from building secretaries.
- It shall be the responsibility of the administrator to notify parents/guardians in advance when their children will be taking standardized tests.
- It shall be the responsibility of the administrator to notify parents/guardians in advance of school sponsored surveys beyond the school climate surveys. If the notification is mailed to the home, the school shall require a

parent/guardian response only if the parent/guardian does not give permission for the student to participate. If notification is sent home with the students, the school shall require a parent/guardian response indicating whether the student will or will not participate.

- The Board of Education shall hold an annual public hearing on Parent/guardian involvement and participation in accordance with the statute.

VI-W Non-school Sponsored Travel

On occasion, students have the opportunity to participate in trips outside the identified school calendar year that have an apparent connection to the District but which in fact are not school-sponsored. Some examples are (1) travel with a club sport team, even though the club team may be coached by our high school coach; (2) a band traveling to an out-of-state band contest that is arranged by a booster club; and (3) a world languages language teacher taking students abroad during the summer.

These opportunities are often worthwhile and beneficial to students. The message we want to make clear, however, is that these opportunities are not school-sponsored activities. All arrangements for such trips, including costs, travel, supervision, and safety are the responsibility of the group or person making the trip available to students. Columbus Public Schools has no responsibility for such trips. Anyone who is uncertain as to whether or not a particular opportunity is school-sponsored should contact the superintendent, building principal or activities director.

Every effort should be made to restrict summer travel to in-state camps and competitions. Special circumstances may arise where an event or opportunity for students is not offered within the state for certain activities. Under these circumstances, travel should be limited to regional travel that would include states that border Nebraska (i.e. Kansas, Iowa, South Dakota, and Colorado).

VI-X Social Media

In an effort to better inform parents and the community, Columbus Public Schools will be using social media to share information. Social media includes, but is not limited to, Facebook, Twitter, blogging, and podcasting. When posting information on social networks sites (such as Facebook), the District will only post group photos/videos with no names of students be used. If a student's name is used, there will be no photo. Students will not be allowed to post on any social media pages from the district. Social media will be monitored by each building principal and be used only with their approval.

VI-Y Risk of Facebook, Twitter, Snapchat, Instagram, and other Social Networking Sites

These sites are public sources of information. Your school administrators, your parents, and law enforcement may see the information contained on these pages or posts. This material is also accessible to people whom you do not know now but may later want to impress, such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the Internet as a means of conducting background checks on job applicants. What you say now in any social networking format may affect you years after the fact.

What you do and say now on Facebook, Twitter, Snapchat, Instagram, and other social networking sites and apps may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns of it. Criminal charges may be filed against you based on information posted on such sites.

VI-Z Concussions

FACTS FOR STUDENTS & ATHLETES

What is a concussion?

A concussion is a brain injury that:

- is caused by a bump, blow, or jolt to the head or body.
- can change the way your brain normally works.
- can occur during practices or games in any sport or recreational activity.
- can happen even if you haven't been knocked out.
- can be serious even if you've just been "dinged" or "had your bell rung."

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

What are the symptoms of a concussion?

You can't see a concussion, but you might notice one or more of the symptoms listed below or that you "don't feel right" soon after, a few days later, or even weeks after the injury.

- headache or "pressure" in head
- nausea or vomiting
- balance problems or dizziness
- double or blurry vision
- sensitivity to light or noise
- feeling sluggish, hazy, foggy, or groggy
- difficulty paying attention
- memory problems
- confusion

What should I do if I think I have a concussion?

- Tell your coaches and your parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- Get a medical check-up. A doctor or other healthcare professional can tell if you have a concussion and when it is OK to return to play.
- Give yourself time to get better. If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeated concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be the following;
 - the right equipment for the game, position, or activity
 - worn correctly and the correct size and fit
 - used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

If you think you have a concussion:

Don't hide it. Report it. Take time to recover. It's better to miss one game than the whole season.

For more information and to order additional materials free-of-charge, visit: www.cdc.gov/Concussion.

U.S. Department of Health and Human Services Centers for Disease Control and Prevention
2010

FACTS FOR PARENTS

Parents, if your teen reports one or more symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed by Parents or Guardians	Symptoms Reported by Student
<ul style="list-style-type: none">● appears dazed or stunned● is confused about assignment or position● forgets an instruction● is unsure of game, score, or opponent● moves clumsily	<ul style="list-style-type: none">● headache or "pressure" in head● nausea or vomiting● balance problems or dizziness● double or blurry vision● sensitivity to light or noise

<ul style="list-style-type: none"> ● answers questions slowly ● loses consciousness (even briefly) ● shows mood, behavior, or personality changes ● can't recall events prior to hit or fall ● can't recall events after hit or fall 	<ul style="list-style-type: none"> ● feeling sluggish, hazy, foggy, or groggy ● concentration or memory problems ● confusion ● just not "feeling right" or is "feeling down"
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How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

What should you do if you think your teen has a concussion?

1. Keep your teen out of play. If your teen has a concussion, her/his brain needs time to heal. Don't let your teen return to play the day of the injury and until a healthcare professional, experienced in evaluating for concussion, says your teen is symptom-free and it's OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
2. Seek medical attention right away. A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
3. Teach your teen that it's not smart to play with a concussion. Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your teen convince you that s/he's "just fine."
4. Tell all of your teen's coaches and the student's school nurse about ANY concussion. Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen's coaches, school nurses, and teachers. If needed, they can help adjust your teen's school activities during her/his recovery.

If you think your teen has a concussion:
 Don't assess it yourself. Take him/her out of play.
 Seek the advice of a healthcare professional.

It's better to miss one game than the whole season.
 For more information and to order additional materials free-of-charge, visit: www.cdc.gov/Concussion.

U.S. Department of Health and Human Services Centers For Disease Control And Prevention. June 2010

SECTION VII
COLUMBUS PUBLIC SCHOOLS HS STUDENT ACCEPTABLE USE AGREEMENT

VII-A Lost-Missing-Stolen Device

If a parent or student determines that the student's device is lost, missing or stolen, please follow the appropriate procedure below:

While at school: Call or report to the High School Office (402-563-7050) if [Ms. Lynne Shonka](#) (CHS Technology Associate) is in the building, the call will be transferred to the Technology Office who will then notify [Mr. Jason](#)

Schapmann (Assistant High School Principal) and Mr. Jeff Uchtman (CPS Network Administrator).

If Ms. Shonka (CHS Technology Associate) is not in the building, the information will then be shared directly to Mr. Schapmann (Assistant High School Principal), Mr. Uchtman (CPS Network Administrator), and Mr. Corey Underdahl (CPS Technology Associate).

Outside the school day: Call the CPS Technology Hotline at 402-563-7069.

When calling in to report a lost or stolen device, please be prepared to provide the following information (If after hours, please leave the information on the answering machine):

- Student's name
- Person's name making report
- Location where computer was when it went missing
- Contact number to be called back

*Parents: If you believe the computer is stolen, please contact the Police Department's non-emergency number 402-564-3201 immediately.

If at any point the computer is located, please contact CPS Technology Hotline (402-563-7069) and report it as "FOUND."

VII-B

Receiving and Returning your Device

1. Receiving Your Device

Parent/Guardian Orientation (Required for all new students)

All parents/guardians and their student are required to sign the Columbus Public Schools Acceptable Use Agreement (AUA) before a device can be issued to their student.

It is highly recommended one or both parent(s)/guardian(s) attend the Parent/Guardian Digital Device Orientation. The session typically lasts about an hour and covers new issues or items to which parents ought to be aware regarding Internet communication and access. All students will be required to take part in digital citizenship lessons and activities during the school year. Any student who misses the activities will be required to make up the lessons or face loss of access to his/her student device.

Returning Students to CHS

Returning students should bring their fully charged Chromebook to school on the first day of classes.

Device Distribution / Transfer and New Students to CHS

Students and parents must sign the Acceptable Use Agreement (AUA) in advance of receiving their device. All students new to CHS or those who were unable to attend orientation will be able to pick up their device from the Columbus High Technology Office located in the high school media center. Both students and their parents/guardians must complete the Digital Device/ Digital Citizenship requirements and sign the AUA prior to picking up a student device.

2. Returning Your Device

End of Year

Graduating seniors will turn in their device AND all peripherals.

Failure to turn in a device will result in the student's being charged the full replacement costs.

At the discretion of the superintendent, the district may also file a report of stolen property with the Columbus Police Department for any device and/or issued peripherals which are not returned.

Transferring/Withdrawing Students

Students who transfer out of or withdraw from the Columbus Public Schools must turn in their device and all peripheral items to the High School Technology Office on their last day of attendance as part of the high school check-out procedure (Pink Form).

Failure to turn in the device will result in the parent/guardian's being charged the full replacement costs for the device and peripherals. Unpaid fines and fees of students leaving the Columbus Public Schools may be turned over to a collection agency.

At the discretion of the superintendent, the district may also file a report of stolen property with the Columbus Police Department within 48 hours of the student's verified final day of attendance.

3. Equipment Repair and Replacement protection plan

Columbus Public Schools highly recommends that families purchase the Damage Protection Plan prior to the deployment of the device to students. The cost is \$25.00 annually for each device. Each claim covered by the protection plan will be assessed with the district covering 85% of the repair cost and the student/parent/guardian covering 15% of the

repair cost, on a per incident basis, during the 2019-2020 school year.

If a student withdraws from Columbus High School and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated.

Disclaimer: Recurring incidents of a similar nature that result in damage to the device will be reviewed and may not continue to be covered by the Damage Protection Plan.

4. Training

Students will receive regular training during the school year to address care and usage of the device as well as usage of Google Apps (Discoverer Accounts).

Regular digital citizenship training will also be provided to address respectful, responsible, and ethical use of the Internet and digital tools.

VII-C Taking Care of Your Device

1. Responsibility [See Section III-W Damage of School or Private Property]

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the CHS Technology Office. If a loaner Chromebook is needed, one will be issued to the student if available.

- Use the CPS Technology Hotline to report a lost/stolen device: 402-563-7069.
- It is recommended that you keep your Chromebook clean.
 - Approved cleaning supplies and appropriate procedures are available in the high school media center.
- Keep food and drink away from your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Never carry your device while the screen is open.
- Keep pets away from your device and peripherals.
- Student devices must remain free of any writing, drawing, and inappropriate stickers, or labels. See guidelines on "Personalizing the Device" on the next page.
- Devices will be examined for cleanliness and wear at the time of check in.
- It is recommended that your device be shut down when not in use to conserve battery life.
- Shoving your device into a locker or wedging it into a book bag may damage the screen. The device should always be placed in a bookbag or backpack that has a specific pouch designed to protect digital devices.
- Heavy objects should never be placed on top of your student device.
- Exposing your student device to extreme hot or cold temperatures or direct sunlight for extended periods of time may cause damage to the device.
 - DO NOT leave the device in a vehicle overnight or over prolonged periods of hot or cold temperatures.
 - We recommend that you bring your device to room temperature prior to turning it on.
- Leaving your device unattended or unsecured could result in damage or theft for which you will be liable.

2. Device Protection

Each student will provide his/her own bag for his/her device. It should be used whenever the device is being transported or not in use.

The CPS-issued hard shell plastic covers are must be in place on a student device for the damage protection plan to be considered in force.

3. Carrying Your Device

Always transport your device with care and in a manner that protects the device from damage.

- Never lift or carry your device by the screen.
- Never carry your device with the screen open.

4. Screen Care

The device screen can be easily damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of the device when it is closed.
- Do not store a device with the screen open.
- Make sure there is nothing on the keyboard before closing the screen (e.g. pens, pencils, or disks).
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth.

- Appropriate cleaning supplies are located at the IMC cleaning station.

VII-D Using Your Device

Students are expected to bring a fully charged device to school every day and bring their device to all classes unless specifically advised not to do so by their teacher.

1. Device Being Repaired

- A loaner device may be issued to students when they leave their school-issued device for repair.
- A student borrowing a device will be responsible for any damage to, or loss of, the loaned device.
- A device on loan to a student having his/her device repaired must be checked out and checked in daily at the technology counter located in the IMC. If student/parent agrees to assume responsibility for a second device, the student may take the loaner computer from the building. (A signed checkout document is required.)
- Students will be contacted when their device is ready for pick-up from the CHS Technology Office.
- During holiday or spring breaks, students may contact the high school main office to arrange for assistance regarding their device.

2. Charging the Device

- The device should be brought to school each day with a full charge.
- Students should charge their device at home every evening.
- A complimentary charging station with power adapter is available to students in the High School IMC on a first-come-first-served basis.
- Students may also charge their device before school in the cafeteria at the counter.

3. Personalizing the Device

- Appropriate personalization will be permitted. Personalization of your device must adhere to the symbolic expression guideline as stated in Section I-J of the student handbook.
- Students may add school appropriate music, photos, and videos to their device. Columbus Public Schools reserves the right to limit and/or deny access to any non-educational application or file found on the device.
- Concerns regarding compliance with technology guidelines may result in spot checks of the device by teachers, administrators and/or technology support staff at any time.

4. Sound

- Sound must be muted at all times unless permission is obtained from a teacher
- Headphones/earbuds may be used at the discretion of the classroom teacher.

5. Logging into the Device

- Students will log into their Chromebook using their school-issued student ID.
- Students are not to share their account passwords with anyone other than their parent/guardian.
- In the event of a compromised account, the Columbus Public Schools Technology Department reserves the right to disable a student's account.

6. Using Your Device Outside of School

- Students are encouraged to use their device at home and other locations outside of school.
- A WiFi Internet connection will be necessary for device use; however, some applications can be used while not connected to the Internet.
- Students are bound by the Columbus Public Schools Use of Technology Policy, the Columbus High School Student Handbook, and this Acceptable Use Agreement (AUA).

VII-E Operating System and Security

Students may not use or install any operating system on their device other than the current version of Chrome OS that is supported and managed by the district.

1. No Expectation of Privacy

- Neither students nor their parents have any expectation of confidentiality or privacy with respect to any usage of a district device, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law. By using a District-provided device, students agree to such access, monitoring, and recording of their use.
- The District may, without prior notice or consent, log into, supervise, access, view, monitor, and record use of the student device at any time for any reason. By using a District-provided device, students agree to such access, monitoring, and recording of their use.

2. **Monitoring Software**

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on any student device. This software is designed to help students stay engaged and for teachers to provide guidance within the lessons. This software is not available outside of the classroom.

3. **Updates**

- Updating the device Operating System will be handled by District Tech via our software management system. Updating of the device will be done at the district level.

4. **Virus Protection**

- There is no need for additional virus protection on the current district device - Google Chromebook.

5. **Content Filter**

- The District utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. When a student comes across a website that is blocked in school, it will most likely be blocked out of school.
- If an educationally valuable site is blocked, students should contact the classroom teacher or media specialist who will, in turn, submit a Helpdesk ticket to request the site be unblocked.

6. **Inspection**

- Students may be selected at random to provide their device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate content being carried into the school.

VII-F Software on Your Device

1. **Originally Installed Software**

- Chromebook software is delivered via the Chrome management console and web store. These are web-based applications that do not require installation space on a hard drive. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.
- All Chromebooks are supplied with the latest version of Chrome (OS) and other applications useful in an educational environment. District Technology staff will periodically install updates when the computer is idle or restarted.

2. **Google Apps for Education (Discoverer Accounts)**

- Chromebooks integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets (spreadsheets), Slides (presentations), Drawings, Forms, Sites, Gmail, Groups and Blogger. All work is stored within Google Drive.
- Google accounts not in our @discoverers.org domain will not be able to sign into the device. (Example gmail.com accounts)

VII-G Repairing or Replacing Your Device

Technical Support

All Chromebooks in need of repair must be brought to the Columbus High School Technology Office as soon as possible.

1. Vendor Warranty

- The device includes a three-year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the device or, if required, a device replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair or warranty work must be performed through CHS Technology Office.
 - Estimated Costs (See Appendix A)

2. Accidental Damage Protection

- Columbus Public Schools strongly encourages families to purchase the damage protection plan prior to the deployment of the device to your child. The cost is \$25.00 annually for each student device. Each claim covered by the protection plan will be assessed on a per incident basis during the current school year at a rate of 85% liability to the district and 15% liability to the student.
- The Columbus Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Columbus High School Student Handbook.
- Columbus Public Schools will assess device damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. The damage protection plan does not cover for loss of the device and/or its accessories or damages caused by misuse and abuse.
- **Parents/Students will be charged for full replacement cost of a device that has been damaged due to misuse or abuse as determined by the certified technicians.**

3. Chromebook Technical Support

- The CHS Technology Office will be the first point of contact for repair/troubleshooting of the device.
- Services provided include:
 - password recovery
 - user account support
 - coordination of warranty repair
 - distribution of replacement device
 - hardware maintenance and repair
 - restoring the device to factory default
 - OS updates

VII-H Safe and Acceptable Use of Your Device

1. Appropriate Uses and Digital Citizenship

- School-issued devices should be used for educational purposes, and students are to adhere to this Acceptable Use Agreement (AUA) and all of its corresponding administrative procedures at all times.
- Students will be required to annually pass Digital Literacy curriculum. Violations of the Acceptable Use Agreement (AUA) may result in Internet use privileges being revoked or restricted until the student recertifies through the digital literacy.
- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following guidelines:
 - **Respect yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
 - **Protect yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

- **Respect others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites; I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
 - **Protect others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
 - **Respect intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
 - **Protect intellectual property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.
- 2. Columbus Public Schools Internet Use, Safety, and Computer Use Policy**
- Columbus Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network.
 - The administration reserves the right to refuse access to the Internet by Columbus Public Schools to anyone when it deems it necessary in the public interest.
 - The school district's Internet access and all school-issued technology are considered "school grounds" under the Nebraska Student Discipline Act and all other provisions of state and federal law.
- 3. Compliance with the Law and Use of Computers / Internet** [See Section III-K Academic Dishonesty (Cheating)]
- Students using the Internet will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and expectations for student and parent privacy.
 - Students at Columbus Public Schools shall receive instruction in Internet safety. This curriculum will include material related to appropriate access to the Internet by minors, appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship.
 - A copy of the scope and sequence or other outline of the Internet Safety Curriculum may be found in the district Curriculum Office and each school media center.
- 4. Access to the Internet by Minors (individuals under the age of 18) or Adults (or individuals over the age of 18)** [See Section III-V Computers / Technology Integration & Internet Use]
- Minors or adults shall:
 - not access or transmit materials that is considered obscene, pornography, harmful to minors, or otherwise inappropriate for education and/or may be considered illegal activity.
 - not use Columbus Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
 - not engage in any illegal activities on the Internet.
 - only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Columbus Public Schools-related assignment or activity.
 - not attempt to override or bypass any protection measure that has been put in place by Columbus Public Schools to block and/or filter access to Internet sites that are not in accordance with policies of Columbus Public Schools.
 - not disclose personal identification information on the Internet.
- 5. Policy Violations** [See Section III-V Computers / Technology Integration & Internet Use]
- Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Columbus Public Schools, including applicable state and federal laws.
 - Details and definitions of the full Columbus Public Schools Acceptable Use Policy 504.09 & 606.06 can be reviewed at any media center in the Columbus Public Schools or online at <http://columbuspublicschools.org>.

- Students shall be granted permission to access the Internet under the direction of a teacher upon proof of completion of the digital literacy curriculum from an administrator or media specialist.
- 6. Acceptable Use** [See Section III-V Computers / Technology Integration & Internet Use]
- We believe that access to the Internet is an important educational resource for our students.
 - We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
 - We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
 - As a safety precaution, full names or addresses are not to be revealed online.
 - Computer and network resources have been provided for educational purposes; game playing and commercial uses are prohibited.
 - Sharing of individual accounts is prohibited.
 - Electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property.
 - Computers, files, and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
 - Chain letters and inter-relay chat are misuses of the system.
 - Vandalism or "hacking" of any kind is prohibited.
 - The security of the system and the rights of other users are to be respected at all times.
 - Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Columbus Public Schools and/or civil authorities.
 - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
 - Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Columbus Public Schools harmless from any claims or damages arising from such use. Columbus Public School District makes no warranties for the information or the services provided.
- 7. Privacy and Safety** [See Section III-V Computers / Technology Integration & Internet Use]
- Do not go into any chat rooms or discussion pages other than those set up by your teacher or mandated in other distance education courses.
 - Do not open, use, or change computer files that do not belong to you.
 - Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
 - Remember that network storage is not guaranteed to be private or confidential. District administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
 - If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher, administrator and/or tech support staff immediately so that such sites can be blocked from further access.
- 8. Legal Propriety** [See Section III-K Academic Dishonesty (Cheating)]
- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Media Specialist or the Executive Director of Technology & Operations if you are in compliance with the law.
 - Plagiarism is a violation of the Columbus High School code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- 9. Email** [See Section III-V Computers / Technology Integration & Internet Use]
- Students' email access will be through a Google Gmail system managed by the Columbus Public Schools. This email system is monitored by the Columbus Public Schools Technology Department, and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
 - Always use appropriate language.

- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration, parent/guardian or designee.

10. Discipline Consequences [See Section III-V Computers / Technology Integration & Internet Use]

- The student whose name, system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the CHS Student Handbook or the Columbus Public School's Acceptable Use Policy will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Columbus Public Schools Technology Department to ensure appropriate use. The Columbus Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.
- As a response to chronic absenteeism or truancy (5 or more documented/consecutive days of truancy), the parent will be contacted to return the device to the principal's office. The student will be converted to daily check-out/check-in status through the remainder of the semester. If the student demonstrates improved and acceptable attendance through the remainder of the semester, the student's computer take-home status will be restored.

Appendix A Estimated Cost of Repair/Replacement

* All prices were current at the time this document was published. (July 18, 2018)

Part Number	Part Description	Self-Maintainer price
917725-855	ASSY-BATT 2C 47Wh 6.15Ah LI GM02047XL-PL	\$56.19
928840-001	HEATSINK, UMA	\$9.18
934739-850	GNRC-45W ADPTR nPFC USB-PD 3PIN	\$23.40
L07235-001	GNRC WC 1p Fix DM USB2 HD 720p VSEB BL	\$20.15
L14359-001	SPS-USB BRACKET	\$6.28
L14901-001	SPS-BASE ENCLOSURE - CBG	\$18.20
L14904-001	SPS-BASE ENCLOSURE - DCO	\$18.20
L14905-001	SPS-BATTERY TAPE	\$6.28
L14906-001	SPS-CABLE KIT	\$13.65
L14907-001	SPS-HINGE L&R	\$11.86
L14908-001	SPS-LCD BACK COVER W/ANT CBG	\$18.85
L14911-001	SPS-LCD BACK COVER W/ANT DCO	\$18.85
L14912-001	SPS-LCD BEZEL	\$8.92
L14913-001	SPS-LCD BRACKET	\$6.28
L14914-001	SPS-LCD CABLE NON-TS	\$8.82
L14915-001	SPS-LCD CABLE TS - AUO	\$9.30
L14916-001	SPS-LCD CABLE TS - LG	\$9.30
L14917-001	SPS-RAW PANEL LCD 11.6 HD AG LED SVA	\$64.35
L14918-001	SPS-PNL LCD 11.6 HD BV LED UWVA AUO TCH	\$133.90
L14919-001	SPS-SCREW KIT	\$6.84
L14920-001	SPS-SPEAKER	\$11.25
L14921-001	SPS-TOP CVR W/KB - US	\$24.70
L14922-001	SPS-TOUCHPAD	\$9.58
L14923-001	SPS-USB BD	\$9.15
L15851-001	SPS-MB UMA Cel N3350 4GB 32GeMMC	\$172.90
L18300-001	SPS-TOUCHPAD SUPPORT BRACKET	\$5.85
L19367-001	SPS-CORD C5 1.0M STK Conv NA	\$12.19
L20220-001	SPS-RUBBER BASE PADS	\$5.85

Appendix B CPS Chromebook Acceptable Use Agreement

The Columbus Public Schools Student Acceptable Use Agreement (AUA) is for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Columbus Public Schools regarding the use of computers and the Internet in the Columbus Public Schools. Your signature also states that you authorize Columbus Public Schools to create and utilize "cloud services" accounts that will be under the control of Columbus Public Schools but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to CPS.)

Additionally, as part of the digital literacy/Chromebook initiative at Columbus High School, the Columbus Public Schools is highly recommending the purchase of a Damage Protection Plan prior to the check-out of the Chromebook to your child. Columbus Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection plan guidelines.

This damage protection plan does not cover for loss of the Chromebook and/or its accessories or damages caused by intentional misuse and abuse. Under this agreement, the Chromebook is protected to 85% of incurred cost from accidental damage. The Columbus Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Columbus High School Student Handbook.

Parents/Students will be charged for damage due to intentional misuse or abuse at current replacement cost of the device coverage.

Acceptance of Liability

* Please INITIAL ONE of the options below.

_____ PLAN #1:

My student and I accept and will abide by the Columbus High School Chromebook Acceptable Use Agreement and I am purchasing the damage protection plan through Columbus Public Schools in the amount of \$25. (Cash or check made payable to Columbus Public Schools)

_____ PLAN #2

My student and I accept and will abide by the Columbus High School Chromebook Acceptable Use Agreement and I am NOT purchasing the damage protection plan through Columbus Public Schools and I will assume responsibility for 100% of the cost of any repairs or replacement cost.

This form is an example copy of the actual Acceptable Use Agreement form which must be on file in the CHS

Print Full Student Name Here

Grade

Student Signature

Date

Parent/Guardian Signature (REQUIRED)

Date

Print Full Parent/Guardian Name Here (REQUIRED)

2019 July Board Meeting - Handbook Revisions

Loss of Good Standing (Social Probation): If a student misses an excessive number of days, is carrying over three or more hours disciplinary time, or is placed in an alternative education placement due to disciplinary purposes, that student is automatically considered to have lost "Good Standing." Students that are not in good standing are considered to be on social probation and therefore may not attend CHS social functions such as dances. Students who have lost their good standing status may earn it back by correcting the problem that led to the loss of good standing (improving attendance or serving After School Detention ASD minutes). *Loss of good standing also means the student will be indicated as "Not in Good Standing" on any dance guest form the student may present to an administrator until such time as the matter is resolved and good standing is restored.*

I-L Pregnant or Parenting Students

The district recognizes that pregnant or parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. The district will educate pregnant or parenting students and will provide reasonable accommodations to support and encourage all pregnant or parenting students to obtain their high school diploma. No student will be excluded from, denied the benefits of, or be discriminated against under any educational program or activity because of pregnancy or parenting responsibilities. [CPS Board Policy 503.07]

III-E Contraband / Electronic Devices

Contraband is defined as any item not considered necessary to complete in-class activities and/or any item considered disruptive to the school environment during the instructional day (8:10-3:40). This would include (but is not limited to) any electronic device, MP3 player/iPod, earbuds, and portable video games. Contraband will be confiscated from students and turned into the main office.

Items confiscated from students may be required to have a parent/guardian pick up the item from the main office. Contraband repeatedly confiscated from a student may be held until the remainder of the school year and a parent/guardian will be required to request in writing, to pick up the item, from an administrator. Contraband held until the end of the current school year will be disposed of following the conclusion. Items deemed necessary to be turned over to law enforcement will have to be requested from law enforcement, by the owner.

Staff will continue to confiscate cell phones when students receive or make phone calls, text message, or access the phone during the instructional period/block, without prior staff permission. Cell phones or electronic devices must never be used to photograph or record others *with or without their knowledge and/or permission* during the school day, *at any school event or activity*. If a student is found to have violated this rule, particularly if the resulting image or recording was of a verbal or physical altercation or utilized to harass, intimidate or demean another student, would be subject to an investigation procedure that may result in discipline, up to and including suspension and expulsion. (See III-O Harassment/Bullying/Intimidation). A student found to have engaged in bullying and/or harassment by law enforcement may be forced to surrender his/her phone as evidence to the School Resource Officer. Legal Reference: Neb. Rev. Stat. § 79-267

III-P Inappropriate Behavior

Public indecency with regard to high school age students is defined in Neb. Rev. Stat. § 79-267 (7)

- 1) engaging in sexual conduct, even if consensual, on school grounds or at a school function or event
- 2) sexual assault or attempting to sexually assault any person on school grounds or at a school function or event

Consequence: Restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement and/or expulsion. *Students may also face a citation for indecent exposure.* [Columbus City Ordinance 130.091 Indecent Exposure].

Dating Violence

Columbus Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

Definition: For purposes of this policy, “dating violence” means a pattern of behavior in which one person threatens, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her **current or former** dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Consequence: Restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement, and/or expulsion.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

[CPS Board Policy 504.20] Legal Reference: Neb. Rev. Stat. §§ 79-2,139 to 79-2,142

III-Ya Use of Tobacco/Inhalant Products

It is the responsibility of the school to maintain a safe and drug-free educational environment. Columbus High School students are not to possess, use, distribute, or sell tobacco or tobacco-related products on school grounds.

Definition: Tobacco products include cigarettes, cigars, chewing tobacco, snuff, or any form of tobacco intended to be smoked, chewed, sniffed, dissolved, or inhaled or products intended to replicate tobacco products either by appearance or effect. Possessing or use of e-cigarettes, **vape devices** and/or vapor liquids in any form at school is in direct violation of this policy. **Tobacco or inhalant products confiscated from a student will be turned over to the School Resource Officer or other law enforcement officials. It will be up to the law enforcement officials as to whether an item is returned to a parent/guardian following confiscation at school.**

Consequences: Students found guilty of possessing, using, distributing, or selling tobacco or **inhalant products** will receive the following consequences:

Columbus High School prohibits the possession of drug paraphernalia as well as the distribution, dispensing, manufacture, possession, use or being under the influence of alcohol and / or “look alike” substances that appear to be alcohol or a controlled substance by students while on school grounds, during school hours or school-sponsored events. **Items and products covered in this policy will be confiscated from the student and turned over to the School Resource Officer or other investigating law enforcement officials.**

III-Yd Non-Prescriptions Medications / Vitamins

Definition: any drug or chemical that can be purchased without a prescription and that does not fall under state or federal limitations. Columbus High School reserves the right to exercise control over the misuse, misrepresentation, distributing, or selling **non-prescription medications or edible items**. Students are not to misuse, misrepresent, distribute, or sell **non-prescription medication or edible items**.

Consequences: Students found guilty of misusing, misrepresenting, distributing or selling **non-prescription medications or edible items** shall receive the following: **1st violation:** up to 5 days OSS, **2nd violation:** up to 19 days OSS, **3rd violation:** expulsion from school for the remainder of the semester or 19 days OSS, whichever is longer.

The high school nurse has a limited supply of **non-prescription medications** (Tylenol, ibuprofen, cough drops and Tums or a generic equivalent). Students may have access to these **medications** if the parent has **signed the Non-Prescription Medication Release Form**. Students may bring and carry their own supply of the above listed medications **ONLY** if the release form is signed by the parent and on file in the CHS Nurse’s Office. In the event that another form of non-prescription medication would be needed during the school day, a Medication Release Form will need to be signed and the medication will be stored in the nurse’s office. Students are forbidden from sharing any medication with another student.

IV-Aa Attendance - Extended Absences

A family may, from time to time require their student(s) to miss school for an extended period of time (more than three consecutive days). This may be for the purpose of a vacation or international travel. When this occurs, it creates a

significant strain on the student's ability to stay caught up with classroom activities. Such absences should carefully be considered while consulting the school calendar to minimize lost class time.

In the event a student will miss more than three consecutive days, we ask that the student meet with his/her school counselor and complete a CHS Extended Vacation Form. The form will list work to be completed by the student for each of his/her teachers and signed by an administrator, ensuring that all have been made aware of the student's need to be absent. The timeframe for the absence and the expected completion date for all classwork upon return from the absence will also appear on the form. If the extended absence results in the student exceeding the statutory limit on allowable absences for the school year (20), the student may be required to make up time due to excessive absenteeism.

In the event of international travel, the student device must be checked into the CHS technology office, prior to departure.

VI-C Graduation and Seniors' Final Week

Students who have met the requirements for graduation as established by the board of education will be allowed to participate in the commencement proceedings provided they abide by the proceedings organized by the school district. It shall be the responsibility of the principal to solicit input from each graduating class regarding the proceedings for their commencement. Students opting out of participating in commencement will still be provided their transcript and diploma certifying the student's completion of high school. [CPS Board Policy 611.09]

Seniors must be passing all classes to qualify for check-out on the posted date for the senior's final day of classes. Seniors who fall short of this requirement will continue to attend classes through Friday of the final week of senior attendance. A student not in *good standing* may forfeit the opportunity to participate in the graduation ceremony.

VI-Ca Graduation Ceremony Expectations

The Columbus High School graduation ceremony is a celebration of the tremendous accomplishments of the members of the graduating class. It is important that each graduate understand that while this is his/her big day, it is also a big day for hundreds of other CHS graduates. As the hosts of the ceremony, Columbus High School has set forth the following expectations for all members of the senior class opting to participate in this *optional event*:

- seniors must successfully complete all graduation requirements during their final semester
- senior students must have served all disciplinary and attendance minutes prior to that senior's last day of attendance
- all fines and fees must be settled through the CHS office prior to the seniors' last day of attendance
- all student devices, class equipment and athletic or extra-curricular uniforms must be returned prior to the seniors' last day of attendance
- proper attire for the ceremony will include dress shoes, socks, dress pants and shirt with collar for the boys and a dress, dress pants or skirt of school-appropriate length, blouse and dress shoes for the girls
- proper attire for the ceremony also dictates no tennis shoes and no flip flops - footwear should be appropriate for a formal event and is subject to administrative discretion on a case-by-case basis
- no possession or use of a cell phone during the ceremony will be permitted
- no messages or symbolism will be permitted on the mortar boards (hats)
- only honorary adornments *provided by Columbus High School* will be permitted to be worn by graduates (e.g. honor cords, NHS medals, etc.)
- leis, stoles (other than the official CHS graduating class stole) and other visible adornments *will not be permitted* to be worn by any member of the graduating class
- behavior during the ceremony should reflect the highest standards of Columbus High School student respect and responsibility
- students who fail to meet the behavioral expectations by drawing undue attention to themselves or their actions during the ceremony *may have their diploma held* at administrative discretion, until appropriate consequences have been served

**Columbus High School
Activity Eligibility Guidelines
2019-2020 Student-Parent Handbook**

Section 1 Extracurricular Activity Philosophy and Requirements

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities from which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provides experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge; skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program, which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility. Columbus Public Schools does not provide health insurance to activity participants. Costs relating to injuries sustained during activity participation are the responsibility of the parent/guardian.

Requirements

All students participating in activities are required to purchase a C-Stamp at a cost of \$25.00. A C-Stamp will serve as an admission pass to all home activities not including GNAC and NSAA sponsored events. Students participating in NSAA sponsored activities are also required to complete the following forms: Random Drug Testing, Emergency Contact Information, NSAA Student and Parent Consent Form, Columbus High School Student and Parent Approval Form, and the Sports Physical Form approved by a physician.

Section 2 Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. It shall be the right of Columbus Public Schools to establish rules of conduct for participation in activities. Students who participate in extracurricular activities shall be held to a higher standard of conduct than those who choose not to participate. Furthermore, it shall be the right of Columbus Public Schools to impose sanctions for violations of those standards if the administration determines to its satisfaction that a violation has occurred.

Participation in school-sponsored activities is a privilege and not a right. Students participating in Columbus High School Activities must be in “good standing” with school regulations, including grades, attendance, and discipline and will be held responsible for knowing and abiding by all activity regulations which are listed in this handbook.

The student participants’ performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district’s policies, procedures and rules.

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: All Sports, Cheerleading, Dance Team, Yearbook, Art Club, Band Ensembles, C-Club, Destination Imagination, Key Club, Forensics, German Club, Improv, Intramurals, Mock Trial, NHS, Newspaper, Quiz Bowl, Renaissance, Robotics, SkillsUSA, FBLA, HOSA, Student Council, Theatre Productions, Vocal Ensembles, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school-sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time, *during the school year*. Extracurricular activity participants are held to a higher standard of conduct during their high school career.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and/or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is In-School Suspended during the day of a competition shall not be permitted to compete in the scheduled contest but will be expected to practice. A student who is suspended (out of school - OSS) or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. Activity policy consequences are determined by the frequency and severity of the infraction.

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Acts that result in the assignment of “extended” In-School (ISS) or Out-of-School Suspension (OSS). “Extended” means three or more.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, fraud, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of,

- obtaining money or anything of value from a student or making a threat which causes or may be expected to [cause disruption](#) to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
 7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or the dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (**Note: Refer to “Section 3 – Drug, Alcohol and Tobacco Violations” for further information**).
 8. Public indecency, with regard to high school age students, as defined in § 79-267 (7).
 9. Engaging in sexual conduct, even if consensual, on school grounds, in a school vehicle, or at a school function or event. Sexual Assault or attempting to sexually assault any person.
 10. Engaging in any activity forbidden by law, which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
 11. Repeated violation of any of the school rules.
 12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
 13. Students found to have participated in intentional littering, marking/tagging, damaging or defacing of the property of another school in a manner that draws an association with Columbus High School will be subject to disciplinary procedures including, but not limited to, restitution, suspension from school activities, loss of open lunch privilege and/or suspension from school.
 14. Willfully violating the behavioral expectations for those students riding Columbus Public Schools buses or vehicles used for activity purposes.
 15. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
Refer to Coach Playing Time Policy / NSAA policy manual
 16. Failure to participate in the full day of classes on the day of an activity. An unexcused absence on the Friday prior to Saturday participation may result in the student not participating in the activity. Also, failure to report on time for classes on the day following an activity. Extenuating circumstances must be approved [by the administration](#).

17. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
18. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation. **Refer to Coach Playing Time Policy**
19. Hazing, defined as "an abusive, often humiliating form of initiation into or affiliation with a group, including; any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another." (CHS Student Handbook, Section III-Oa)
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility. **Game Ejections will be considered cumulative offenses at Columbus High. The first game ejection will result in a Level I offense, the second will be considered Level II.**

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Consequences for student misconduct: Activity policy consequences are determined by the frequency and severity of the infraction.

Students charged with a violation of any items of this policy (with the exception of drug/alcohol or tobacco violations, which are detailed in the next section) will receive a consequence upon investigation by the Columbus High School Administration and after a determination that a violation has in fact occurred and due process has taken place. The consequence for committing any of the offenses listed above shall include, but will not be limited to:

Level I Consequence: Shall mean the student will be suspended from any participation in, or attendance at, all activities for up to but not limited to **10** activity days and at a minimum of one event date. The student will be expected to continue to practice with the team/activity, but will sit out public contests/performances. The administration reserves the right to advance to a higher-level consequence based upon the severity of the action.

Level II Consequence: Shall mean the student will be suspended from any participation in, or attendance at, all activities (practice will be addressed) for up to but not limited to **45** activity days and at a minimum of two event dates.

Level III Consequence: Shall mean the student will be suspended from **all** participation in, or attendance at, **all** activities (practice included) for up to but not limited to **90** activity days and **at a minimum** of four event dates.

Level IV Consequence: Shall mean the student will be suspended from **all**

participation in, or attendance at, **all** activities (practice included) for up to but not limited to **180** activity days.

In matters involving the levels of consequences for infractions in the Columbus High School regulations governing student conduct for participation in sponsored school activities, the due process procedures shall be the same.

Levels of consequences listed or identified in this handbook are consistent with typical school practices; however, the administration reserves the right to assign a more serious consequence based upon the frequency and/or severity of the infraction. Violations of the Columbus High School Student Activity Code of Conduct are to be considered “cumulative” for a student’s entire career at CHS. Repeated violations will result in an advanced consequence. (Repeated violations are those that occur within the same violation category.) Students demonstrating a trend of multiple infractions may face more severe consequences.

Section 3 Drug, Alcohol and Tobacco Violations

A. Drugs and Alcohol

All violations of the Columbus High School Extracurricular Activity Code of Conduct (Sections Two and Three) will be cumulative over a student’s entire high school career. Activity consequences for alcohol, drug, and tobacco violations are determined in accordance with the activity discipline policy and regulations established by the administration; the consequences include activity suspensions. **The drug and alcohol policy is enforced year-round.**

See Section 15 for the Columbus Public Schools policy 504.50 on Random Drug Testing.

Any student involved in extracurricular school activities is subject to **consequences** if, following an investigation, the administration determines that:

- A. The student is found to have been involved in either selling, using, possessing or dispensing alcohol, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or the dispensing of an imitation controlled substance as defined in § 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant.
- B. The student was present where alcohol, narcotics, drugs, a controlled substance or an inhalant were being used wherein the student had **access** to the items; or,
- C. The student admits to a violation as defined above; or,
- D. The student is cited, charged or convicted with any controlled substance or alcohol related criminal offense.

First Violation of Drugs/Alcohol: Students determined to have committed a first

violation shall be suspended up to but not limited to one third of the scheduled Columbus High School varsity competitions/performances of that given student's activities season(s), and all lower levels games during the interim. If a student self reports to a sponsor/coach or administrator within 72 hours following the incident, they shall be suspended for up to but not limited to one-fourth of the scheduled Columbus High School varsity competitions/performances of that given student's activities season(s), and all lower levels games during the interim. The student is also prohibited from participating in all activities with the team including but not limited to pep rallies, traveling with the team, and community service performances that occur within this time frame. Student athletes will be expected to participate in practices and/or classes within the school day.

Second Violation of Drugs/Alcohol: Students determined to have committed a second violation at any time during their high school career may face penalties up to but not limited to expulsion from participation in all activities for one calendar year. If the student self-reports, the suspension is for nine months.

Reinstatement after Second Violation of Drug/Alcohol Policy:

Should it be determined that a student has committed a second violation during their high school eligibility; he or she may apply for reinstatement in activity participation under the following conditions:

1 – The student will undergo a formal drug/alcohol evaluation at his or her own expense. The results of this evaluation will be shared with the school administration and the recommendation(s) made by the evaluation must be followed for reinstatement to stand.

2 – The student will complete a community service project, including approximately 40 hours of service work, to be agreed upon by the school administration and the student. All expenses incurred for the completion of the community service project are to be the responsibility of the student. The student must complete the community service project prior to being reinstated.

Students being *reinstated* will be suspended up to but not limited to 1/3 of the current/next activity season.

Third Violation of Drugs/Alcohol: Students determined to have committed a third drug/alcohol violation at any time during their high school career shall be expelled from participation in all activities for the remainder of their high school careers.

Due Process: A student accused of a violation shall have due process rights consisting of the right to know the nature of the alleged violation, the right to tell his/her version of events, and the right to have others comment on his/her behalf. You have the right to appeal the Activities Director's decision provided the appeal is made to the **high school principal** within 7 days of notification of suspension. This decision may be appealed to the superintendent provided the appeal is made within 7 days of notification from the high school administration. The superintendent's decision is final.

Note: For calculation purposes, the contests/performances are the date of the event. If contest/performances are cancelled, suspension dates will be applied toward future contests/performances. Violations will carry a minimum of a 1-performance suspension. Suspensions are calculated according to the varsity schedule, students will not be eligible for lower level competition until the suspension period has expired. Students participating in freshman only activities, will have suspensions calculated based upon the freshman schedule.

B. Tobacco

Tobacco, and or e-cigarette violations are enforced in accordance with the NSAA activity calendar. Students determined to have possessed, used, distributed or sold tobacco shall receive the following consequences:

First Violation of Tobacco: Level I Consequence: Shall mean the student will be suspended from any participation in, or attendance at, all activities for up to but not limited to **10** activity days and at a minimum of one event date. The student will be expected to continue to practice with the team/activity, but will sit out public contests/performances. The administration reserves the right to advance to a higher-level consequence based upon the severity of the action.

Second Violation of Tobacco: Level II Consequence: Shall mean the student will be suspended from any participation in, or attendance at, all activities (practice will be addressed) for up to but not limited to **45** activity days and at a minimum of two event dates.

Third or any succeeding Violation of Tobacco: Level III Consequence: Shall mean the student will be suspended from **all** participation in, or attendance at, **all** activities (practice included) for up to but not limited to **90** activity days and **at a minimum** of four event dates.

Due Process: A student accused of a violation shall have due process rights consisting of the right to know the nature of the alleged violation, the right to tell his/her version of events, and the right to have others comment on his/her behalf. You have the right to appeal the Activities Director's decision provided the appeal is made to the **high school principal** within 7 days of notification of suspension. This decision may be appealed to the superintendent provided the appeal is made within 7 days of notification from the high school administration. The superintendent's decision is final.

Note: For calculation purposes, the contests/performances are the date of the event. If contest/performances are cancelled, suspension dates will be applied toward future contests/performances. For seasons that can be impacted by weather, a cancellation estimation will be calculated (average of 3 prior years cancellations) and taken into account when calculating the suspension. Violations will carry a minimum of a 1-performance

suspension. Suspensions are calculated according to the varsity schedule, students will not be eligible for lower level competition until the suspension period has expired. Students participating in freshman only activities, will have suspensions calculated based upon the freshman schedule.

Section 4 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances. Students, who after four unapproved absences during the current season of participation will be ineligible to participate in the next scheduled extracurricular activity contest or performance.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for his or her first block class, and remain in attendance for the remainder of the day. A student who is not in attendance the full day is ineligible for the contest, performance, practice, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. Exceptions must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

4. All student participants are expected to be in school for their first class on the day following a contest, even if the student should arrive home late from an activity. Students tardy or absent on a day following an activity may forfeit the opportunity to participate in the next contest. The high school administration has the sole authority to make the determination to excuse students on the day following a competition or activity.

Repeated violations of this attendance policy will be considered violations of the “CHS Activity Code of Conduct,” and students will be subject to

penalties as listed in “Section 2 – Extra Curricular Activity Code of Conduct.”

Section 5 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Be enrolled in at least 20 credit hours in the semester of participation.
(Note: This includes seniors who are intending to “graduate early” or are participating in off-campus classes)
2. Not have a failing grade in two or more of their current classes. Students who are failing in two subjects at the end of a scheduled reporting period are ineligible to participate in their extra curricular activities until the next reporting period.
3. Reporting periods begin with the first day of each academic week. Coaches and/or advisors will be notified by the Activities Secretary of any ineligibility. Students will be given the remainder of the first day of the academic week to correct their grades.
4. Students who still have two failing grades after **four p.m.** of the first day of a reporting period will be declared ineligible from the day following the first day of the reporting period of the current week for one full week. Coaches and/or advisors will be notified **of ineligibility**, and a letter will be sent to the student’s home address detailing the reasons for ineligibility. **For reporting periods on shortened weeks, student eligibility will run from notification through to the next Monday, with eligibility returning on Tuesday, if the student is passing.**
5. Academic requirements for eligibility do not apply to:
 - (A) Instructional field trips which are a part of the scheduled course learning experience; or
 - (B) Activities or events which are a part of the student’s grade requirements.

Homeschool Students

Homeschool students wishing to participate in Columbus High School activities must be continuously enrolled in a minimum of ten credit hours of instruction per semester at Columbus High School. If the home school student enters Columbus High School as a tenth, eleventh, or twelfth grade student, he/she shall have received, or be granted, twenty credit hours for the immediate preceding semester. Columbus High School shall determine whether the homeschool credits will be accepted to fulfill preceding semester scholastic requirements.

Section 6 “Team Selection” and “Playing Time”

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purpose of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner, which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student’s: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 7 Transportation to and From Events

Team/group members are to travel to and from out-of-town events as a unit. Certain exceptions concerning travel can be made.

A student involved in school activities may be allowed to ride to or from an out-of-town event with a signed note from his or her parents. Preferably, a note should be received by the Activities Office no later than 24 hours before the beginning of the trip. No verbal approvals for alternate transportation will be allowed.

Furthermore, under no circumstances should a student involved in school activities be allowed to ride to or from an out-of-town event with anyone but his or her own parent/guardian without administrative approval. A student may be allowed to travel from the activity with a non-family member who is an adult and has been previously approved with the administration by the student’s parent/guardian.

Transportation Policy

Activities may be conducted [at a location](#) other than Columbus High School. In some instances Columbus High School will not provide transportation to the activity.

Columbus High School is not responsible when students are provided transportation by a vehicle driven by others. In these instances, the responsibility and liability of the school and school officials is limited to the period from the participant's arrival at the event site and contact with the coach, sponsor, or assigned staff member, until dismissal from the event. All other liability for the child's safety lies with the parent, or their designated drivers.

Parents are strongly discouraged from allowing students to drive to/from events unaccompanied by parents. The safety of the students is of utmost importance, and parents should exercise their wisdom, good judgment and discretion when planning travel arrangements.

Transportation Liability Waiver

I have read the Extracurricular Transportation Policy and agree that I shall assume all liability for negligently caused injuries or damages and release the school and school officials from any liability for injury or damage resulting from the following situations involving extracurricular activities:

1. Where I transport my son/daughter;
2. Where I transport other students, or I, as a parent/guardian, give permission to another adult to transport my son/daughter;
3. Where my son/daughter transports himself/herself; or
4. Where my son/daughter transports other students to or from a practice or scheduled event;
5. Where I, or a group of parents or other individuals, contract or arrange for transportation and the school does not directly contract for such transportation.

Section 8 Multiple Events on Same Day

NSAA District, State and GNAC sponsored events take preference over non-state and non-conference sponsored events as to where the student shall compete. If there must be a choice made between two activities that exist on the same day, it will be made by the student with the knowledge that there will be no reprisal by the other sponsor. Under no circumstance will a student's grade be lowered, lose an award or be dismissed from the activity when that student returns. A student can be asked to challenge to retain his/her

original position. Any event or performance always takes precedence over a practice. **NSAA sponsored activity practices take preference over non-NSAA activity practices.**

Furthermore, in-season activities always have precedence over out-of-season or non-school affiliated activities.

Example One: If there is a district music contest on the same day as a dual track meet, the student must represent our school at the district music contest.

Example Two: If a student has a regular-season basketball game on the same day as a SkillsUSA event, the student has the right to choose between events.

Example Three: If a student has a dance practice during dance season on the same day/time as a soccer open gym, the student must attend the dance practice.

Section 9 Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.

- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Communicating with the coach

- Communication you should expect from your child's coach includes:
 - Philosophy of the coach
 - Expectations the coach has for your child
 - Locations and times of all practices and contests
 - Team requirements
 - Procedure should your child be injured
 - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
 - Concerns expressed directly to the coach
 - Notification of any schedule conflicts well in advance
 - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
 - The treatment of your child, mentally, and physically
 - Ways to help your child improve
 - Concerns about your child's behavior
 - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
 - Playing time
 - Team strategy
 - Play calling
 - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
 - Call to set up an appointment with the coach

- Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
 - Call the athletic director to set up a meeting with the athletic director, coach, parent, and student present.
 - At this meeting, an appropriate next step can be determined, if necessary.

Section 10 Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.

11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

Section 11 Clearance to Participate & Head Injury Procedure

With the passage of new legislation on the state and federal levels, Columbus High School will observe the following protocol on allowing students to participate in activities.

“In order to participate in any athletic event sponsored by CPS, students must have permission and clearance from each of the following six individual entities:

- 1) Student Themselves
- 2) Student’s Parent(s) and/or Guardian(s)
- 3) Student’s Family Physician/Medical Professional
- 4) Student’s Activity Sponsor/Coach
- 5) Columbus Public Schools Administration
- 6) Columbus Public Schools Athletic Trainer”

During activity or athletic participation, if a student is suspected to have suffered a head injury or displays concussion-like symptoms, the student will be removed from any level of participation immediately, until a complete evaluation is performed by a licensed medical professional. Written notice and personal contact with a parent/guardian of such an interruption of participation will follow the injury. The Head coach is responsible in notification of parents. Such notice will include specifics regarding the time and location of the injury, the signs/symptoms of a concussion or brain injury that were observed, and any actions taken with the student.

In the event that such ability to participate is interrupted at any time due to a diagnosed head injury and/or concussion, written clearance from both the student’s parent(s)/guardian(s) and family physician/medical professional will be required before clearance to participate may be granted again. The responsibility of obtaining written clearance from a licensed medical professional is solely that of the student and his or her family.

Section 12 Summer Camps & Travel

On occasion, students have the opportunity to participate in trips that have an apparent connection to the District, but which in fact are not school-sponsored. Some examples: (1) travel with a club sport team, even though the club team may be coached by our high school coach; (2) a band travelling to an out-of-state band contest that is arranged by a Booster Club; and (3) a foreign language teacher taking students abroad during the summer.

These opportunities are often worthwhile and beneficial to students. The message we want to make clear, however, is that these opportunities are not school-sponsored activities. All arrangements for such trips, including all associated travel costs, supervision, and safety are the responsibility of the group or person making the trip available to students. Columbus Public Schools has no responsibility for such trips. Anyone who is uncertain as to whether or not a particular opportunity is school-sponsored should contact the superintendent, building principal, or athletic director.

Section 13 Concussions

***Please see the following three pages for information regarding concussions.**

HEADS x UP

CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **ATHLETES**

What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or "had your bell rung."

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

What are the symptoms of a concussion?

You can't see a concussion, but you might notice **one or more** of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

What should I do if I think I have a concussion?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- **Get a medical check-up.** A doctor or other health care professional can tell if you have a concussion and when it is OK to return to play.
- **Give yourself time to get better.** If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:
 - The right equipment for the game, position, or activity
 - Worn correctly and the correct size and fit
 - Used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

If you think you have a concussion:
Don't hide it. Report it. Take time to recover.

It's better to miss one game than the whole season.

For more information and to order additional materials *free-of-charge*, visit: www.cdc.gov/Concussion.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION



June 2010

HEADS x UP

CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **PARENTS**

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

What are the signs and symptoms?

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports **one or more** symptoms of concussion listed below, or if you notice the symptoms yourself, **keep your teen out of play and seek medical attention right away.**

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
<ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes • Can’t recall events <i>prior</i> to hit or fall • Can’t recall events <i>after</i> hit or fall 	<ul style="list-style-type: none"> • Headache or “pressure” in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light or noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Just not “feeling right” or is “feeling down”

How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.

- Ensure that they follow their coaches’ rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

What should you do if you think your teen has a concussion?

1. **Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don’t let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it’s OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
2. **Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
3. **Teach your teen that it’s not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don’t let your teen convince you that s/he’s “just fine.”
4. **Tell all of your teen’s coaches and the student’s school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen’s coaches, school nurse, and teachers. If needed, they can help adjust your teen’s school activities during her/his recovery.

If you think your teen has a concussion:

Don’t assess it yourself. Take him/her out of play. Seek the advice of a health care professional.

It’s better to miss one game than the whole season.

For more information and to order additional materials *free-of-charge*, visit: www.cdc.gov/Concussion.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION



June 2018

Nebraska Sports Concussion Network



www.NebSportsConcussion.org

Home Instructions for the Concussed Athlete

Athlete _____ Date of Injury _____ Time of Injury _____

Home phone _____ Parent/guardian name _____

Your son/daughter has sustained concussion while participating in _____. In some instances, the Signs & Symptoms of a concussion do not become apparent until several hours or even days after the injury. Therefore, they should be monitored closely. Please be especially observant for the following signs and symptoms.

1. Headache (especially one of increasing intensity*)
2. Nausea and vomiting*
3. Difference in pupil size from right to left eye, dilated pupils*
4. Decreased or irregular pulse OR respiration*
5. Blurry or double vision*
6. Slurred speech*
7. Seizure activity*
8. Noticeable changes in the level of consciousness (difficulty awakening, or losing consciousness suddenly)*
9. Mental Confusion or Behavior Changes
10. Balance Problems or Dizziness
11. Memory Loss or Difficulty Remembering
12. Fatigue
13. Feeling Slowed Down or Foggy
14. Drowsiness
15. Difficulty Concentrating
16. Sensitivity to Light or Noise

*** Seek immediate medical attention at the nearest emergency department.**

The best guideline is to note symptoms that worsen, and behaviors that seem to represent a change in your son/daughter. If you have any question or concern at all about the signs or symptoms you are observing, contact your family physician for instructions, or seek medical attention at the closest emergency department. Otherwise, you can follow the instructions outlined below.

It is OK to:

- Use acetaminophen (Tylenol) for headaches
- Use ice pack on head & neck as needed for comfort
- Eat a light diet
- Go to sleep
- Rest

There is NO need to:

- Check eyes with a flashlight
- Wake up every hour
- Test reflexes
- Stay in bed

DO NOT:

- Drink alcohol
- Drive vehicle while symptomatic
- Exercise or lift weights
- Take ibuprofen, aspirin, naproxen or other non-steroidal anti-inflammatory medications
- No strenuous activity including P.E., sports, video games or texting

Please remind your son/daughter to check in with the School Nurse prior to going to class on the first day he/she returns to school. They should then follow up with the Athletic Trainer after school.

Recommendations provided to: _____ Phone #: _____

Recommendations provided by: _____ Phone #: _____

Date: _____ Time: _____

Adapted from National Athletic Trainers Association Position Statement: Management of Sports-Related Concussion. J Athl. Trng. 2004;39(3):280-297.

Section 14: CHS HOMECOMING CONTRACT SENIOR STUDENTS

In order to be placed on the Homecoming ballot, eligible seniors must meet the eligibility requirements and confirm that you want to be considered for the honor of being nominated as a homecoming candidate. By signing this contract you are confirming your willingness to assume the responsibilities of this all-school honor, which includes your agreement to attend the entire Homecoming Football Game and Dance and represent the school properly. Whether or not a student is eligible for selection for Homecoming Royalty is ultimately the decision of the high school administrative team based on the criteria set forth in the Student Handbook.

Academic Qualifications for Eligibility:

- The student must maintain a cumulative GPA of 2.5 or greater.
- The student must have passed all courses during his or her junior year.
- The student is currently academically eligible for activities.

Conduct and Citizenship Qualifications for Eligibility:

- The student must not have violated the school's drug and alcohol policy.
- The student must not have been cited or admitted to a criminal offense (excluding routine/minor traffic violations)
- The student must not have had excessive violations of other school policies. This means 8 or fewer Level 0 and/or Level 1 violations and no Level 2 or Level 3 violations. Tardies will not be included.

Activity Participation Requirement for Eligibility:

- Seniors must have participated in and completed a CHS sponsored activity within the last year. Within the last year means, from last year's Homecoming until the date of application.
- All activities participated in within the last year must be verified by the coach or sponsor.

Directions:

- The student must list the activities participated in during their Junior year and all activities which they currently participate in.
- Refer to the back page of this document for all necessary signatures.

Activities

Coach/Sponsor

Your Name (print)	Date
Signature	

To Be Completed by the Administration After Initial Vote by the Senior Class

1. Student was selected as one of the eight finalists. _____ YES _____ NO

If YES, continue to #2, #3, and #4

2. Student is in Good Standing in the following areas

Academic Qualifications (2.5 GPA) _____ YES _____ NO

Conduct and Citizenship _____ YES _____ NO

Activity Participation _____ YES _____ NO

3. Background Check Cleared _____ YES _____ NO

4. Final Verification by Building Administrator _____ YES _____ NO

RECEIPT OF Columbus HIGH SCHOOL
STUDENT-PARENT ACTIVITY HANDBOOK

We acknowledge receipt of the Student-Parent Activity Handbook.

We agree to abide by the extracurricular activity code of conduct set forth in the handbook and the other rules and regulations set forth in the handbook.

We agree to read the handbook. In the event we have a question on the meaning of any of the material in the handbook, we understand that we can request a conference with the Principal or the Activities Director to get an explanation.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

Section 15: Drug Testing Procedures
COLUMBUS PUBLIC SCHOOLS
COLUMBUS, NE
DRUG TESTING POLICY

1. Need for Random Testing

The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining school sponsored activity programs in a safe, healthy and secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner

2. Eligibility for Random Testing

Students who participate in school sponsored competitive extracurricular activities, as defined in the student handbook at the middle school and high school (Grades 7-12) levels are eligible for random testing. Students who do not consent to participate in the testing program shall not be eligible to participate in school sponsored competitive extracurricular and co-curricular activities. Parents/guardians may volunteer their child for participation in the testing program even if they do not participate in a school sponsored competitive extracurricular activity.

Testing Procedure

a. Random Testing

The Superintendent or designee will ensure the testing of eligible students occurs on a scheduled basis through a confidential and random testing schedule.

b. Collection

The testing collection process will be conducted in a manner that protects student privacy, guards against tampered specimens and ensures an accurate chain of custody. It is intended that the procedures be modeled on those applicable to the testing of DOT covered employees, through methods other than testing of urine samples may be used. The tests are to be designed to detect only the use of illegal drugs, not medical conditions or the presence of authorized prescription medications.

4. Confidentiality

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

5. Consequences for Positive Tests

Any of the following shall be considered to be a positive test result:

- A confirmed positive drug test;
- Refusal to participate in testing when selected; and/or

- Tampering with the specimen collection process.

The following shall result from a positive test result:

- The student or the student's parents or guardians should contact the building principal or designee within 48 hours of notification of a positive test result.

File: 504.50

Page 2 of 6

- If there is no self-reporting within 48 hours by the student and/or their parents or guardian, the building principal or designee will call and set up a meeting to discuss the positive test result, with the objective of collaborating on a plan to assist the student in avoiding future substance abuse.
- The student's privilege of participating in extracurricular or co-curricular activities will be restricted as follows:
 - Positive results from a student tested based on probable cause or reasonable suspicion will receive consequences based on student code of conduct as stated in the Columbus Public Schools student handbook.
 - The parents or guardians are responsible for the costs of any rehabilitation program, which includes the substance abuse counseling and follow-up.
 - Positive results will not lead to the imposition of any academic consequence or disciplinary action, other than the above-described limitations on the privilege to participate in extracurricular activities.

6. Appeal and Due Process Procedures

A student or the student's parents/guardians or employee may challenge the results of a positive test through an appeal process to be developed by the Superintendent or designee. In the event a student or the student's parents/guardians wish to challenge a positive test on a basis other than the accuracy of the test result; an appeal may be made in accordance with the policy on extracurricular activity discipline and/or Columbus Public Schools Staff Handbook.

7. Process

The Superintendent or the Superintendent's designee is directed to develop specific testing procedures consistent with this policy.

Drug Testing Procedures

1. Student Eligibility for Random Testing

Students who participate in school sponsored competitive extracurricular and co-curricular activities, as defined by the student handbook, at the middle and high school (Grades 7-12) levels are eligible for random testing. School sponsored extracurricular and co-curricular competitive activities, as defined by the student handbook, are activities which are sponsored or approved by the Board, but are not required for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation.

To participate in a school sponsored competitive extracurricular or co-curricular activity, students must submit a completed Consent to Test Form on or before the first practice or on or before the first event or meeting, whichever is applicable. The form must be signed by the student and the student's parent or guardian.

Failure to submit a completed Consent to Test Form will result in ineligibility for participation in school sponsored competitive extracurricular activities until the form is submitted.

File: 504.50

Page 3 of 6

Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. A student for whom a Drop Form has been submitted shall be ineligible for participation in school sponsored extracurricular activities for twelve months from the date the Drop Form is submitted. Students have a fifteen (15) day grace period for reconsideration of a Drop Form.

Students who are not participants in a school sponsored extracurricular activity may volunteer for participation in the testing program by submitting a completed Consent to Test Form.

2. Testing Procedure

a. Random Testing

A confidential testing schedule will be created by the Superintendent, designee or contracted service agent to ensure that the testing of eligible students is conducted in a manner that is random. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program.

No less than twenty percent (20%) of the pool of eligible students will be tested each school year. The Superintendent or designee shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing problem with drug usage in the school community from time to time. Testing will take place throughout the school year.

b. Collection

The testing collection process will be conducted in a manner that protects student privacy, guards against tampered specimens and ensures an accurate chain of custody of the specimen. The method of testing

may involve the use of breath, saliva, urine, or hair samples. To the extent the testing involves the collection of urine, it shall be done by a certified collector in accordance with DOT urine drug screen collections policy/procedures. Such collection procedures may require a same sex monitored collection should the urine sample show signs of adulteration, temperature out of range, or tampering.

It is intended that the procedures be modeled on those applicable to the testing of CDL employees, which include the testing of specimens for unlawful substances. The tests are to be designed to detect only the use of illegal drugs, including but not limited to amphetamines (methamphetamines), marijuana, K2, cocaine, PCP, and opiates, not medical conditions or the presence of authorized prescription medications.

Positive results will need to be confirmed by the contracting service. If any fees are associated with the confirmation, the fees will be assessed to the student and their family. The district is not responsible for re-test costs or confirmation costs.

File: 504.50

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3. Confidentiality

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

Test results will be shared with the student and his or her parents first. It is then up to the student and their parents to notify the school within 48 hours of being notified of a positive test. The building principal or designee will be notified by the contracting agent regarding a positive result after the 48-hour window. Only the building Principal or designee with a legitimate educational interest will be provided the information, on a "need to know" basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process requiring such. If a student is tested based on probable cause/reasonable suspicion to be under the influence or in possession of any illegal substance during the academic day, law enforcement may be notified.

Test results will be kept in confidential disciplinary files separate from the students' academic records. The test results will be destroyed when no longer needed for individual student situations or for the overall testing program.

Columbus High School/Scotus Central Catholic Cooperative Students

Scotus Central Catholic students who participate in cooperative sports with Columbus High School are subject to the same testing standards as Columbus High School activity participants. Scotus Central Catholic athletes will be included in the pool of Columbus High School students to be randomly tested.

**COLUMBUS PUBLIC SCHOOLS
COLUMBUS, NE
Consent to Test**

I fully understand that my performance as a student and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Board of Education of Columbus Public Schools, the administration, and the coaches and sponsors for the activities in which I participate.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

I consent to and authorize Columbus Public Schools to conduct a drug test if my number is drawn from the random pool. I also authorize the release of information concerning the results of such tests to designated District personnel.

I understand that this form remains in effect until the submission of an Activity Drop Form or graduation and/or withdrawal from the District.

I plan to participate in one or more of the following school sponsored competitive extracurricular activit(ies):

_____ I am volunteering my son/daughter to be placed in the testing pool.

**COLUMBUS PUBLIC SCHOOLS
COLUMBUS, NE
Activity Withdrawal**

I will submit this form to the Activities Director. My name will be withdrawn from the testing pool on the date this is received by the Activities Director.

Completing this form will pertain to all school sponsored extracurricular activities. I understand that, by withdrawing, I can no longer participate in any school sponsored competitive extracurricular activities, and I may not receive recognition as a member of these activities or athletic programs. I may re-enter the testing pool after a period of one (1) calendar year by filling out a new Consent to Test form.

_____ Student Name (print)	_____ Parent or Guardian Name (print)
_____ Student Signature	_____ Parent or Guardian Signature
_____ Date	_____ Date

I UNDERSTAND THAT I HAVE 15 DAYS TO RECONSIDER THE DECISION AND RE-ENTER THE POOL.

Date

Activities Director

Date of Receipt

Section 16: Columbus Public Schools/Scotus Central Catholic Cooperative Sports

Cooperative Agreement Guidelines Students from other schools who have been approved to co-op with Columbus Public Schools must comply with requirements that are requested of other students participating including (but not limited to):

1. Passing of physical examinations and insurance requirements.
2. Purchase a “C-Stamp” that is required of all students who participate in activities.
3. Students who participate in the cooperative who are not residents of the Columbus Public Schools boundaries will be required to pay a \$275 participation fee plus the “C-Stamp” price. Each additional activity a student participates in will require an additional \$275.
4. Fee’s will be payable to the school in which the student is enrolled and Columbus Public Schools will invoice the school where such student is enrolled for participation.
5. Students who choose to play a Cooperative Sport through Columbus High School must sign and have their parents sign a receipt that they understand the activity code of conduct for Columbus Public Schools. All students will be held to the same standard and consequences through the CHS Handbook.
6. Athletes from other schools will have the same consequences as CHS athletes should they break any of the rules set forth in the Code of Conduct.
7. If tryouts are to be conducted to warrant student release from the cooperative sport, a scoring system must be put in place for each sport and published as an exhibit to this regulation
8. All students will wear Columbus Discoverer attire or neutral clothing to practices and scrimmages. Clothing from other schools are not to be worn.
9. All students will wear Columbus Discoverer uniform attire clothing to all games and scrimmages. Clothing from other schools are not to be worn.
10. There will be no restrictions for student participation placed upon any cooping agreement. All students will be allowed to participate on an equal basis.

**Columbus High School
Activity Handbook Changes
2019-2020**

Changes to the 2019-2020 Activity Handbook are grammatical. There are no changes to policies.

<u>Page Number</u>	<u>Changes/Corrections</u>
2	added form/C-Stamp requirements
3	cause a disruption to cause disruption
3	an to a
4	by administration to by the administration
5	at minimum to at a minimum
6	consequence to consequences
7	re-instated to reinstated
7	re-instated to reinstated
8	at minimum to at a minimum
10	of the ineligibility to of ineligibility
11	at location to at a location

TO: Dr. Troy Loeffelholz and CPS Board of Education
 FROM: Tim Kwapnioski Activities Director/Dave Hiebner Principal
 RE: Recommended Admission Prices, 2019-2020
 DATE: July 3, 2019

The Columbus High School is recommending the following fee structure for activities admission prices for the 2019-2020 school year. There are no recommended changes for the 2019-2020 school year.

Athletic Events

Event	2018-2019 Price		Proposed 2019-2020 Price	
	Adults	Students	Adults	Students
Varsity Events	\$5.00	\$4.00	\$5.00	\$4.00
Other HS Events	\$4.00	\$3.00	\$4.00	\$3.00
CMS Events	\$4.00	\$3.00	\$4.00	\$3.00

Adult Season Passes

Pass Type	2018-2019 Price	2019-2020 Price
All Event, Full Season	\$100.00	\$100.00
10 Event Punch Pass	\$40.00	\$40.00

Student Activity Passes

Student Pass Type	2018-2019 Price	2019-2020 Price
High School Student	\$25.00	\$25.00
Middle School Student	\$25.00	\$25.00
Elem. School Student	\$25.00	\$25.00

Fine Arts Performances

Performance	2018-2019 Price		2019-2020 Price	
	Adults	Students	Adults	Students
Fall Musical	\$5.00	\$4.00	\$5.00	\$4.00
Theatre Productions	\$5.00	\$4.00	\$5.00	\$4.00
Marching Festival	\$5.00	\$4.00	\$5.00	\$4.00

Student Activity Ticket Receipts Breakdown

2018-2019 Formula	Proposed 2019-2020 Formula
.8800 - CHS Athletic Department .0350 - CHS Theatre Department .0350 - CHS Musical	.8800 - CHS Athletic Department .0350 - CHS Theatre Department .0350 - CHS Musical

Columbus Middle School



Engaging All Learners to Achieve Success!

Student Handbook

2019-2020

COLUMBUS MIDDLE SCHOOL

Main Switchboard 402-563-7060 ~ School Fax 402-563-7068

Administration

Mrs. Amy Haynes, Principal

Mr. Jordon Anderson, Assistant Principal/Activities Director

Mrs. Adriana Carnes, Assistant Principal/Activities Director

Dr. Amy Mancini-Marshall, Assistant Principal

2019-2020 Calendar for Columbus Middle School

August 2019

8/13 First Student Day
1st Quarter Begins
8/21 2:35 Dismissal
8/28 2:35 Dismissal

September 2019

9/2 Labor Day/NO SCHOOL
9/4 2:35 Dismissal
9/11 2:35 Dismissal
9/18 2:35 Dismissal
9/25 P/T Conferences
9/26 P/T Conferences/NO SCHOOL
9/27 NO SCHOOL

October 2019

10/2 2:35 Dismissal
10/9 2:35 Dismissal
10/16 2:35 Dismissal
10/17 NOON Dismissal
10/17 1st Quarter Ends
10/18 NO SCHOOL
10/21 2nd Quarter Begins
10/23 2:35 Dismissal
10/30 2:35 Dismissal

November 2019

11/6 2:35 Dismissal
11/13 2:35 Dismissal
11/20 2:35 Dismissal
11/27 Thanksgiving Break/NO SCHOOL
11/28 Thanksgiving Break/NO SCHOOL
11/29 Thanksgiving Break/NO SCHOOL

December 2019

12/4 2:35 Dismissal
12/11 2:35 Dismissal
12/18 2:35 Dismissal
12/20 NOON Dismissal
12/20 2nd Quarter Ends
12/23-12/31 Holiday Break/NO SCHOOL

January 2020

1/1-1/3 Holiday Break/NO SCHOOL
1/6 3rd Quarter Begins
1/8 2:35 Dismissal
1/15 2:35 Dismissal
1/22 2:35 Dismissal
1/29 2:35 Dismissal

February 2020

2/5 2:35 Dismissal
2/12 P/T Conferences
2/13 P/T Conferences/NO SCHOOL
2/14 NO SCHOOL
2/19 2:35 Dismissal
2/26 2:35 Dismissal

March 2020

3/4 2:35 Dismissal
3/6 NOON Dismissal
3/6 3rd Quarter Ends
3/9-3/13 Spring Break/NO SCHOOL
3/16 NO SCHOOL
3/17 4th Quarter Begins
3/18 2:35 Dismissal
3/25 2:35 Dismissal

April 2020

4/1 2:35 Dismissal
4/8 2:35 Dismissal
4/10-4/13 Holiday Break/NO SCHOOL
4/15 2:35 Dismissal
4/22 2:35 Dismissal
4/29 2:35 Dismissal

May 2020

5/6 2:35 Dismissal
5/13 2:35 Dismissal
5/19 NOON Dismissal
5/19 4th Quarter Ends

Bell Schedules

CMS 5th Grade Schedule

ADV	8:00-8:22	7(lunch)	12:13-12:43
1-2	8:22-9:52	8-9	12:44-1:52
3	9:54-10:28	10	1:54-2:28
4	10:28-11:02	11	2:28-3:02
5	11:04-11:38	WIN	3:05-3:30
6	11:38-12:12		

CMS 5th Grade Wednesday Schedule

ADV	8:00-8:22	7(lunch)	11:41-12:11
1-2	8:22-9:40	8-9	12:12-1:10
3	9:42-10:11	10	1:11-1:41
4	10:11-10:40	11	1:41-2:10
5	10:42-11:11	WIN	2:13-2:35
6	11:11-11:40		

CMS 6th Grade Schedule

ADV	8:00-8:14	7	11:38-12:12
1	8:14-8:48	8	12:14-12:48
2	8:48-9:22	9	12:48-1:22
3-4	9:24-10:32	10-11	1:24-2:54
5(lunch)	10:33-11:03	ADV II	2:55-3:05
6	11:04-11:38	WIN	3:05-3:30

CMS 6th Grade Wednesday Schedule

ADV	8:00-8:11	7	11:11-11:40
1	8:12-8:41	8	11:42-12:11
2	8:41-9:10	9	12:11-12:40
3-4	9:12-10:10	10-11	12:42-2:00
5(lunch)	10:11-10:41	ADV II	2:03-2:13
6	10:42-11:11	WIN	2:13-2:35

CMS 7th Grade Schedule

ADV	8:00-8:15	Lunch	7M 11:05-11:25 7S 11:15-11:35
1st	8:17-8:57	7th	12:12-12:52
2nd	8:59-9:39	8th	12:54-1:34
3rd	9:41-10:21	9th	1:36-2:16
4th	10:23-11:03	10th	2:18-2:58
5th-6th	11:05-12:10	WIN	3:00-3:30

* 7M and 7S will switch the lunch schedule at semester.

CMS 7th Grade Wednesday Schedule

ADV	8:00-8:13	Lunch	7M 10:43-11:03 7S 10:48-11:08
1st	8:15-8:50	7th	11:40-12:15
2nd	8:52-9:27	8th	12:17-12:52
3rd	9:41-10:04	9th	12:54-1:29
4th	10:06-10:41	10th	1:31-2:06
5th-6th	10:43-11:38	WIN	2:08-2:35

* 7M and 7S will switch the lunch schedule at semester.

CMS 8th Grade Regular Schedule

ADV	8:00-8:15	Lunch	8M 11:40-12:00 8S 11:50-12:10
1st	8:17-8:57	7th	12:12-12:52
2nd	8:59-9:39	8th	12:54-1:34
3rd	9:41-10:21	9th	1:36-2:16
4th	10:23-11:03	10th	2:18-2:58
5th-6th	11:05-12:10	WIN	3:00-3:30

* 8M and 8S will switch the lunch schedule at semester.

CMS 8th Grade Wednesday Schedule

ADV	8:00-8:13	Lunch	8M 11:13-11:33 8S 11:18-11:38
1st	8:15-8:50	7th	11:40-12:15
2nd	8:52-9:27	8th	12:17-12:52
3rd	9:29-10:04	9th	12:54-1:29
4th	10:06-10:41	10th	1:31-2:06
5th-6th	10:43-11:38	WIN	2:08-2:35

CMS GRADING SCALE

A+ = 98-100%	A = 90- 97%	F = 0-60%
B+ = 87-89%	B = 80-86%	P = Passing
C+ = 77-79%	C = 70-76%	NP = Not Passing
D+ = 67-69%	D = 60-66%	I = Incomplete



STUDENT HANDBOOK 2019-2020

Your student handbook has been written to assist you in becoming a productive member of Columbus Middle School. In preparing for various roles at Columbus Middle School, you must be conscious of your rights and be committed to your duties. Protect these rights by being a responsible citizen in your school community.

Your teachers, counselors, and principals are available to assist you in understanding the important things written in this handbook. Ask them questions if you do not understand the meaning of anything in this handbook.

Disclaimer Notice

This handbook does not form a contract and the school reserves the right to interpret and modify the rules listed within this book.

Mission Statement of Columbus Public Schools *"Engaging all learners to achieve success"*

Vision of the Columbus Middle School

"Columbus Middle School is a caring, collaborative community of learners in which all members can succeed. Student-centered learning and continuous academic improvement are our focus"

To the Parent/Guardian

Columbus Public School's Policy 1005.02 R1 requires that a copy of the Student Handbook be made available to each parent/guardian. This handbook has been prepared to explain and clarify the procedures, policies and regulations of Columbus Middle School. This Student Handbook complies with the law that was passed by the Nebraska Legislature, LB503 (1976), which requires every school district to summarize general rules and regulations regarding student conduct. This law further requires such rules and regulations to be available in writing to all students and their parents/guardians. The school district urges students and their parents/guardians to read this handbook carefully. Parents are invited to contact the school office during normal business hours to inquire about access to instructional materials and/or attend and monitor instructional activities. You are urged to contact any middle school administrator if you have any questions regarding the contents of this Student Handbook.

Notification of Nondiscrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all professional organizations holding collective bargaining or professional agreements with Columbus Public School District #1 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Columbus Public School District #1 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Superintendent of Schools, Columbus, NE 68601, telephone number 402/563-7000. The Superintendent has been designated to Columbus Public School District #1 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, or Section 504. Any person may also contact the Assistant Secretary for Civil Rights, US Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Notification of Sexual Discrimination

It is the policy of the Columbus Public School District to comply in spirit as well as in fact to the regulations implementing Title IX of the Education Amendments of 1972. Title IX of the Education Amendments of 1972 prohibits sex discrimination in federally-assisted education programs. Specifically, Title IX states: "No person in the United States shall, on the basis of sex, be subjected to discrimination under any education program or activity receiving federal financial assistance. . ."

Any student who has a grievance should complete a grievance form and forward it to the Superintendent. Forms are available in all school offices.

Notification of American Disabilities Act

If you have any special needs requests that will assist you in participating in programs, services, or activities of the Columbus Public Schools, please contact the Superintendent of Schools.

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State law establishes the “**Student Rights and Responsibilities**” identified below. State rights and responsibilities are automatically school district policy as well as building level policy. Therefore, we must be sure that students and parents have been given the opportunity to read them. **SIGNATURE SHEETS**, which will be sent home prior to the first full week of school, should be signed by parents and students and returned according to the deadline printed on the sheet. In order to assure students understand what the “**Student Rights, Rules and Responsibilities**” information means, school personnel will also be reviewing it with students during the first week of the school year.

SECTION I STUDENT RIGHTS AND RESPONSIBILITIES – UNDER NE STATUTES

I-A Responsibilities and Right to an Education

A student’s right to an education in Nebraska is granted because of provisions in the state’s constitution. There are two very important things a student must faithfully do to protect this constitutional right. These two things are: attend school regularly and participate in the learning process. **There are many other things responsible students do while they are students, but nothing is more important than doing the school work assigned by their teachers and being in school regularly.**

The policy of the Columbus Public Schools regarding the right to an education states: The State of Nebraska, as provided for in Article VII, section I, of the Nebraska Constitution, established public schools to provide a free appropriate public education (FAPE) for students between the ages of five and twenty-one. All residents of the Columbus Public Schools from five through twenty-one are entitled to attend public school without tuition. All students are entitled to equal opportunities. Along with one’s rights to equality of educational opportunity, each student has a commensurate responsibility to act in such a way as not to interfere with the rights of others to the same opportunity.

Essential to the fostering and maintaining of educational opportunity is reasonable and necessary order in the schools. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it substantially disrupts the educational process and deprives others of their rights. The most important thing a student must do to protect his/her right to an education are stated as responsibilities. They are as follows:

I-B Attendance Responsibility

All students enrolled in any of the Columbus Public Schools, regardless of how old they are, must attend school regularly and be in all the classes to which they are assigned, unless properly excused by an official of the school. Only authorized officials can excuse a student from school. It is the responsibility of the student and his/her parents(s)/guardian(s) to inform the school of the reason for any absence and to comply with the specified attendance procedure of the particular school in which the student is enrolled. Any student who fails to attend school regularly and/or be in his/her classes on time shall be disciplined. Parents/Guardians of students under eighteen years of age may be held legally negligent if their son/daughter fails to meet this attendance responsibility, according to Nebraska Statute §79-201-211.

According to Columbus Board Policy 503 and Nebraska Statute §79-209, the school has the right to compel student attendance. Furthermore, the school is required to notify the parent when their child has missed five days per academic quarter. Excused and unexcused absences to school will accumulate towards these 5 days per academic quarter (see Attendance Expectations/ Procedures in Administrative Discipline Section). If any student has accumulated a total of five unapproved absences per quarter, or a percentage equivalency of five absences, the school shall render all services in its power to compel the student’s attendance. If a student is absent more than 20 days per year, or the percentage equivalency, the attendance officer shall file a report with the County Attorney of the county in which the person resides. **See IV in Student Attendance Expectations.**

I-C Academic Responsibility

Students are obligated to complete all schoolwork assigned to them by their teachers. Students are also responsible for bringing materials, such as pencil, paper, and textbooks, to class regularly. Any students who fail to show a sincere and regular effort to complete their assigned work may be disciplined for being academically irresponsible.

I-D Health Examination and Immunizations

State law requires that each student entering school must be protected against measles, mumps, rubella, polio myelitis, diphtheria, pertussis, and tetanus by immunization. This law further requires that prior to the entrance of a student into the beginner grade and the seventh grade, or in the case of a transfer student from an out-of-state school to any other grade, that he/she be examined by a qualified physician. Any student who fails to comply with these health responsibilities shall be excluded from school until such time as he/she is in compliance with these responsibilities. For the current school year, a student must have the following immunizations: Three doses of DPT vaccine, three doses of polio vaccine, two doses of the MMR vaccine, two doses of Varicella or MMRV given. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots. Three doses of Hepatitis B vaccine (for students entering for the first time or grades K/1st).

I-E Student Records

School Board Policy 507 and its accompanying rules govern the maintenance of student records. These records are maintained to assist the instructional, guidance, and educational progress of the student and for legitimate research to better the educational programs of the school district. The means and methods specified by Policy 507 to collect and maintain these important records comply with regulations promulgated in PL 93-380, the Family Educational Rights and Privacy Act of 1974, and various Nebraska Revised Statutes and rules of the State Board of Education. Board Policy 507 assures the confidentiality of student records. Under this policy, students, former students, and parents/legal guardians are assured access to student records; the right to challenge information contained in the student record believed to be "inaccurate, misleading or otherwise inappropriate" and the right to a hearing should a conflict result. The student record for each student may include, but is not limited to, such information as identifying information, attendance records, grade levels completed, aptitude test scores and records of achievement, health records, and family background data. Parents, legal guardians, or eligible students may request to review a student's student record. The only other persons who have access to the information in the student record are school personnel who have a legitimate educational interest, persons complying with a judicial order, and persons representing federal, state, or accrediting agencies. Parents, legal guardians, or eligible students may request in writing that information contained in a student's student record be released for their purposes. They may also request copies of information classified as a subsidiary student record prior to its required destruction within three years after the student leaves school. The administrator determines content of a student's record.

Schools may make public certain non-confidential "directory information" in association with recognition for such things as academic excellence, extra-curricular honors and awards, or participation in officially recognized school-sponsored activities. "Directory information" may include such things as name, address, telephone number, date and place of birth, dates of school attendance, and specific information relating to recognition (such as weight, height of athletic team members). Any parent, legal guardian, or student of legal age who does not wish the school to release such "directory information" must notify the principal of the school the student presently attends by September 15. Student records other than directory information will only be released upon receipt of a written parental permission for students younger than eighteen years of age. Records of students eighteen years and older will be released only with the student's own written permission. Release forms are available in the Guidance Office. These statements on student records have been presented in this folder to emphasize that information about students is kept confidential and to encourage the free flow of information between parent(s)/guardian(s), student, and school. Students and parent(s)/guardian(s) who have any additional concerns regarding their rights under Policy 507 and various federal and state laws are encouraged to contact the building principal of their school. A copy of Policy 507 and its accompanying rules may be obtained for the cost of reproduction from the Office of the Superintendent of Schools. Students and parent(s)/guardian(s) may file with the Department of Health, Education and Welfare complaints concerning alleged failures of the school district to comply with federal legislation dealing with student records. Throughout the year students may be photographed for various reasons. Parents who wish their child not participate in said photographs may request such in writing.

I-F Freedom from Sexual Discrimination

It is the policy of the Columbus Public School District to comply in spirit as well in fact to the regulations implementing Title IX of the Education Amendments of 1972. Title IX of the Education Amendments of 1972 prohibits sex discrimination in federally assisted education programs. Specifically, Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." Any student who has a grievance should complete a grievance form and forward it to the Superintendent. Forms are available in all school offices.

I-G Responsibility and Right to Freedom of Assembly

The Board of Education of the Columbus Public Schools recognizes that Freedom of Assembly is a right protected by the First Amendment of the Constitution of the United States. The exercise of this right must be conducted in a responsible manner so as not to interfere with the educational activities of the school district.[CPS Board Policy 504.07 and 506.02R1]

I-H Search and Seizure

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students. According to School Policy 504.08, school employees may conduct searches when they have reason to suspect that the health, safety, and welfare of students may be in danger. Any school employee making a search or a seizure will follow these guidelines:

- 1) General searches of school property (including personal items such as lockers, book bags, purses, coats, etc., found on school property) will be conducted at any time when there is reasonable cause for school employees to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.
- 2) Illegal items (firearms, weapons, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or which might possibly interfere with school purposes will be seized by school employees.
- 3) Items which are used to disrupt or interfere with the educational process may be removed from a student's person.

4) A student's person may be searched by school employees when there is reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with school purposes.

Lockers and desks are the property of the school district and are made available to students for their convenience. Lockers are randomly searched. Each student is responsible for the content or security of his/her locker. Each student is assigned a locker with an individualized lock combination. Students are advised not to disclose the combination to other students. Some students will be assigned to share a locker with another student. The student(s) solely assigned to the locker are responsible for the locker and will be held accountable for all items in the assigned locker. The school assumes no responsibility for items placed in a shared locker or shared combination. For the security of our students, staff and school grounds, Columbus Middle School is equipped with numerous security cameras. Students are not permitted to share lockers with students they are not assigned to do so with. Violation of this policy may result in a revocation of locker privileges and a school consequence. Columbus Middle School has a responsibility for providing a secure educational environment for students and staff. In cooperation with local law enforcement agencies, we work together to maintain a safe and drug-free environment, which includes using appropriate and necessary means to search lockers and the grounds for illegal substances. Beginning in January of 2006, canine drug units will be used to search the building and grounds at Columbus Middle School (Policy 504.15). The canine drug units are trained and handled by law enforcement officers. Such searches will be unannounced during the school day, and will last approximately 50 minutes as a deterrent for bringing illegal substances to school. Established "intruder drill" procedures would be implemented to facilitate the search and to ensure students and staff are out of the hallways and into their classrooms.

I-I Videotaping of Students

The Columbus Public School Board has approved the use of video equipment to monitor students and staff at Columbus Middle School. Select areas of the Columbus Middle School and surrounding property are monitored by video equipment. Students may be video taped while in any area of the building or on school grounds with the exception of the locker rooms and bathrooms. The information gathered through video taping may be used as part of disciplinary proceedings against a student and/or may be added to a student's disciplinary file if deemed appropriate by the Columbus Middle School Administration.

I-J Responsibility and Right of Freedom of Expression

The right to freely express oneself is justifiably tempered with responsibilities to ensure that the expression made does not interfere with the rights of others. The official school policy and the responsibilities students have when expressing themselves are contained in this handbook to promote reasonable communication. This reflects one of the purposes of the Columbus Public Schools. [CPS Board Policy 504.07] That purpose is to encourage the use of good language skills while providing educational experiences for students. The official school policy in regard to Freedom of Expression states: The Board of Education of the Columbus Public Schools recognizes the First Amendment of the Constitution of the United States of America as being an essential part of the learning process. The Board of Education further recognizes that students need guidance in exercising the right of Freedom of Expression so that they do not interfere with the rights of others. The following statements are made to guide students in exercising their constitutional right of Freedom of Expression.

I-K Oral Expression

Schools must encourage inquiry and expression of ideas. Such expression should include the personal opinion of students relevant to subject matter being taught, to school activities and policies, to school administration, and to matters of broad social concern and interest. In so expressing themselves, students have the responsibility to refrain from the use of slanderous remarks, obscene language, and language derogatory of race, creed, sexual orientation and national origin or handicapping condition, and to conduct themselves in such a way as to allow all persons the opportunity to express themselves freely if they so desire. [CPS Board Policy 504.07]

I-L Symbolic Expression and Related Activities

Symbolic expression is defined as that type of expression, exclusive of verbal and written expression, which conveys the personal ideas, feelings, attitudes, and opinions of an individual. Length of hair, choice of clothing, buttons, badges, and armbands are some examples of symbolic expression. Each student has the right to express himself/herself by way of symbols subject only to the restrictions that such expression does not result in overt exhibitionism, disruption of the educational process; be obscene, disrespectful, or obviously annoying to others. [CPS Board Policy 504.07]

I-M Rights of Handicapped Students

It is the policy of the Columbus Public Schools to not discriminate against any student who is a resident of the district on the basis of handicap in admission or access to its programs and activities. Any student who may believe the school district is not complying with Section 504 of the Rehabilitation Act of 1973 should inform the Superintendent of Schools of his/her complaint.

I-N Homeless Student Policy

It is the policy of Columbus Public Schools to make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education, which may exist in district policies or practices.

I-O Special Education Services

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure,

or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Director of Student Services. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website:<https://www.education.ne.gov/sped/regulations.html>.

I-P Pregnant or Parenting Students

School board policy 503.07 recognizes that pregnant or parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. The district will educate pregnant or parenting students and will provide reasonable accommodations to support and encourage all pregnant or parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities. (School Board Policy 503.07)

SECTION II DISCIPLINE – UNDER NE STATUTES

II-A Disciplinary Actions by Staff

Guidance: a conversation between the student and school personnel. The purpose of this form of counseling is not to lecture the student, but to inform him/her that his/her behavior needs to change so that he/she does not violate the rights of others or to help the student improve his/her learning capabilities.

Conference: a meeting of student's parent(s)/guardian(s) and school personnel to discuss the student's behavior or learning process. The school intends to seek the assistance of the student's parent(s)/guardian(s) in helping the student to become a better student.

Detention: requiring that a student remain after or before school for a period of time. It is intended that students serving detention will be doing school-related work. Teacher Detention assigned by and monitored by classroom teacher for class related issues. Office Detentions are assigned by administration for Office Referral.

II-B Disciplinary Actions by Administrators

1. Rearrangement of Schedule: assigning a student to a new schedule of classes and/or in-school suspension when the behavior of the student is such that the student cannot conduct himself/herself in an acceptable manner.

2. Restriction of Extracurricular Activities: Is informing a student that he/she cannot participate in certain activities because of his/her past or present behavior. Such actions as this are intended to improve student behavior at home and school.

3. Private Dining/ Lunchroom suspension: Students are placed in the suspension room or in a designated room rather than the cafeteria. The purpose is to remove the student from their peers during their social lunch for behavior or academic problems. Students are expected to work as well as eat during this time.

4. School probation: action taken by the principal and/or assistant principal(s) to assist a student in resolving his/her behavioral problems. Such action is in the form of certain stipulated conditions agreed to by the school, the student and the parent(s)/guardian(s).

5. Requirement that a student receive counseling/educational evaluation: an action that may require a student to visit a guidance counselor, medical counselor, or psychological counselor, to assist the student in resolving his/her problem at parental expense.

6. In-School-Suspension (ISS): Students are placed in the suspension room rather than their regularly scheduled class(es). Students are supervised and expected to carry on their studies as well as abide by the rules set down for ISS. Assigning students to ISS is at the discretion of the administration. Students who experience a high frequency of In-School-Suspensions will be suspended out of school at the discretion of the administration up to and including a period of 5-days.

*** In-School Suspension hours will be from 8:00 to 3:45. Students who have been placed in ISS must report to the office immediately upon arrival to school. (ISS students are not allowed to sit in the a.m. waiting area.) At 8:00 a.m., a supervisor will escort these students to the ISS room. If requested, students will be served breakfast at this time. Since part of the ISS consequences is elimination within a regular school day, students will be provided a lunch from the cafeteria during an assigned time. Students will remain in ISS until dismissal, which has been changed to 3:45. Students will not be allowed in the p.m. waiting area until this time.**

7. Thursday Night School: Students are placed in up to a 3-hour detention. The purpose is to enable students to fulfill disciplinary consequences. Thursday Night School will be from 3:30 to 6:30.

8. Suspensions and Emergency Exclusion:

(a) Short term: exclusion of a student from attendance to school for a period not to exceed five school days.

(b) Long term: exclusion of a student from attendance to school for a period exceeding five school days but less than twenty school days.

***Any student who is suspended from school will not be allowed to attend or participate in school activities until he/she is reinstated to school. This includes athletic events, plays, concerts, dances, and other special events held at school. In addition, students are not allowed on school property.**

9. Expulsion: exclusion from attendance to school in accordance with §79-283.

10. Exclusion: immediate withdrawal of a student from school for:

- (a) Presenting a clear threat to the physical safety of himself/herself or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
- (b) A dangerous communicable disease as cited in §79-4,177.

11. Mandatory Reassignment: Students may be reassigned to an alternative educational setting, and in-building alternative setting, or complete instructional packets.

12. Legal Action in court of law: Any disciplinary action taken against a student will comply with existing state and school board policies and shall afford the student due process.

13. Student Conduct: Student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event. Legal Reference: Neb. Stat. 79-267

II-C Right to Due Process and Student Suspension

Board Policy 504.01 states: The Board of Education of the Columbus Public Schools views the establishment of rules and responsibilities governing student behavior as a necessary element of the educational process. The rules and responsibilities governing student behavior established pursuant to this policy and other School Board Policies affecting student personnel shall be approved by the district's established procedure prior to their use. All rules and responsibilities established by the school district and any other rules established by individual buildings governing student behavior at school shall be publicized.

The Board recognizes that each classroom teacher needs to establish certain rules governing the educational process of which they are in charge. Any rules established by individual teachers are to be reflective of school policies and rules. Such rules are exempt from Board approval and need only to be made known in each individual class they are in charge of. Any behavior on the part of the student that violates school policies, rules, or regulations may be subject to disciplinary action. Any disciplinary action shall be administered within the fundamental framework of due process. The fundamental framework of due process varies according to the frequency and severity of the situation.

Short-Term Suspension (1-5 days): The essential ingredients of due process afforded the student in a short-term suspension (1-5 days) and set forth in School Board Policy 505.02 are as follows:

- 1) Notice of the charge against the student
- 2) An explanation of the charge against him/her
- 3) An opportunity for the student's explanation of the incident(s), issue(s), and/or event(s)
- 4) Written notification within 24 hours, or such additional time as is reasonably necessary, to the parents or guardians of the student stating: a) the reason(s) for the short-term suspension. b) dates of the short-term suspension.
- 5) The decision of the administrator shall be final.

Long-Term Suspension (6-19 days): (This procedure covers Long-Term Suspensions, Expulsion, and Exclusion.) The essential ingredients of due process afforded the student in Long-Term Suspension, Expulsion and Exclusion and are covered in detail in School Policy 505.02 are as follows with written notification to parent(s) or guardian(s) indicating:

- 1) the rule(s) or standard(s) of conduct allegedly violated;
- 2) the penalty recommended by the school official in charge;
- 3) a statement indicating the student has the right to a hearing on the specified charges upon request;
- 4) a description of the hearing process and appeal hearing;
- 5) a form for parents/guardians to fill out in order for parents to request a hearing (to be signed and returned to the Superintendent of Schools).

Nothing in the above procedure precludes the student, student's parent(s)/guardian(s), or representative from discussing and settling the matter with the appropriate school personnel prior to the hearing. In the event the school does not receive a request for a hearing within five school days following the receipt of the written notice, the punishment shall go into effect. A hearing can still be requested prior to thirty calendar days after the actual receipt of written notice; however, the punishment imposed may continue in effect pending final determination. The appeal procedure shall be as set forth in School Policy 505.02.

Suspension based on excessive disciplinary referrals

Students who amass 10 or more disciplinary office referrals during a school calendar year may be suspended from school by the administration.

SECTION III CLASSROOM DISCIPLINE

The classroom discipline policy is primarily aimed at maintaining an orderly environment for the students and staff of Columbus Middle School. Classroom teachers are responsible for classroom discipline with the assistance of administrators, school counselors, school psychologists and outside agencies when necessary. To maintain a quality learning environment students are expected to abide by the Discover Way - Be Responsible, Be Respectful, Be Safe.

BIST (BEHAVIOR INTERVENTION SUPPORT TEAM) Columbus Public Schools utilizes the BIST model to support students and the learning environment. When students struggle to make positive behavior choices, the following continuum of support is provided.

Goals for Life: Goals that we help students obtain so that they may have the life they want and deserve. Goals for Life are based on the following beliefs:

- I can make good choices even if I am mad.
- I can be okay even if others are not okay.
- I can do something even if I don't want to (or even if it's hard).

Safe Seat: The Safe Seat is a place within the classroom for students to help them regroup, process with the adult, and actively participate the class. The Safe Seat is away from the other students while still being within the learning environment. If students are unwilling to sit in the Safe Seat or sit quietly in the Safe Seat, they move to the Buddy Room.

Buddy Room: A seat in another teacher's classroom to help a student regroup, complete a think sheet, and process with the adult so they may return to the classroom safe seat. The Buddy Room is another classroom, preferably the same grade level content. If students are unwilling to go to the Buddy Room or sit quietly in the Buddy Room, they move to the Recovery Room.

Recovery Room: A place in the school where students can go to practice their missing skills, stop acting out, calm down, prepare an apology, and create a plan to make better choices for themselves. Students remain in the Recovery Room only as long as it takes them to demonstrate that they are ready to return to the Buddy Room. A teacher will notify parents in the event that their child has been moved to the Buddy Room or Recovery Room.

Triage: Daily "check in" with an adult to practice skills, assess emotions, establish focus about what it means to have a successful day, and formulate solutions if problems occur.

Processing: Questions the adult asks the student so he/she may take ownership, practice skills, and create a plan to make better choices.

Behavior Card: A daily visual of goals the student is working on to help him/her problem solve.

SECTION IV SCHOOL RULES AND EXPECTATIONS

The following rules have been established under direction of the Board of Education discipline policies, the Student Discipline Act and Neb. Rev. Stat. § 79-267 for use on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose, and at all school-sponsored activities or events. Compliance with the following standards of conduct is mandatory. A referral is defined as a summons or directive to the office due to an administrative rule violation usually resulting in disciplinary action by an administrator based upon frequency, severity, and age. Repeated instances of receiving office referrals may result in ISS, OSS, Expulsion and/or alternative placement.

All students are expected to acquire the knowledge and skills necessary to perform civic, academic, and behavioral expectations with proficiency. The following sections outline performance expectations and correction measures. Sections III and IV, referred to as Administrative Discipline, relates to student civic and attendance expectations. Section V, referred to as Classroom Discipline, relates to student academic and behavior expectations.

Administrative Discipline – Civic Expectations

All students are expected to perform according to civic expectations. These expectations were established as an instructional tool so students function effectively within the school community.

Civic Expectation #1 - Contribute constructively to community

- Wear clothing that does not offend or disrupt others in the school community at school or school sponsored events.
- Act in a manner that does not offend or disrupt others in the school community.
- Refrain from possessing or using objects that may be disruptive or offensive to the school community.
- Touch and speak in ways that protect the integrity of others.
- Complete your own work and accept responsibility for that work.
- Report accurate and truthful information to members of the school community.

Supporting Guidelines

IV-A Dress Code for Students

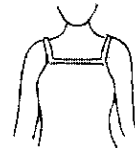
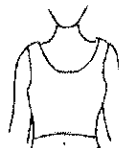
Students may wear any clothing that does not interfere with the purpose of school or break one of our school rules. Clothing which creates a distraction to staff or students or disrupts the learning process in any manner will not be allowed. Students will be checked during their first class. Any piece of clothing or any other item brought to school by a student should not contain any reference to violence, gang affiliation, profanity, sexual innuendoes, insulting language or promotes the use of tobacco, alcohol, or drugs in any manner. Students who wear inappropriate clothing to school will be asked to change their attire for the remainder of the day. If a student chooses to contact a parent/guardian and waits for a change of clothes, the instruction time lost will be made up in detention or in Thursday Night School. Students who repeatedly violate the dress code will be issued disciplinary consequences. Students who violate the dress code will receive a warning for the first offense, a detention for the second offense, and three detentions for the third offense. On the third offense, the student's parents are required to have a meeting with school officials to review the dress code. Repeated offenses after the third violation will result in in-school suspension, additional parent meetings, and the creation of contingency plan if deemed appropriate by the administration. An example of a contingency plan might be if a student repeatedly violates the dress code for sagging pants, the student's parents would bring a pair of pants that fit appropriately and leave them at the school. The student would then need to check into the office each day to see if they are in compliance with the dress code. If they are not, they would need to change and would receive a consequence.

Our dress code specifically prohibits the following kinds of clothing for the following reasons:

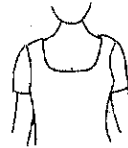
- Clothing or items that advertise violence in a promotional way. Violence defined as an act that hurts a person's body, dignity, or thing. Intimidation defined as any mean word, look, or sign.
- Clothing that portrays weapons is not acceptable attire.
- Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- Clothing and accessories identified by outside agencies (police and other law enforcement agencies) as gang-related apparel. (i.e. sagging pants, baggy pants, pants with cuffs that extend to a distance of less than 1/4" inch from the floor when a student is standing straight-legged, long baggy coats, specific colors associated with gangs, clothing which promotes gang activity using slang, symbolism, and cartoon caricatures).
- Clothing which advertises drugs (defined in policy as alcoholic liquor, tobacco products, over-the-counter drugs, prescription drugs, controlled substances, and substances purported to be drugs), or drug lifestyles or features drug-related logos or drug paraphernalia (i.e. Marlboro or Winston clothing, Budweiser clothing or any clothing advertising breweries, pubs, etc.).
- Clothing which is disruptive to the learning environment because it is too tight or too short, has holes in the hip, thigh, genital or upper chest areas, or unnecessarily shows off one of these areas (i.e. tank tops, shirts unbuttoned to show sports bras or midriff tops underneath), short shorts or skirts, low cut shirt exposing back, see-through, etc.
- Clothing which contains profanity or sexually suggestive language or pictures.



NO
Stomach showing



NO
Straps too thin



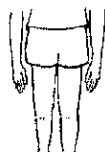
NO
Low cut top



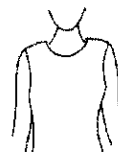
NO
Saggy/Baggy Pants



NO
Back Showing



NO
Short Shorts / Skirts



YES
Higher neck, edges cover top of shoulder
Straps three fingers wide



*To be helpful, examples of improper clothing have been given. However, these examples are not to be considered as an all-inclusive list. If parents or guardians are unsure as to whether or not clothing is appropriate, please call the school and ask to talk to an administrator. Please keep this list in mind when buying school clothing. The Columbus Middle School Administration is empowered by the Columbus Public School Board to use their discretion in dress code cases. Columbus Middle School Administrators will make the final determination on whether an article of clothing is appropriate.

Students are not permitted to wear caps, hats, and hoods inside of the building. Coats, jackets, windbreakers, gloves and other clothing items intended to be worn as coats or outerwear also may not be worn inside the building.

IV-B Non-Instructional Areas

Students are only to be in non-instructional areas (such as hallways, bathrooms, cafeteria, commons, school grounds) when authorized and when student lanyards and IDs are worn properly. Students are to conduct themselves in a proper and prudent manner, and should always clean up after themselves by disposing litter in trash containers.

IV-C Loitering

Students may not remain in school buildings, on school grounds, in faculty parking lots, or at school-sponsored events without the permission of school personnel after school is dismissed or the activity is completed. Students are allowed to come on school grounds at 7:30 a.m., but must report directly to their designated waiting area (8th grade – Small Cafeteria, 7th grade – Auxiliary Gym 6th & 5th grade – Main Gym in the balcony). Students are not allowed to be in the halls or classroom without a pass from a staff member. Students must leave the building and school grounds when the 3:45 bell rings unless participating in a school sponsored activity or serving a teacher or office detention.

IV-D Snowballs

Students are not to throw snowballs while on school grounds, or on their way to and from school, or while attending school events.

IV-E Before and After School Waiting Area Procedures

Students will be allowed to use their personal device in the morning waiting area. However, students should responsibly and safely use their devices. Social media sites are public sources of information. Your school administrators, parents, and law enforcement may see the information contained on these pages or posts. This material is also accessible to people who you do not know now, but may later want to impress—such as college admissions, scholarship officials and prospective employers. In fact, many large companies now search the Internet as a means of conducting background checks on job applicants. What you say now in any social networking format may affect you years after the fact. What you do and say now on Facebook, Twitter, Snapchat, Instagram and other social networking sites and apps may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. Criminal charges may be filed against you based on information posted on such sites.

* Students may not be on school grounds prior to 7:00 AM. Report to the Cafeteria for a studyhall.

* Enter the building as soon as you arrive on school grounds.

* Go to the waiting area assigned to your grade and find a seat in the bleachers, filling in the top rows first, and working down. Students are to stay in that seat. Be sure you do not sit on the yellow aisle markers or stairways.

* Seat yourself so that all space is usable and others can reach it. Move up and move in if necessary to make space accessible to others.

* Respect the personal safety, space, property, well-being and rights of all people in the waiting areas.

* Give your best effort to immediately follow all school rules, waiting area procedures, and teacher instructions (requests) from staff members exactly as they are given. If you need clarification, ask a staff member appropriately.

* If you need to leave the morning waiting area to do something, to go somewhere, or to see someone, ask a monitor's permission. Only staff members may write passes.

* If you are waiting for a ride after school, sit or stand quietly with your friends until your ride arrives. No horseplay (i.e. yelling, chasing each other, kick fighting, wrestling, swearing, throwing of items etc.) is permitted. Your behavior should follow the school rules.

* Students are expected to use the crosswalks at all times when arriving or leaving school property. This includes if they are walking, riding bicycles, riding in a car, etc. Violations of traffic laws, such as jaywalking and obstruction of traffic, could result in police citations.

* Students must leave school property by 3:45 p.m. (Teacher supervision ends at 3:45 p.m.) Students are allowed to wait for their rides on any side of the building until 3:45 p.m. At 3:45 p.m., students must wait in the after school waiting area or off of school grounds.

IV-F School-Sponsored Activities - Suspensions

Students who are suspended out of school or suspended from school events will not be allowed to participate in or attend school-sponsored activities until they are reinstated.

IV-G Contraband, Electronic Devices and Cell Phone Policy

Items that violate state law or school policy or which threaten to disrupt the teaching and learning environment may not be brought to school. This includes a wide variety of items ranging from handheld video games and MP3/iPod players to toys, trading cards and other

communication devices. Items of this nature are not allowed at school and will be confiscated. Additional consequences may also be issued.

IF AN ITEM IS NOT ON THE SCHOOL SUPPLY LIST OR DIRECTLY REQUESTED BY A TEACHER OR STAFF MEMBER, DO NOT BRING IT TO SCHOOL.

Students who need to bring their cell phones to school for after school use must leave their cell phones turned off and in their locker during the school day. Students are not allowed to carry or use cell phones while in the building. The consequences for carrying a cell phone during school hours will be:

First Offense: phone will be confiscated and a parent will be required to pick up the phone.

Second Offense: phone will be confiscated, a consequence will be issued to the student and a parent will be required to pick up the phone. The student will no longer be allowed to have a cell phone at school.

Third Offense: phone will be confiscated and **will be held at the school office for 30 calendar days.** The student will be issued a consequence. The parent will be required to pick up the phone at the end of the 30-day period.

Fourth Offense and subsequent offenses: phone will be confiscated and **will be held at the school office for 30 school days.** The student will be issued a consequence. The parent will be required to pickup the phone at the end of the 30-day period. Students will be issued more severe consequences for cell phone usage in the building (including talking, text messaging, picture taking, audio/video recording, etc.).

Items confiscated from students may be required to have a parent/guardian pick up the item from the main office. Contraband repeatedly confiscated from a student may be held until the conclusion of the school year and a parent/guardian will be required to request to pick up the item, in writing, to an administrator. Contraband held until the end of the current school year will be disposed of after June 1st. Items deemed necessary to be turned over to law enforcement will become property of law enforcement and they determine if they are returned to their owner or not.

Cell phones or electronic devices must never be used to photograph or record others without their knowledge on school grounds. If a student is found to have violated this rule, particularly if the resulting image or recording was of a verbal or physical altercation or utilized to harass, intimidate or demean another student, would be subject to an investigation procedure that may result in discipline, up to and including, suspension and expulsion.

IV-H Identify Self

Students will identify themselves when asked to do so by school personnel. Any student who fails to identify himself/herself upon request may be disciplined.

IV-I Hall Lockers

Teachers will assign each student to a hall locker, which can be used to safely store personal possessions, books and materials. Some students will have locker partners while others will locker alone. Some lockers have built-in combination locks while others will be secured with combination padlocks. All locks on hall lockers must be school issued. No locks from home will be permitted. Combinations on built-in locks are rotated each summer and padlocks are assigned to a new teacher each fall for added security. Both kinds of locks provide excellent security provided that (1) students do not tell their combination to anyone else, and (2) students lock the locker after each use. Students should report all lost or stolen padlocks and all broken or malfunctioning built-in locks to the office immediately. Students whom report lost or stolen padlocks will be assessed a replacement fine of \$6.00 and issued a new lock immediately. Students who report broken or malfunctioning built-in locks will have them repaired or replaced immediately. All padlocks must be turned in at the end of the school year. If the student(s) should damage or fail to return a padlock, a \$6.00 fine will be assessed.

Every effort will be made to assure locker security for all students. Students who are experiencing locker or lock problems should report the problem to the teacher assigning the locker. To help assure security, students should only use the locker assigned to them by their teacher and keep the locker locked when it is not in use. Having a locker is a privilege, not a right. Violations of the locker policy could result in the loss of this privilege. Students who are caught storing items in a locker not assigned to them are breaking School Rule #1 (respect the rights, space, safety, well-being, and property of others) and will be consequenced accordingly.

DECORATING HALL LOCKERS

In honor of special occasions, students may decorate hall lockers belonging to other students before or after school only if:

- (1) they have permission to do so and have obtained a pass from the school office (no more than two people may decorate a locker at one time;
- (2) they provide their own materials (i.e. tape {masking tape only}, scissors, paper, etc.);
- (3) the size of the decoration does not exceed the size of the locker;
- (4) the decorations do not disrupt the learning environment, violate school rules, litter the area around the locker; or offend staff or other students;
- (5) they remove the decorations and clean up the locker within 48 hours of putting them up. Students must clearly date the decorations

as to when they were put up.

(6) decorations may NOT include an autograph sheet or glitter.

IV-J Telephone Usage

Telephones in the Columbus Middle School office are business phones and are restricted to such use. Students may only use the school business phones when the call is urgent or an emergency. Quite often, students need to communicate to parents/guardians regarding a teacher request to stay later than the 3:30 dismissal time. If possible, classroom teachers or paraprofessionals will witness the student calling the parent or personally make the call to the parent/guardian to explain the request to stay after school. If this is not possible, students will be issued a "phone permission" pass. Students may use either the office telephone or one of the telephones in teacher offices (as directed by the teacher issuing the pass) to inform parents that they must stay after school for additional help or a teacher or office detention. Students will not be allowed to make personal or non-essential phone calls from school telephones. Phone calls may be made from the office after 4:00.

IV-K Deliveries to the Office

Daily a large number of parents deliver articles, money, messages, etc. to the front office. We ask that you label these items clearly to insure prompt and proper delivery. Because we will not have office aides available each period, we will deliver items and messages to students only as it is feasible for us to do so. If the delivery is urgent, we may have to call a student out of the classroom to pick it up in the office. Gift deliveries which are sent to the student at school (i.e. flowers, balloon bouquets, etc.) will be kept in the main office until the end of the school day. The office will send a message to the student to pick up the item before leaving school.

IV-L Candy/Gum

There will be NO candy, pop, or snack food items allowed anywhere in the middle school unless they are permitted by a staff member who is directly supervising their use (i.e. as a classroom reward). If violating the procedure becomes a chronic problem, the teacher will refer the student to the office. The chewing of gum is at the discretion of the classroom teacher. If the student is allowed to chew gum in school, it needs to be disposed of properly and not disrupt the learning environment.

IV-M Behavior Off School Grounds

Students are not to interfere with the ability of other students to travel to and from school safely and without verbal, physical, or sexual harassment. Students are not to participate in activities that are potentially dangerous to themselves, other students, or the public while on their way to and from school. Off campus incidents will be reported to the police.

Behaviors that occur off of school grounds that directly affect members of the Columbus Middle School Student Body, staff or the instructional program at Columbus Middle School may be reported to the appropriate outside agencies such as law enforcement and Health and Human Services.

IV-N Open Containers

Students are allowed to carry clear plastic bottles filled with water. These bottles must have a sealable cap. Students who abuse the water bottle privilege will not be allowed to carry a water bottle. Students are not to have open containers of any other beverages in the hallways or in their lockers. Plastic bottles with screw top lids are considered open when the seal has been broken. Students should have their name clearly marked on their water bottles and water bottles may not be shared with other students. Unopened cans/bottles of juice may be brought from home for lunch but must be kept in students' lockers until the lunch period and only be consumed in the cafeteria.

IV-O Book Bags/Sling Bags

Students are allowed to use book bags/sling bags to transfer school related items to and from school. However, book bags/sling bags are not allowed in classrooms. A student may use a bag to transport fitness clothes to and from fitness class.

IV-P Marking on School Property

Students are not to damage or to write, draw, carve or mark on school property in any way. Neb. Rev. Stat. § 79-267

IV-Q Skateboards

Due to the potential danger to skateboarders and to other people who might be on the site, the Board of Education bans the riding of skateboards on school property or property under the control of the School District.

IV-R Bicycles

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft while bicycles are on school property.

IV-S Fees, Charges and Fines

Pupils may be assessed fines or expected to pay damages when they are responsible for a loss or damage to school property or other people's property. This would include book fines, textbooks, broken windows, damage to laboratory equipment above and beyond expected wear and tear, damage to another student's personal property, etc. The school supplies many items for student use and it is

expected that students will not abuse such items. Students are also responsible for materials they check out from the library/media center and may be assessed fines for lost or damaged items.

IV-T Display of Affection

Students are not to exhibit "displays of affection" which would be considered embarrassing or distracting to others on school grounds or at school-sponsored activities. This includes hugging and hand-holding.

IV-U Responsibilities of Students When Expressing Themselves

When students express themselves at school, at school-sponsored activities, or in public places away from school, they must abide by the following rules:

- 1) The expression shall not contain words or pictures that are considered indecent, lewd, obscene, profane, vulgar, off-color, fighting or gutter words (four letter words), phrases which contain threats, or physical gestures which are offensive or threatening to anyone seeing or hearing the expression; and expressions which undermine or are disrespectful to school personnel.
- 2) The expression of the student shall not contain words, phrases, or gestures that ridicule or belittle.
- 3) The expression of the student shall not encourage other persons to violate school rules.
- 4) The expression of the student shall not be unusually loud, or interfere with, or obstruct any lawful mission, process, function, or purpose of the school.
- 5) The expression of the student shall not be slanderous.
- 6) The expression of the student shall not be libellous.
- 7) The expression of the student about, or directed to any teacher, administrator, or other school employee at anytime in a public place with the six previously stated rules governing student expression. (Example: Any student who shall refer to a teacher in a public place at anytime by a lewd or obscene manner that the teacher and/or others hear/see the insult may be disciplined by school authorities.)

Any student who fails to meet these requirements when expressing himself/herself may be disciplined. [CPS Board Policy 504.07]

IV-V Academic Responsibilities Guidelines

In an effort to deter students from attending class unprepared or becoming behind in their academic work, the CMS staff uses a variety of teacher interventions to assist students. These interventions include: WIN, student agendas, before and after-school study halls, before-school remedial program, student progress reports, academic behavior cards, academic improvement plans, 504 plans, parent meetings, and student incentives. Additional administrative interventions recently approved by the Board of Education will also be used to ensure students are working up to their potential. We believe we can impact student achievement by implementing these levels of interventions.

*Requirement of an end-of-the-year grade average of 70% or better in core classes to attain promotion to high school (8th grade only)

*Thursday Night School attendance

*Summer school for 8th grade students to avoid retaking 8th grade core classes in 9th grade

*Summer school offerings for 5th, 6th and 7th grade students who end of the school year of 69% or below

*Before and after school remedial program

*Grade Level Retention

IV-W Cheating

Students caught cheating/plagiarizing such as tests, quizzes or performance assessments will be reported to the office. The parents will be notified. The student will be required to redo the work or retake the assignment/assessment under staff supervision. The individual teacher may deduct the appropriate value. Administrative consequences will be assigned based on frequency and severity.

IV-X Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; the nature of the copyrighted work; the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a staff member if there are any questions regarding what may be copied.

IV-Y Altering School Records, Reports, Grades, Etc.

Students are forbidden to change and/or falsify school records, reports, grades, etc. Any tampering with such documents shall result in disciplinary actions.

Civic Expectation #2 – Interact effectively with others

- Respond without complaint to staff member or administrative directives.
- Follow staff member or administrative directives in a timely manner.
- Demonstrate respect for individuals responsible for school safety.
- Respect the right of others to make choices without verbal/physical coercion or intimidation.

Supporting Guidelines

IV-Z Insubordination

Students are to comply with reasonable directions or requests from teachers, student teachers, substitute teachers, teacher aides, secretaries, principals, and other school personnel during any period of time the student is properly under the authority of school personnel. Any student who fails to comply with directions or requests of school personnel will be considered insubordinate. Other acts of insubordination include, but are not limited to, inappropriate responses or use of inappropriate language and/or disrespectful behavior toward a staff member.

Consequence: Restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement and/or expulsion.

IV-AA Theft/Stealing/Damage of Property

Students are prohibited from borrowing without permission or stealing personal or public (school) property.

Students are not to participate in any activity not properly supervised by school personnel that could possibly damage school or private property. If school or private property is damaged by a student, he/she is financially responsible for all damages and may be disciplined. Students are prohibited from borrowing without permission or stealing private or school property. Students who do either of these things may be disciplined. **Police may be notified if this occurs.** Neb. Rev. Stat. § 79-267

IV-AB Unauthorized Entry

When school is in session, students are not to be in the school building before 7:30 AM or after 3:45 PM unless they are scheduled in activities taking place within the building or unless they have written permission from a staff member.

IV-AC Fighting / Assaults

Students may not engage in verbal altercations or physical fights in school buildings, on school grounds or at school-sponsored events, or when traveling in school vehicles/buses. Students hitting, striking, kicking or in any other way harming another student, or school personnel, will be suspended and may be recommended for expulsion. Physical fights will be reported to the police. Students may be liable for suspension or expulsion if they bring into the schools any object or substance, which when reasonable standards are applied and circumstances warrant, it is determined that the primary purpose is to cause bodily harm or property damage as set forth in School Board Policy 505.02 and 505.03. Columbus Middle School will comply with Nebraska State Statute relative to assaults by reporting incidents to law enforcement officials. Neb. Rev. Stat. § 79-267

IV-AD Harassment/Violence/Bullying

At CMS, we believe that students have the right to and learn better in a safe and orderly environment. Therefore, the Columbus Middle School staff is committed to preventing, intervening in, and stopping any violence in our school. We will insist that every staff member and student act in a way which contributes to a school environment where he or she feels safe, respected, and protected. Neb. Rev. Stat. § 79-267

•No one is entitled to be violent in any form.

•No form of violence will be tolerated in school, at school activities, on school property, or by anyone at this school.

•Violence is defined as any mean word, look, sign, or act that hurts a person's body, dignity, or things.

Different kinds of violence exist. Within each category below there are items ranging from minor to severe. Not all people would agree on how to rank the items within each group, but we know one thing for sure: if they are ignored, violent acts will become more frequent and more severe over time. Therefore, all of the following acts will be considered violent and the student will receive a consequence.

Examples of bullying include (but not limited to)

- | | |
|----------------|----------------------------|
| *name calling | *excluding/shunning |
| *teasing | *ignoring requests |
| *taunting | *exposing personal secrets |
| *laughing (at) | *starting rumors |

- | | |
|--|-------------------------------|
| *threatening/ordering | *stealing |
| *defacing locker | *deriding |
| *violating rights | *intimidating |
| *exposing personal items | *cyber bullying |
| *inappropriate technology use | *hitting/kicking gesturing |
| *facial sneering | *spitting/pushing |
| *shoving/punching | *pulling hair |
| *body postures | *writing/drawing graffiti |
| *beating slapping | *invading someone's space |
| *jabbing/bumping | *reading personal information |
| *tearing clothes | *damaging property |
| *ridiculing | *voyeurizing |
| *spoiling homework | *exposing pictures/notes |
| *expressing sexual come-ons | *gang-leading/ganging-up |
| *degrading/mockng | *touching (unwelcomed) |
| *spreading rumors/gossiping | *hazing |
| *playing "keep-away" with someone's property | |

Any student fighting on school grounds or to and from school will be suspended. Any student who is promoting, inciting or instigating a fight will be suspended.

- Inciting meaning - to stir, encourage, or urge on.

IV-AE Procedures for Reporting Violence/Bullying

Columbus Middle School is a place where all students can enjoy a safe and comfortable environment in which to learn. If students are worried about physical, verbal or sexual harassment from other students or from staff members, their learning will be impacted. In addition, such acts violate the violence policy for our school. Students should report violence/harassment as quickly as possible so that problems can be resolved.

You can report concerns to the following people:

- * Your Teacher
- * A Paraprofessional Educator
- * Your Parent(s)
- * A School Counselor or School Counselors' Website
- * The Principal or Assistant Principal

Staff members will try to help you resolve your problems as quickly as possible, but often harassers are very determined people. The violence/harassment may continue, even after the first report. Therefore, you must remember: The key to successful resolution of problems is reporting the problem until it's fixed. If you have reported a problem to one of the persons in the above list but still believe it exists, report it again to a different person on the list.

- * Students who are found to have violated the bullying policy can receive a consequence depending on the severity and frequency of the harassment.
- * Students who show physically aggressive behavior may be suspended from school at the discretion of the administration.
- * Students who show a public display of disrespect and/or humiliation toward a staff member can be suspended.

Flowchart to follow when Student makes threats

1. An administrator is informed of the threat (by whomever reports the threat) and investigates the threat.
2. SRO (School Resource Officer) or Police are called to assist with conducting the investigation. SRO/Police may bring other agencies in to investigate (HHS, etc).
3. Student(s) making the threat, victims, and witness are interviewed.
4. The administration will evaluate the severity of the threat by utilizing an established "Threat Assessment Protocol". The threat will then be categorized using the protocol. Based on the level of threat appropriate consequences will be determined.
5. Student making the threat will be consequence if the threat is substantiated and the parent will be contacted.
 - A psychological evaluation may be ordered at the discretion of the administrative team for the student making the threat at the parent's expense.
 - Depending on outcome of the evaluation - a readmission plan may be written by the administrative team from the school to determine if safety is still a concern.

Ultimately it is the schools decision based on the information and investigation whether the student is readmitted or reassigned to an

alternative educational placement.

IV-AF Inappropriate Behavior

- 1) Public Indecency, with regard to middle school age students, is defined in Neb. Rev. Stat.79-267(7)(10).
- 2) Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
- 3) Sexual Assault or attempting to sexually assault any person, on school grounds or at a school function or event.
- 4) Engaging in any other activities which constitutes a danger to other students or interferes with school purposes.

Consequence: Restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement and/or expulsion.

IV-AG Sexual Harassment

Sexually harassing student(s) or school personnel is prohibited at school, on school grounds, at school-sponsored events or on their way to and from school.

Sexual Harassment

The Columbus Public Schools is committed to maintaining an educational setting that is free of sexual harassment. Sexual harassment is an illegal action relevant to Title IX, Title VII, and Nebraska State Statute, Columbus Board Policy 404.06 and Columbus Board Policy 504.17. Sexual harassment will not be tolerated and the Columbus Middle School administration will take immediate and appropriate action upon notification of offense.

At Columbus Middle School, sexual harassment will be defined as any unwelcome advances, a request for sexual favors, verbal or physical conduct of a sexual nature by a student toward another student when the conduct has an effect of interfering with academic performance of the student or creating an intimidating, hostile, offensive or unsafe learning environment. This procedure and definition of sexual harassment will also include unwanted advances by a student toward an employee. As used in this policy the word "student" shall mean any resident student of the district, any student being served by contract with another educational agency or any other person of school age attending the district for educational reasons. The word "employee" shall mean any person who is employed by the district.

The following procedure shall be followed to report any violation of this policy.

- 1) Student will report the incident to an administrator. The administrator will require the student to submit a written statement (containing location, time, incident details, witnesses and student reaction). The administrator will investigate the incident by speaking to other students or staff who were identified as witnesses to the incident. A written statement will be obtained by these individuals, as well.
- 2) The administrator will then speak with the alleged harasser as part of their due process rights. Information obtained from step 1 above will be kept confidential. This alleged student will be given the opportunity to provide a written statement on his/her behalf, as well as a list of students.
- 3) The administrator will continue to investigate the incident based upon this new information.
- 4) The administrator may share information with other building administrators to determine the outcome of the investigation through a collaborative approach.
- 5) Consequences that may be imposed by the administration: verbal warning with conference regarding inappropriate behavior, parental conference, short-term suspension (1-5 days), long-term suspension (6-19 days) or expulsion from school.
- 6) The same procedures will be used with student harassment of a staff member. Columbus Middle School will not tolerate any retaliatory behavior against any person(s), the harasser or person(s) encouraged by the harasser who have submitted information to the administration. The consequences will be the same as the above list.

The administration of Columbus Middle School will cooperate fully with the appropriate law enforcement agency if the harassed student/employee would file any charges through the court system. All written statements and documentation will be turned over to any investigative unit, if requested.

The Grievance Office (Title IX) of the Columbus Public Schools is the Superintendent of Schools, Columbus Public School District #1, 2508 27th Street, Columbus; phone: 402/563-7050

LB 1199 Sex Offender Law

LB 1199 amends the student discipline statute to allow for a student to be expelled from school when the student is criminally charged with certain sexual assaults even though the sexual assault occurs off school grounds. Sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree; as such crimes are defined in the statutes referenced in

section 79-267(8).

IV-AH Dating Violence

Columbus Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

Definition: For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Consequence: Restriction of privileges, schedule change, activities suspension/expulsion (where appropriate), ISS, OSS, alternative placement and/or expulsion.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority. Legal Reference: Neb. Rev. Stat. §§ 79-2,139 to 79-2,142

IV-AI Suspect Wounds

Students with suspect wounds will be referred to the nurse for medical evaluation. If there is a potential health hazard, parents will be contacted. Students may be referred to an administrator.

Civic Expectation #3 – Fulfill legal requirements

All students are expected to perform according to the stated civic expectations and objectives.

- Act responsibly to maintain the physical safety of self and others.
- Respect the right of individuals or school officials to protect personal or public property from unwanted use or handling.
- Respect the right of the school to govern the use of technology or equipment.
- Only touch fire alarms/security equipment in case of an emergency.
- Respect the responsibility of the school to deny the possession/use of tobacco products, alcohol, or drugs.
- Respect the right of individuals to learn in a safe environment free of harassment/bullying.
- Act and speak responsibly to protect the school community from irreversible harm.
- Protect the school community from real or perceived weapons and/or explosives.
- Compliance with the following standards of conduct is mandatory

Supporting Guidelines

IV-AJ Technology Acceptable Use Policy

Students have access to computers throughout the building for educational use. Student access to computer labs will be subject to change at the discretion of the administration or staff responsible for the supervision of these areas. Use of the Internet at school is available to research areas directly related to specific classroom assignments. The Internet may NOT be used for e-mail, chat lines/rooms, games, sharing accounts, or accessing any material deemed inappropriate. Unauthorized creation of I-Movies is not permissible. Students are subject to the Nebraska State Statute on "hacking", in addition to the Columbus Public Schools Board of Education Policies 504.09, 606.05, 606.06, & 606.07.

Specific Internet guidelines are listed below:

The computers, networks, hardware, software, peripherals, and configurations in any Internet school classroom are the property of Columbus Public Schools and are not to be altered, modified, damaged, or degraded in any manner.

- Do not install, upgrade, or modify any software operating system, application, or service.
- Do not view, print, distribute, display, send, or receive images, text, or graphics of obscene materials or material that violates laws relating to child pornography.
- Do not use an Internet workstation to view, print, distribute, display, send, or receive images, text, or graphics that contain hate speech, threatening, or harassing material.
- Do not engage in any activity that is deliberately offensive or creates an intimidating or hostile environment.
- Do not violate copyright or software licensing agreements. You will not download or exchange audio and video files including MP3 files and other similar files.
- Do not gain unauthorized access to any computing, information, or communication devices or resources.
- Do not copy, download, design, or create any software or component intended to damage, alter, or degrade software applications or network architectures.
- Do not use a workstation to conduct a business or participate in online buying or selling.
- Any Violations of these Rules, or the NE State Statute on "hacking" will result in loss of internet access, disciplinary action, AND assessment of monetary damages (when appropriate). This will be considered a violation of the acceptable use agreement.

Computer Assisted Instruction and use of Internet Computer Assisted Instruction

It shall be the policy of the Columbus Public School District's Board of Education that teachers in the school system may use Internet as part of the instructional program within a class. Students may participate in this instruction without a student Internet account. The teacher will be held responsible that the material on Internet is appropriate to the instructional objectives.

IV-AK Google Docs/Technology

The Columbus Public Schools district utilizes Google Apps for Education for students, teachers, and staff. This section describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of Columbus Public Schools' online presence in Google Apps for Education:

Mail – an individual email account for school use managed by Columbus Public Schools

Calendar – an individual calendar providing the ability to organize schedules, daily activities and assignments

Docs – a word-processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Sites – an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences and working in small groups on presentations to share with others.

Technology use in the Columbus Public School District is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Columbus Public School's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

--COPPA <http://www.ftc.gov/privacy/coppafaqs.shtm> (Please visit the link below with the list of approved websites.
<https://columbuspublicschools.org/coppa/>)

The parent(s) understand school law permits Columbus Middle School to consent to the collection of directory information on behalf of all of its students strictly for educational purposes, thereby eliminating the need for individual parental consent given directly to the website operator. Columbus Public Schools use integrated technology as part of your child's education, the need for such information and permission is necessary to utilize software, and web-based services as part of the classroom instruction.

A signature on the handbook receipt you are choosing to opt-in their child's directory information. If a parent(s) choose to not have their child enroll in this program they can sign a opt-out form in the Counselor office.

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (refer to Board Policy 507.02), but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.--FERPA <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Guidelines for the responsible use of Google Apps for Education by students:

1. Official Email Address. All students will be assigned a username@discoverers.org email account. This account will be considered the student's official CPS email address until such time as the student is no longer enrolled with Columbus Public Schools.
2. Prohibited Conduct. Please refer to student handbook and Acceptable Use Policy.
3. Access Restrictions. Access to and use of student email is considered a privilege accorded at the discretion of the Columbus Public Schools District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violation of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.

4. Security. Columbus Public Schools cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.

5. Privacy. The general right of privacy will be extended to the extent possible in the electronic environment. Columbus Public Schools and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access these Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

By signing off on the student handbook, the parent(s) and student confirm that they have read and understand the following:

Under FERPA and corresponding Nebraska law, a student's education records are protected from disclosure to third parties. They understand that the student's education records stored in Google Apps for Education may be accessible to someone other than the student and the Columbus Public School District by virtue of this online environment. By signing off on the student handbook, the parent(s) and student confirm their consent to allow the student's education records to be stored by Google.

The parent(s) understand that by participating in Google Apps for Education, information about the student will be collected and stored electronically. The parent(s) have read the privacy policies associated with the use of Google Apps for Education(<http://www.google.com/a/help/intl/en/edu/privacy.html>).

The parent(s) understand school law permits Columbus Middle School to consent to the collection of directory information on behalf of all of its students strictly for educational purposes, thereby eliminating the need for individual parental consent given directly to the website operator. Columbus Public Schools use integrated technology as part of your child's education, the need for such information and permission is necessary to utilize software, and web-based services as part of the classroom instruction.

A signature on the handbook receipt you are choosing to opt-in their child's directory information. If a parent(s) choose to not have their child enroll in this program they can sign a opt-out form in the Counselor office.

The parent(s) understand that they may ask for their child's account to be removed at any time.

IV-AL Damage of School or Private Property

Students are not to participate in any activity not properly supervised by school personnel that could possibly damage or deface school or private property. If a student damages or defaces school or private property, he/she is financially responsible for all damages and will be subject to disciplinary actions including a referral to law enforcement. Neb. Rev. Stat. § 79-267

IV-AM Firearms, Weapons, Explosives, and Material that can be Ignited

The before-mentioned material items are prohibited on school property, or at school-sponsored events, unless authorized by proper school authorities. A student shall not knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon (including a starter gun, paintball gun, airsoft gun, or pellet gun) or bringing or possessing any explosive devise (including fireworks or any item that can be ignited such as matches and lighters). A student in possession of a firearm will be expelled from school for a period of one calendar year, as stated in Nebraska Statute LB 658. Neb. Rev. Stat. § 79-267

IV-AN Bomb Threats and or False Alarms

Students are not to falsely set off fire alarms or falsely report bomb threats. This may include oral statements involving possible physical danger. The false reporting of bomb threats or pulling of fire alarms will be prosecuted to the full extent of the law. School time lost due to school closure in case of the need to search the building will be made up by all students, as directed by the Superintendent and/or the Board of Education.

IV-AO Rumors, Threats and Prohibited Items

Columbus Middle School takes the possibility of a real crisis very seriously as does the Columbus Police Department. Working closely together these two entities work very hard to ensure, as much as is humanly possible, the safety of all students. School time lost due to school closure will be made up by all students, as directed by the Superintendent and/or the Board of Education.

IV-AP Spreading Rumors / Text Messaging False Information

Spreading rumors and text messaging or using social media to spread false information which results in fear and/or disruption of the school day will be subjected to legal prosecution and serious school consequences.

IV-AQ Threatening Statements Concerning Student/Building Safety Neb. Rev. Stat. § 79-267

- An administrator is informed of the threat.
- Parents of the student making the threat are called.

- SRO or Police are called to assist with conducting the initial investigation. SRO/Police may bring other agencies in to investigate (HHS, etc.)
- Student is suspended from school under an emergency exclusion as per Nebraska statute. Student may return to school after a psychologist has evaluated the student to determine the level of threat to the safety of the student and others. This evaluation is at parent cost. A readmission plan may be written if determined by the school administrator prior to returning to school. Ultimately, it is the school's decision based upon the information provided by all parties and the investigation as to whether the student is readmitted. Student may be reassigned to a different placement or program.
- Central office administration will be informed of the situation throughout the process.

IV-AR Concealed Handgun Law

It is unlawful for an individual to carry a concealed handgun at school. Section 15 of the law stipulates that handguns may not be carried into school buildings, on school grounds, in school-owned vehicles, and/or at school-sponsored activities or athletic events. The intent of the law (1) assures employees, students and parents that no one will be permitted to carry a handgun at their school not with standing the new law and (2) provides permit holders with the understanding that they are not to carry their handguns to school, as stated in Nebraska Statute LB 454.

IV-AS Activities Forbidden by Laws of the State of Nebraska, the City of Columbus, or the United States of America

Students, as citizens of the United States and the State of Nebraska, are to obey all laws established by these respective governmental agencies. Students who violate these laws during the school hours, or at school-sponsored events, may be disciplined by the school in addition to any action taken by law enforcement agencies. Any activities/ behaviors, which violate Nebraska Criminal Code, constitutes a danger to other students or interferes with school purposes, which becomes known or suspected by the administration will be referred to law enforcement authorities. Neb. Rev. Stat. § 79-267

IV-AT School Board Policy

IV-ATa Questioning of Students Policy 504

Generally, students may not be interviewed during the school day by persons other than parents and school district officials and employees. Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgement as to whether the student should be interviewed independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant when applicable.

IV-ATb Student Fees Policy

The Board of Education of Columbus Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students. The District does provide activities, programs, and services to children who extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity. The District will

provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses.

(c) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(d) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(e) Materials Required for Classes. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(f) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(g) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities—Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities—Fees for participation. Any fees for participation in extra-curricular activities for the school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Post-secondary Education Costs Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees resending

a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

IV-ATc Student Possession of, Sale of, Use of, or Distribution of Drugs

Columbus Schools have a responsibility for providing a safe and secure educational environment for the students and staff of this community. Misuse of drugs is a danger to the health and well-being of the members of the school community. The school strives to work with parents to create a helpful, caring environment where learning can occur. Although parents have the ultimate, primary responsibility for their children's health, the schools' responsibility is to maintain a drug-free educational environment.

Students violating the District's drug policy will be assigned disciplinary consequences and, if appropriate, activity consequences (as explained in Student Handbooks.) Consequences will begin when the administration has determined that a violation has occurred and due process has taken place. Disciplinary consequences will vary according to the severity of the violation and the number of times a student has committed violations. When appropriate, students who violate the district drug policy will be referred to law enforcement officials as required by the Nebraska Student Discipline Code. (Juvenile Probation: Sections 29-2270 to 29-2273; Compulsory Attendance: Section 79-211; Student Discipline Act: 79-4, 169 to 79-205.02, Neb. Rev. Stat. § 79-267).

IV-ATd Controlled Substances/Alcohol (Neb. Rev. Stat. § 79-267)

Controlled Substance: A drug, substance or immediate precursor in Schedules I to V of section 28-405 of the Nebraska statutes. Controlled substance shall not include distilled spirits, wine, malt beverages, tobacco, or any non-narcotic substance if such substance may, under the Federal Food, Drug, and Cosmetic Act and the law of this state, be lawfully sold over the counter without prescription. Alcoholic Liquor: Alcoholic liquor includes alcohol, spirits, wine, beer, and every liquid or solid, patented or not, containing alcohol, spirits, wine, or beer and capable of being consumed by a human being.

Smoking/Drinking/Drug Policy 504.14

The Board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, tobacco, and/

or "look alike" substances that appear to be tobacco, any form of inhalant, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district. Look alike substances also include prescription drugs (except for diabetes and asthma), non-prescription medications or vitamins.

The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol or drugs on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drugs (for example, a student being in a car where alcohol is present and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well).

The Board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, ecigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board at the parent's expense. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The Board believes the substance abuse prevention program shall include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students may be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.

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

Consequences:

The administration may impose lesser or greater consequences dependent on the circumstances in accordance with administrative regulations. The following are the consequences that will ordinarily result.

Activity Policy:

ALL violations carry over from year to year and are enforced 7th through 12th grades. Activity consequences for alcohol, drug, and tobacco violations are determined in accordance with the activity discipline policy and regulations established by the administration; the consequences include activity suspensions.

Influence:

1st Offense: 19 days of out-of-school suspension, this could be reduce to 3 days of out-of-school suspension and 3 days of in-school suspension upon the successful completion of a substance abuse evaluation at the parent's expense.

2nd Offense: Expulsion and mandatory reassignment at the Columbus Public Schools Alternative School or an educational placement deemed appropriate by the administration.

Possession/Distribution:

1st Offense: 19 days of out-of-school suspension. This may be reduced to 5- days of out-of-school suspension and 5 days of in-school suspension upon the successful completion of a substance abuse evaluation.

2nd Offense: Expulsion and mandatory reassignment at the Columbus Public Schools Alternative School or an educational placement deemed appropriate by the administration whichever is longer.

IV-AU Tobacco – Alcohol – Drugs (Policy 504.14 and 504.14R1) (Neb. Rev. Stat. § 79-267)

IV-AUa Use of Tobacco/Inhalant Products (Neb. Rev. Stat. § 79-267)

Columbus Middle School students are not to possess, use, distribute or sell tobacco on school grounds (under the jurisdiction of Columbus Middle School), so students will also be disciplined for violating district policies on these grounds, in school, or at school-sponsored events.

Definition: Tobacco products include cigarettes, cigars, chewing tobacco, snuff, or any form of tobacco intended to be smoked, chewed, sniffed, dissolved or inhaled or products intended to replicate tobacco products either by appearance or effect.

Possessing or use of e-cigarettes, vape devices and/or vapor liquids in any form at school is in direct violation of this policy. Tobacco or inhalant products confiscated from the student will be turned over to law enforcement.

Consequences: Students found guilty of possessing, using, distributing, or selling tobacco or an inhalant product will receive school consequences and may be reported to law enforcement.

IV-AUb Alcohol and Drugs (Neb. Rev. Stat. § 79-267)

Columbus Middle School reserves the right to use drug testing equipment with students who may show signs of being under the influence of drugs or alcohol intoxication at school or school sponsored activities. Columbus Middle School has a responsibility for providing a safe and secure educational environment for its students and staff. Misuse of drugs is a danger to the health and well-being of the members of the school community. The school strives to work with parents to create a helpful, caring environment where learning can occur. Although parents have the ultimate, primary responsibility for their children's health, the school's responsibility is to maintain a drug-free educational environment. Students violating the district's drug policy during the school day or at school-sponsored activities will be assigned disciplinary consequences and, if appropriate, activity consequences as explained in the Student Handbook. Consequences will begin when the administration has determined that a violation has occurred and due process has taken place. The school may require that students obtain drug/alcohol tests at parental expense in order to determine if a violation has occurred. Disciplinary consequences will vary according to the severity of the violation and the number of times a student has committed violations. When appropriate, students who violate the district drug policy will be referred to law enforcement officials as required by the Nebraska Discipline Code.

Columbus Middle School prohibits the distribution, dispensing, manufacture, possession, use or being under the influence of alcohol, inhalants and / or "look alike" substances that appear to be alcohol or a controlled substance by students while on school grounds during school hours or school-sponsored events.

Consequences: Students under the influence of drugs/alcohol shall receive the following:

1. First violation at any time during the school year shall be 19 days OSS. However, upon the presentation to the school administration of an appointment for an evaluation done by a professional substance abuse counselor with information provided to the school, the administration may reduce this consequence to five days OSS and five days ISS. The evaluation/counseling shall be at parental expense and be completed within the time limits set by the school administration. The substance abuse counselor must be approved by a principal prior to the student seeking services and the student's parent(s) and/or guardian(s) and the substance abuse counselor must agree to the exchange of all pertinent information between school officials and the substance abuse counselor. This evaluation must be accompanied by specific recommendations. Should this student, at any time during the remainder of his/her attendance, fail to comply with any of the given recommendations, the original suspension can be imposed.

2. Second or subsequent violations during the school year may result in expulsion and mandatory reassignment at the Alternative School or an educational placement deemed appropriate by the administration. Students possessing, distributing or selling drugs/alcohol shall receive the following:

1. First violation at any time during the school year shall be 19 days OSS. However, upon the presentation to the school administration of an appointment for an evaluation done by a professional substance abuse counselor with information provided to the school, the administration may reduce this consequence to five days OSS and five days ISS.

2. Second or subsequent violations during the school year may result in expulsion and mandatory reassignment at the Alternative School or an educational placement deemed appropriate by the administration.

IV-AUc Prescription Drugs (Neb. Rev. Stat. § 79-267)

Definition: Any drug or chemical that is prescribed for a particular individual by a doctor and intended for use only by the individual named on the prescription bottle. Columbus Middle School reserves the right to exercise control of the misuse, misrepresentation, distribution or selling of prescription drugs. Students are not to misuse, misrepresent, distribute or sell prescription drugs. No prescription drugs can be administered by anyone other than the nurse or other designated persons. All prescription medicines are to be kept in

the nurse's office. Students using prescription drugs shall bring them to school in properly labeled prescription containers and said prescriptions shall be accompanied by written parental verification.

Exception: With written permission that parents accept the responsibility for the student taking his/her own medications, students may carry their own prescriptions and medicate themselves in accordance with Policy 504.14. Prescription drugs for asthma and diabetes are also excluded as per policy.

A. Students found guilty of misusing, misrepresenting, distributing, or selling prescription drugs shall be given the following consequences:

1. First violation at any time during the school year: up to 19 days out-of-school suspension.

Exception: First violation of personal misuse at any time during the school year: up to 19 days out-of-school suspension. However, upon the presentation to the school administration of an evaluation done by a substance abuse appropriate/appropriate professional with information provided to the school, the administration shall reduce the out-of-school suspension to an in-school suspension not to exceed five days. The substance abuse counselor must be approved by the building principal prior to the student seeking services and the student's parents and/or guardian and the substance abuse counselor must agree to the exchange of all pertinent information between school officials and the substance abuse counselor. This evaluation must be accompanied by specific recommendations.

Should this student at any time during the remainder of his/her attendance fail to comply with any of the given recommendations, the original suspension can be imposed.

2. Second or subsequent violations at any time during the school year: 19 days out-of-school suspension or expulsion for the remainder of the semester, whichever is longer.

B. Students found guilty of failure to provide the required written parental verification/permission for their own prescriptions will result in a warning to the student. Subsequent failures will result in disciplinary action.

IV-AUd Over the Counter Drugs / Vitamins (Neb. Rev. Stat. § 79-267)

Definition: Any drug or chemical that can be purchased without a prescription and that does not fall under state or federal limitations (i.e. caffeine pills, aspirin, cough syrup, diet pills, substances that can be inhaled, etc.) Columbus Middle School reserves the right to exercise control over the misuse, misrepresentation, distributing or selling over-the-counter drugs. Students are not to misuse, misrepresent, distribute, or sell over-the-counter drugs. Consequences: Students found guilty of misusing, misrepresenting, distributing or selling over-the-counter drugs shall receive the following: 1st violation: up to 5 days OSS, 2nd violation: up to 19 days OSS, 3rd violation: expulsion from school for the remainder of the semester or 19 days OSS, whichever is longer.

IV-AUe Records of Violations and Consequences (Neb. Rev. Stat. § 79-267)

Anecdotal notes or violations of the district drug policy will be shared between administrators from one year to another and from one attendance center to another and disciplinary action may carry over from one year to another and from one attendance center to another if the consequence was not completed. However, violations of the drug/alcohol policy are not cumulative from one year to another or from one attendance level to another.

SECTION V

STUDENT ATTENDANCE EXPECTATIONS

Student Attendance Expectations

1. Attend school on a regular basis.
2. Pre-arrange absences with school officials.
3. Be on time and present in assigned classes.

To assure that students acquire the knowledge and skills necessary to fulfill the school mission, all students are expected to attend school on a consistent basis. This means all students enrolled in any of the Columbus Schools, regardless of how old they are, must attend school regularly and be in all the classes to which they are assigned, unless properly excused by an official of the school. Arrangements should be made to obtain missed assignments from the Homework Hot line or by contacting the school in the case of a major illness.

School Attendance Expectation #1 – Attend school on a regular basis

Supporting Guidelines

V-A Attendance – Excused/Unexcused

Any student who misses more than ten (10) days or the percentage equivalent to ten (10) days in a semester is in violation of Nebraska statute and the Columbus Public Schools Attendance Policy. **Parents, or legal guardians, are EXPECTED to telephone, 563-7060, or notify the school by 9:00 am the day or days of student's absence or tardiness unless the absence has been prearranged. Parents**

or guardians who do not call regarding a student's absence will be called at home or work. If the school is unable to reach parents or legal guardians or parent provided emergency numbers, we cannot be certain of the safety of the child; therefore, one of the building attendance officers (administrators) will be asked to investigate the absence of the child.

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence.

Student absences approved by the principal shall be considered allowable absences. Approved absences shall count as days in attendance for purposes of addressing excessive absenteeism, except for notification of the county attorney. These absences include, but are not limited to, medically documented illnesses or appointments, pandemic occurrences identified by local clinics, recognized religious observances and school-sponsored or approved activities.

It shall be the responsibility of the parent to notify the middle school attendance office as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the students reason for absence. **[CPS Board Policy 503.03 and Neb. Rev. Stat. B 79-209]**

V-B Attendance – Activity Participation

Students who are participating in the activity program are not allowed to practice, perform, or compete on the same day they are absent from school for more than six periods. In addition, should the student participation be scheduled for Saturday, and the student has unexcused absent on Friday, he/she may not participate. Extenuating circumstances must be approved by the administration, unless due to a prearranged absence.

Student Attendance Expectation #2 – Pre-arranged absences

Supporting Guidelines

V-C Pre-arranged Absence Procedures

Students who will be absent for reasons that can be excused in advance must obtain a Pre-arranged Absence Form (white slip) from the Attendance Office. Classroom teachers will initial these slips and provide make-up work when available. All make-up work is due upon return from the pre-arranged absence. These slips are required one week prior to the absence(s) to not be counted against your attendance. This Pre-arranged Absence Form must be turned into the attendance secretary prior to the absence. The request for the excuse in advance will be a written statement from the parent/guardian. All parent notes must include the parents daytime phone number to verify the absence. This procedure applies to family obligations and pre-arranged appointments with a health care provider.

V-D Sign-Out Procedure

Students must sign out whenever they leave the building except for activities. Students leaving the building with a pre-arranged absence will be counted unexcused if they fail to sign out in the office. Important: Students must sign in upon their return to school. Students must provide a note from parents, dentist, doctor, etc., before the absence will be counted as excused. School officials reserve the right to call parents if it appears the note procedure is being abused.

Leaving During the School Day - Students leaving the building for any reason during the time school is in session must check out through the Middle School Office. In case of illness, the pupil will be checked by the school nurse or other school official before being excused. Before being released from school, the student's parent or other responsible person will be contacted and advised of the student's need to be dismissed from school. Students who leave school due to illness during the school day are responsible for getting and completing all missed work. Students who have left school during the school day due to illness may not return for any school activities after school hours.

CHECK OUT PROCEDURES

- The student must present a parental note to the secretary before school starts in the morning. Phone calls from parents will also be accepted.
- The student must report to the office to check out before leaving the school building. Parents must report to the office to pick up their child.
- The student must report to the office to check in if (s)he returns to school before the end of the day.
- Students with emergency situations should see the Principal to make arrangements.

V-E Make-Up Time - Approved Absence

Students are responsible for making up all work missed because of excused absences. Students will be allowed two days for every day they were excused to make up missed work. Special arrangements can be made with individual teachers for unusual circumstances. It is the student's responsibility to see instructors for work missed during absences, or assignments may be obtained online on the team pages. Students on suspension are expected to have work completed upon their return to class. Students on suspension who do not have their work complete will be assigned to in-school suspension until it is completed. If students are absent for more than one day due to illness,

parents may request prior to 10 a.m. to pick up assignments after 4:00 p.m., the office is open until 4:30 p.m.

Student Attendance Expectation #3–Be on time and present in assigned classes

Punctuality and attendance to school and classes closely associates itself with promptness to work later in life. Therefore, we expect students to be on time school and classes.

V-F Tardies - Late To School

School starts promptly at 8:00 a.m. Students arriving after 8:00 a.m. will be marked tardy. Students must sign in at the main office when reporting to school and/or are not in their assigned classes after 8:05 am each day. Students arriving to school between 8:00 - 8:05 a.m. will have a consequence from their teacher. Students will be allowed two (2) tardies per year before being assigned time as a consequence for tardiness. Students with more than three tardies per year will serve a 30 minute office detention for each additional tardy. Students accumulating five or more tardies in a year will be issued sixty (60) minutes of detention which may be served at Thursday Night School to make up the class time missed.

Any tardy means the student is missing valuable instructional time, the teacher may require the student to come in after school to discuss what the student missed. On the third tardy and for each additional tardy, the student will be automatically required to serve an office detention or work assignment. Student may also be required to make up lost class time by attending Thursday Night School. Parents will be notified regarding each tardy and any resulting office consequences. Students who arrive at school after the 8:06 a.m. MUST report to the Office. First period teachers will not admit the student after 8:06 to their classrooms without a pass from the office. Tardies after 8:25 will be considered an unexcused absence or cut from class and students will be required to make any time missed.

* If a student is tardy or late to school a total of 15 times, the parents will again be personally contacted by an administrator to discuss the problem, clarify guidelines for how future tardy arrivals will be handled, take appropriate disciplinary action.

NOTE: Students who are tardy between classes will be disciplined by the teacher in charge of the class. Chronic tardiness to class will be referred to an administrator for appropriate disciplinary action.

V-G Administrative Response to Student Absences

All students are expected to attend school/class on a consistent basis. Students with Unexcused Absences will make up the time missed from school. When a student is absent from school the following intervention steps will be taken:

Truancy--Whenever a student leaves school without permission, skips class, or is absent from school without parental permission and/or for a reason not excused by the school the student is truant. All cases of truancy will be dealt with by an administrator on an individual basis. Possible consequences include: parent conferences, work detentions, in-school and after-school suspensions, Thursday Night School, involvement of the School Resource Officer for violation of the state's compulsory education law, and expulsion. Students will be held accountable for the time and class work they miss as a result of their truancy. First Offense: Students will make up time for absence and parent will be contacted. Second Offense: Double time for absence and written warning by the police. Subsequent Offenses: Suspension and summons issued by the police.

Investigative home visits by the school nurse, SRO, and/or an administrator could be conducted for any of the following reasons:

1. When the parent or guardian has not communicated to school officials with why a student is not in attendance, and all attempts to reach parents over a period of time have failed.
2. When the student in question has had significant, ongoing attendance problems, and all attempts to reach parents regarding an unreported absence have failed.
3. Said home visit may result in referrals to other agencies such as, but not limited to, Platte County Assessment Center including the Attendance Monitor program, Professional Partners organization, and the County Attorney's Office.

SECTION VI ACTIVITY STANDARDS AND REGULATIONS

VI-A School Activities

Columbus Middle School offers its students a variety of interscholastic and intramural sports and other social activities which allow students to develop skills and interests at the same time that they have time to socialize with friends as well. These activities, which are sometimes different for students at each grade level, are well-monitored by teacher supervisors and/or parent volunteers. Students are encouraged to remember that middle school is a time to adopt an open-minded attitude about socializing with friends and to try new things.

VI-Aa School Activities, Assemblies, and Concerts

Columbus Middle School sponsors student activity gatherings throughout the year. Students may only attend activities related to their grade level. The activities will be publicized in the newsletter and in the school announcements. In addition, throughout the year the

Middle School may sponsor several all-school assemblies. These assemblies, which normally occur during school time, focus on timely issues or inspirational speakers who can motivate students to set high goals and work toward them.

Finally, throughout the year the Middle School will host a number of music concerts and interscholastic sports competitions. All of our students are invited to attend the concerts and sporting events and support their classmates and friends as they participate in these public performances. Sporting events and concerts are also published in the newsletter and dates are communicated through announcements and signs at school.

VI-Ab Sports and Athletics

Students are encouraged to explore the many opportunities for participation in sports and athletics. However, we must caution you to remember that we believe students must be good students first and good student athletes second.

	Intramurals
Fall	Flag Football, Volleyball
Winter	Basketball, Wrestling
	Interscholastic
Fall	Boys Football - 7th & 8th Girls Volleyball - 7th & 8th
Winter	Boys & Girls Basketball - 7th & 8th Boys & Girls Wrestling - 7th & 8th
Spring	Boys & Girls Track - 7th & 8th

7th & 8th grade students are eligible for interscholastic competition. Interscholastic competition requires that athletes submit a completed physical prior to participation. 6th and 7th grade students are eligible for intramural activities. Sixth graders do not need to complete sports physicals in order to participate. Coaches and teachers will meet and confer regarding the academic performance of individual intramural athletes, and when necessary, a student will be required to "bring up grades" before being allowed additional competition in intramural games. However, intramural athletes will not have to provide coaches with eligibility cards to verify academic standing.

Eligibility will be tracked by quarters, all students will be eligible at the beginning of each season and the checks will be conducted every Monday at 8:00 a.m. beginning the second week of practice. The ineligible period will begin Wednesday. If a student is failing any subject on the reporting date, he/she will be suspended from competition and travel on Wednesday. The student will regain eligibility once he/she has brought the failing grades to a passing percentage by completing acceptable work to determine eligibility. The teacher shall have 24 hours to grade/evaluate assignments.

It shall be the coach's responsibility to counsel all students that do not meet the academic eligibility guidelines for interscholastic activities. Once the student regains his/her eligibility, the coach shall inform the activities director via the proper form.

Sports offerings are contingent on School Board approval, availability of coaches/coordinators, an adequate number of participants, and finances.

Intramural Program Guidelines (VOLLEYBALL, WRESTLING, FOOTBALL, BASKETBALL)

- * Doing well in school is required in order to have the privilege of playing team sports. A poor academic (grade) record may be justification for removing you from the program either temporarily or permanently. **KEEP YOUR GRADES PASSING.**
- * Participants must be at practice and/or games on a daily basis and on time. If you are sick or must be gone for a valid reason, bring a signed excuse from your parent in order to be excused. One unexcused absence will result in loss of participation in one game. After two unexcused absences you will be removed from the program. If you are staying after school for a teacher, bring a signed pass from that teacher. Detentions for behavior will count as an unexcused absence. Haircuts are not valid excuses.
- * Practice begins at 3:40 and will conclude at 5:00 on designated days Monday through Thursday. On Wednesday, practice will begin at 4:00 and end no later than 5:30. Students will not be allowed to go to their school locker after practice. Physical Education lockers will be provided during practice and games. Students will exit the building from the appropriate North doors as assigned by their coach.
- * This program has a goal of getting as many people involved as possible and teaching skills for participation in all of the sports. Everyone should learn that more can be achieved through cooperation than through competition and that each person has unique characteristics which make him/her a special value.

VI-Ac Clearance to Participate & Head Injury Procedure

With the passage of legislation on the state and federal levels, Columbus Middle School will observe the Nebraska Concussion Awareness Act - Return to Learn protocol on allowing students to participate in activities.

"In order to participate in any athletic event sponsored by CPS, students must have permission and clearance from each of the following five individual entities.

Student Themselves

Student's Parent(s) and/or Guardian(s)
Student's Family Physician/Medical Professional
Student's Activity Sponsor/Coach
Administration

During activity of athletic participation, if a student is suspected to have suffered a head injury or displays concussion-like symptoms, the student will be removed from any level of participation immediately, until a complete evaluation is performed by a licensed medical professional. Written notice and personal contact with a parent/guardian of such an interruption of participation will follow the injury. The Head Coach is responsible in notification of parent/guardian. Such notice will include specifics regarding the time and location of the injury, the signs/symptoms of a concussion or brain injury that were observed, and any actions taken with the student.

In the event that such ability to participate is interrupted at any time due to a diagnosed head injury and/or concussion, written clearance from both the student's parent(s)/guardian(s) and family physician/medical professional will be required before clearance to participate may be granted again. The responsibility of obtaining written clearance from a licensed medical professional is solely that of the student and his or her family.

VI-Ad CMS Locker Room Policy

- * The locker rooms will be open each school day from 8:05 a.m. to 3:45 p.m. Students needing to enter the locker room other than for the purpose of changing for physical education class (when there is teacher supervision) must have a pass from a teacher or administrator.
- * After the locker rooms are locked at 3:45 p.m., the rooms will be reopened by coaches who are sponsoring that sport or recreational activity at that particular time of year. Students who are out for a sport may use the locker room at this time. Students who are not out for a sport are not allowed in the locker room unless they have a pass from a teacher or administrator.
- * Locker rooms will be locked during practices and games. If students who are participating in intramural activities or interscholastic sports need to re-enter the locker rooms they must obtain permission from one of their coaches.
- * If parents of students have a concern related to intramural or interscholastic sports, these concerns should be communicated following this chain of command: 1) Coach, 2) Athletic Director, 3) Administration

VI-Ae Interscholastic Sports Rules/Guidelines

- * All 7th and 8th grade students who plan to participate in interscholastic athletics must have a physical examination card, signed by a doctor and parent/guardian, on file with the athletic department prior to any practice or try out.
- * All academic work and school responsibilities--including detentions, after school suspensions, work assignments, etc.-- assigned by CMS staff will take priority over practices.
- * Any athletic participant absent from school after the third block, will not be allowed to practice/participate that afternoon or evening without special permission from the administration and coach.
- * If an athlete is under medical advice to not participate, the athlete shall not be allowed to do so regardless of the feelings of the athlete, parents, or coaches.
- * Only authorized personnel are allowed on buses and school vehicles when making trips with athletic squads.
- * There will not be any practice or play on Sundays. On Wednesday nights, practice will begin at 4:00, the athlete shall be on his/her way home no later than 6:30.
- * An athlete is an ambassador of both our school and community. On trips, students' dress and grooming should be clean, neat and appropriate.
- * Each participant will receive rules appropriate for that sport from their coach and/or Activities Director.

EXPECTATIONS FOR STUDENT SPECTATORS ATTENDING ATHLETIC AND OTHER SCHOOL FUNCTIONS

- * Students must leave the event by exiting through the designated areas. The rule is: Once you leave, you may not re-enter.
- * Rules found in the "State Law: Student Rules, Student Rights, and Student Responsibilities" section of this handbook also apply to behavior at all school events.

VI-Af "Team Selection" and "Playing Time"

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of

respect towards teammates, the coach, the school, and the community.

VI-Ag Transportation To and From Events

Under no circumstances should a student involved in school activities be allowed to ride to or from an out-of-town event with anyone but their own parents. Team/group members travel to and from out-of-town events as a unit. Any exception concerning travel should be a rarity. It takes both written and verbal approval from the parent to the sponsor/head coach to grant such a request and should be received at least one day in advance of the event.

VI-Ah Activity Regulations

Participation in school sponsored activities is a privilege and not a right. Students participating in Columbus Middle School Activities must be "in good standing" with School Regulations and will be held responsible for knowing and abiding by all activity regulations which are listed in the Columbus Middle School Student Handbook.

It shall be the right of Columbus Public Schools to establish rules of conduct for participation in activities. Students who participate in extracurricular activities shall be held to a higher standard of conduct than those who choose not to participate. Furthermore, it shall be the right of Columbus Public Schools to impose sanctions for violations of those standards if the administration determines to its satisfaction that a violation has occurred.

It is the belief of the Columbus Public Schools that it is important to support the total student. Expectations for our youngsters participating in co-curricular activities include not only behavior at school or at school functions or events, but go beyond the school day and into the community. We believe that part of learning is accepting responsibility for one's actions. Thus, the school district is extending its authority to hours and places beyond the regularly perceived boundaries in an effort to show strongly to students and the community our intent to work with and help all youngsters in their decision-making. We believe this stance will further help to develop responsible adult citizens while serving as a deterrent to certain unlawful behaviors.

The following actions shall constitute prohibited conduct for students participating in CMS sponsored activities. The conduct can be on or off school grounds and need not be at an educational function or event.

A student accused of a violation shall have due process consisting of the right to know the nature of the alleged violation, the right to tell his or her version of events, and the right to have others comment on his or her behalf. The decision of the administration shall be final. The following regulations will begin the first day of organized practice by a Columbus Middle School sponsored activity, and the regulations will end on the last day of student attendance with the exception of school sponsored events taking place while school is not in session.

Each violation of the activity regulations (academic, violations, tobacco and drug/alcohol) will be handled separately and penalties will be accumulated by each individual regulation.

Start of Suspension - Suspension from activities/sports will begin the day the student admits to a violation or the day the administration declares the student suspended.

COLUMBUS MIDDLE SCHOOL ACADEMIC ELIGIBILITY REGULATION

The following actions shall constitute prohibited conduct for students participating in CMS sponsored activities:

- * Intentionally causing or attempting to cause physical injury to any person.
- * Fraud/theft/robbery
- * Vandalism to public or private property on or off school grounds.
- * Harassment, Stalking, Threatening, Public Indecency
- * Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon by school board policy.

Penalty for violating policy:

- * First Offense: Penalty for violating this policy will be suspension from any participation in activities for two calendar weeks and at least one event. Students charged with a violation of this policy will be penalized upon investigation by the Columbus Middle School Administration and after a determination that such a violation has in fact occurred and due process has taken place.
- * The second offense by any of the above mentioned violations shall mean the student will be suspended from activities for 28 calendar days and at least one event.
- * The third offense by any of the above mentioned violations shall mean the student will be suspended from all school activities for the rest of the school year in question.
- * In matters involving consequences for infractions in the Columbus Middle School regulations governing student conduct for participation in sponsored school activities, the due process procedures shall be the same.

VI-Ai Drug/Alcohol Regulation for Activity Eligibility

Any student involved in extracurricular school activities is subject to consequence if, following an investigation, the administration determines that:

- A. The student is found to have been involved in either selling, using, possessing or dispensing alcohol, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using possessing, or the dispensing of an imitation controlled substance as defined in 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant.
- B. The student was present where alcohol, narcotics, drugs, a controlled substance or an inhalant were being used where in the student had access to the items; or,
- C. The student admits to a violation as defined above; or,
- D. The student is cited, charged of convicted with any controlled substances or alcohol related criminal offense.

I. First Violation of Drugs/Alcohol

Students determined to have committed a first violation shall be suspended for one third of the scheduled Columbus Middle School competitions/ performances of that given student's current activities season(s). If a student self reports to a sponsor/coach or administrator within 24 hours of the incident, they shall be suspended for one-fourth of the scheduled Columbus Middle School competitions/ performances of that given student's current activities season(s). The student is also prohibited from participating in pep rallies and community services performances that occur within this time frame, but not from practices and/or classes within the school day.

II. Second Violation of Drugs/Alcohol

Students determined to have committed a second violation at any time during their middle school career *shall be expelled from participation in all activities for one calendar year.* If the student self-reports, the suspension is for nine months.

Re-Instatement after Second Violation of Drug/Alcohol Policy:

Should it be determined that a student has committed a second violation during their middle school career; he or she may apply for re-instatement in activity participation under the following conditions:

- A. The student will undergo a formal drug/alcohol evaluation at his or her own expense. The results of this evaluation will be shared with the school administration and the recommendation(s) made by the evaluation must be following for re-instatement to stand.
- B. The student will complete a community service project, including approximately 40 hours of service work, as to be agreed upon by the school administration and the student. All expenses incurred for the completion of the community service project are to be the responsibility of the student. The student must complete the community service project prior to being re-instated.

III. Third Violation of Drugs/Alcohol

Students determined to have committed a third drug/alcohol violation at any time during their middle school careers shall be expelled from participation in all activities for the remainder of the middle school careers.

Due Process:

A student accused of a violation shall have due process consisting of the right to know the nature of the alleged violation, the right to tell his/her version of events, and the right to have others comment on his/her behalf. You have the right to appeal the Activities Coordinator's decision provided the appeal is made to the **Middle School Administration** with 5 days. This decision may be appealed to the superintendent provided the appeal is made within 5 days. The superintendent's decision is final.

Note: If a violation occurs toward the end of the season, this consequence will carry over to the next season in which the student participates. The student must *complete the entire season* of the activity in which the activity suspension is served.

Drug/Alcohol Suspension Table		
First Offense	Second Offense	Third Offense
<p>* Students is suspended for 1/3 of scheduled competitions and/or performances</p> <p>* Suspension is reduced to 1/4 of scheduled competitions and/or performances if students self reports</p>	<p>* Student is suspended for activity participation for one calendar year.</p> <p>* Suspension is reduced to nine months if student self-reports</p> <p>* Student may apply for re-instatment, providing evaluation & community service project</p>	<p>* Student is suspended from participation in all activities for the remainder of their high school career</p>

TOBACCO REGULATION FOR ACTIVITY ELIGIBILITY

Students determined to have possessed, used, distributed or sold tobacco shall receive the following consequences:

I. First Violation of Tobacco

A student determined to have committed a first violation at any time during the school year shall be suspended for 1/4th of the season (1/4th of the contests) from participation, competition or play, but not from practice and/or classes within the school day.

II. Second Violation

A student determined to have committed a second violation at any time during the school year shall be suspended for 1/2 of the contests, which may carry into the next season.

III. Third Violation:

A student determined to have committed a third violation at any time during his/her middle school careers shall be suspended from participation in all activities for one full year.

Due Process:

A student accused of a violation shall have due process consisting of the right to know the nature of the alleged violation, the right to tell his/her version of events, and the right to have other's comment on his/her behalf. You have the right to appeal the Activities Coordinator's decision provided the appeal is made to the **Middle School Administration** within 5 days. This decision may be appealed to the superintendent provided the appeal is made within 5 days. The superintendent's decision is final.

SECTION VII GENERAL INFORMATION

VII-A Arrival and Dismissal Procedures

All students must enter the school building when they arrive in the morning. Students may not be on school grounds or in the school prior to 7:30 AM. Students are assigned to specific waiting areas by grade level and are expected to not loiter across the street or in alleyways near the school. The designated waiting areas are:

STUDENT WAITING AREAS
8th Graders - Small Cafeteria 7th Graders - North Gym
6th Graders - South Gym Bleachers 5th Graders - South Gym Balony

Students should report directly to the designated waiting areas without stopping at their lockers or loitering in the halls along the way. Once students arrive at school, they are not to leave the school property without permission of school officials. Students will be released from the waiting areas for the beginning of the school day at 7:55 a.m. However, if students have an individual pass to see a teacher, they may feel free to use the pass according to the time marked on the pass. Students participating in the breakfast program may enter the cafeteria beginning at 7:30 a.m. each day that breakfast is served. Once students are finished eating breakfast, they may report directly to the appropriate morning waiting area, or they may continue to visit and wait with their friends in the cafeteria until the 7:55 a.m. bell. When school is dismissed, all students must do one of the following: (1) leave the school building and the grounds without delay, (2) report to an instructor for subject help, (3) report to a supervised after-school activity, (4) report to a room at the request of a teacher and/or administrator. (5) Report to the after school waiting area. If students are not doing one of the things listed above, they are asked to leave the school campus by 3:45 p.m. However, students who must wait for rides will report to the after school waiting area until their ride arrives. They will be dismissed through the office. We encourage all students to make appointments to arrive early or stay late to work with faculty members if they have questions about classes or work to do. However, students working with faculty members must have a pass and must report to the designated supervised area as quickly as possible before and after regular school hours. Any misbehavior may result in a permanent suspension from the waiting area.

VII-B Asthma Protocol

Update the Protocol to: State Law requires that our school be prepared to implement an emergency treatment plan, called a protocol, anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis). The protocol requires that 911 be called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. The protocol steps are designed to provide quick, effective care in order to prevent death from occurring due to severe asthma attack or anaphylaxis. Staff members have been trained to recognize the signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by Dr. David Rohwer.

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to our school staff. You may contact Karla Bartlett, Middle School Nurse. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student,

we will defer to the regulatory protocol described above. If, for whatever reason, you do not want your student to receive the life-saving emergency treatment under the protocol, you must file your written objection with the school. If you have any questions or concerns about the protocol or your student's health issues, please contact Karla Bartlett, Columbus Middle School Nurse.

VII-C Screenings

Students enrolled in Columbus Public Schools are provided health screening in accordance with Nebraska State Statute. The screening is conducted to help identify health concerns in as early a stage as possible, in an effort to enhance learning. Screening is not intended to be diagnostic, but to identify students with potential problems. Each student will be screened of vision, hearing, dental, height and weight. The state statute requiring health inspections in Nebraska does not allow a waiver option. Parents who request that their child not be screened at school must provide current screening results from a medical provider.

VII-D Automated Phone Calls

Columbus Public Schools does send a lot of information to parents regarding upcoming events and activities to keep them informed. The federal Telephone Consumer Protection Act, all calls—whether live, automated, or prerecorded voice calls or text messages—made to cell phones using an auto-dialer or other automated dialing technology are prohibited unless the calls are made for emergency purposes or made with the prior express consent of the cell phone subscriber.

In order to conform with new rules within the Federal Consumer Protection Act. The school will need obtain the “prior express consent” of the parent to call the cell phone number. The Federal Communications Commission has stated, “people who knowingly release their phone numbers have given permission to be called at the number which they have given, absent instructions to the contrary.” By signing receipt of this handbook you are giving Columbus Public Schools permission to call all cell phones registered in PowerSchool for school and student purposes.

VII-E Care of Building

Every attempt has been made to provide Columbus Middle School students with an attractive, secure learning environment. The care and protection of our building and its furnishings are essential to its quality appearance.

Posters and locker decorations must be approved by administration before being placed in the building.

It is the responsibility of all of the students to keep the school and its grounds clean and attractive. Students who deliberately create a mess will be held responsible by administrative disciplinary action, restitution for damages and clean-up cost.

VII-F Elevator Use

Students who have been injured or have a handicapping condition to the extent that stair travel must be curtailed will be granted the use of the elevator. A key may be checked out from the school nurse and students will be charged a \$5 fee to replace any lost keys. Elevator keys should be returned as soon as they are no longer needed.

MEDICAL EXCUSES FROM P.E. PARTICIPATION FOR HEALTH REASONS

A student may be excused from P.E. for reasons of health for one class period with permission of a parent and/or nurse. The student may be excused additional days by the school nurse if the situation is well-defined, if there is parental input, and/or if the situation is self-limiting. A doctor's statement may be required when deemed necessary. A student may be permanently excused from P.E. by a doctor's statement only!

VII-G Grades - Honor Roll

Honor roll is computed at the end of each semester.

4.0 Honor Roll 4.0 or higher

3.5 Honor Roll 3.5 or better with no grade below “B”

VII-H Grading and Grade Reporting Services

At Columbus Middle School we want students and parents to be informed about student progress and grades so that we can provide a basis for student, parents, and teachers to work together in maintaining a successful situation or bringing about an improved situation for the student.

Students and parents can check grades online or request updates on grades and academic performance any time by contacting individual teachers at 563-7060. Progress reports will be mailed to all students. At their discretion, teachers may also mail progress reports to students whose grades have dropped markedly or improved markedly any time during the quarter.

At the end of each grading period, each teacher reports a grade for each subject or subjects which (s)he teaches. All grades are printed on report cards. At the end of the first nine weeks, the first quarter, report cards are handed to parents at the time of Parent/Teacher conferences. At the end of the first semester and at the end of the third quarter, report cards are mailed. Report cards are mailed to parents after the end of second semester. If a student receives an incomplete, they will have 2 weeks after report cards are mailed to finish the

work, so the incomplete will change to a grade.

VII-I School Counselors, School Psychologists & School Social Workers Services

Parents can contact school counselors, school psychologists and school social workers by calling the building. School counselors and school psychologists are student focused and address concerns that affect the student's academic, behavioral, physical, social and emotional health. School social workers are parent/family focused and address concerns that impact a parent's or family's quality of life requiring community support services.

VII-J Head Injuries & Concussions

Columbus Middle School will follow the Return to Learn protocol for students that have been diagnosed with a head injury and/or a concussion.

VII-K Health Services - School Nurse

The Middle School has a full time nurse assigned to the building. The school nurse is available during regular school hours from 8:00 a.m. to 4:00 p.m. Students who become ill at school should request a pass from a teacher to see the nurse. **DO NOT SIMPLY REPORT TO THE NURSE'S OFFICE WITHOUT A PASS**; if you do, you will cause an attendance problem because the teacher you should have asked for a pass will report you absent from class. If a student is genuinely ill, the nurse may suggest over-the-counter medication which could alleviate symptoms, she may suggest a brief rest in the office prior to returning to class, and she may suggest and facilitate your going home for the remainder of the day.

In addition, the school nurse is responsible for monitoring the administration of all over-the-counter and prescription medications at school. Parents of students who have health problems or take medications daily must discuss medication procedures with the school nurse and sign a medication release form in order to have medications administered at school (see the section which follows).

Finally, the school nurse monitors immunizations required by state law, physicals required by the school and school sports programs, and health screenings required by the school district. Any questions related to these topics should first be addressed to the school nurse. She can be contacted by phone at 563-7060.

VII-L School Website

To access the Columbus Middle School website, first go to www.columbuspublicschools.org. From the "Our Schools" drop down menu select "Columbus Middle School". To visit individual teachers pages, click Academics on the left hand side. Then select Team Pages. A new page will appear with the following choices: 5 Maroon, 5 Silver, 6 Maroon, 6 Silver, 7 Maroon, 7 Silver, 8 Maroon and 8 Silver. Select the appropriate team and the weekly assignments for that team's teachers can be viewed.

VII-M Social Media

In an effort to better inform parents and the community, Columbus Public Schools will be using social media to share information. Social media includes but is not limited to Facebook, Twitter, blogging and podcasting. When posting information on Social Networks sites (such as Facebook), the district will only post group photos/videos with no names of students be used. If a student's name is used, there will be no photo. Students will not be allowed to post on any Social Media pages from the district. Social Media will be monitored by each building principal and only be used with their approval.

VII-N Lanyards, ID Cards & Activity Stickers

Students are required to wear a Lanyard with a Picture Identification Card. This adds to the safety and security for all students. Picture Identification Cards, which will be made at the Middle School, are mandatory for every student. The Picture Identification Cards will have the individual student's picture, his/her library bar code, and his/her cafeteria bar-code. However, there will be a \$5.00 replacement fee for lost Picture Identification Cards. Students who have lost their Picture ID Cards should get them replaced in the CMS office as soon as possible. Students may not use photocopied ID cards. This ID card can also be turned into an Activity Ticket if a student purchases a \$25.00 Activity Sticker. Stickers are sold at the Middle School each fall and are good at all high school events for the entire year. The Activity Sticker permits admission to most Columbus High School and Columbus Middle school events. A record of who has purchased Activity Stickers is kept in the Middle School office, and lost stickers can be replaced free of charge.

VII-O Media Center (MC)

Students must have their lanyards, student ID card and agenda with them in order to check out materials and are responsible for all materials checked out to their bar code and not returned. Resources may be checked out for varying amounts of time. Books are checked out for 3 weeks and may be renewed once. Back issues of magazines are checked out for one week. Reference books, encyclopedias, dictionaries, etc. are due back on the next school day. Neither atlases nor the latest issues of magazines may be checked out. However, back issues of magazines may be checked out for one week. All materials may be renewed upon request if another person has not reserved them. Students may have up to 5 items checked out at the same time if they do not have outstanding book fines. Exceptions will be considered on a case-by-case basis. Students must pay the full price for replacement of all lost materials (materials not returned after 30 days). At the end of each quarter, parents or guardians will be notified of any unpaid fines. Students who chronically have overdue books or large library fines will have their checkout privileges blocked. The MC has a computer lab for students to use. In order to access a computer in the lab, students must obtain a pass from the classroom teacher who gave the assignment. Upon arrival in the MC, check

in with the librarian before using a computer.

Special procedure for Anchor Time: at the beginning of each quarter, students will have 3 MC passes in the back of their agenda. These passes are to be used at the student's discretion for entry into the MC or room computer lab during Anchor Time; however, no extra passes will be issued after the 3 passes are used up. Each student must decide how best to use his or her own passes. These passes are non-transferable and will only be good for the quarter in which they are issued.

VII-P Lost and Found

All lost and found articles should be taken to and claimed in the Main Office. Unclaimed items will be given to a charitable organizations at the end of each quarter.

VII-Q Lunch Procedures

All Middle School students are expected to remain at the school from the time they enter in the morning until dismissal in the afternoon. Free/Reduced forms need to be returned promptly. Students are responsible for any charges accrued before the application is approved. Students may bring sack lunches if they do not wish to eat the school lunch. The Columbus Public Schools requests that, no student bring in commercially prepared food (i.e. McDonalds, Burger King, Subway, Pizza Hut, Taco Johns etc.) Each student is expected to bring only individual-sized portions which (s)he expects to eat. Large containers of chips or boxes containing multiple servings of a food item are not permitted. Students who bring sack lunches may purchase milk if they wish to do so. Students may not bring any candy or pop with them to eat at lunch. Sack lunches should not contain any glass items. All lunches must be eaten in the cafeteria unless special permission or instructions have been given otherwise by a school official. Students must use their intact student ID with bar code as they go through the main line or combo line. Students who do not have their student ID card must report to the end of the serving line. Students may deposit money into their account before school or during lunch periods.

Each student will be issued a student ID at the beginning of the school year. Students who lose or damage their student ID will be required to buy a replacement card for \$5.00. Ala carte items will be sold to 5th, 6th, 7th, 8th graders during their lunch time. Ala Carte items include such things as: water, yogurt, chips, juice, and additional main entree. Students purchasing these items must wait until the lunch line is served before entering the cafeteria kitchen. Ala carte items do cost extra and the student must have a positive student account to purchase items. The cost of the items can be deducted from the student account or the student can pay for the ala carte items in cash.

Be sure you and your student discuss how to handle the purchase of ala carte items parents can monitor their accounts on Powerschool. Finally, there will be no credit given to students during the last two weeks of school because it has become too difficult and time-consuming to collect. Students will need to watch their lunch balances closely during this last period to be sure they have lunch money for each day.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form a letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity.

Nondiscrimination Statement

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) **Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410**

(2) **Fax: (202) 690-7442; or**

(3) **Email: program.intake@usda.gov**

This institution is an equal opportunity provider.

VII-R Parent/Guardian Involvement and Participation

- The Parent/Guardian and Student Handbook shall include Policy 1005.02 and provide parents/guardians with the information as to when and how they can access instructional materials.
- The Parent/Guardian and Student Handbook is available online. Upon request, a paper copy of the handbook can be sent home with students. If sent home with students, parents/guardians shall return to the school a signed form indicating that they have received the Parent/Guardian and Student Handbook.
- Parent/guardian permission is required for out of town field trips. Parent/guardian notification is required for in town field trips. See also Policy 607.05.
- The Parent/Guardian and Student Handbook shall include an invitation to parents/guardians to attend and monitor instructional activities.
- Administrators shall notify parents/guardians in advance of special activities, such as assemblies, unless time does not permit.
- If a principal denies a parent's/guardian's request to attend and monitor instructional and/or special activities, the principal shall notify the parent/guardian of his/her rights of appeal as described in this regulation. Also, a full report including, but not limited to, the circumstances and rationale for the denial shall be sent to the Superintendent.
- Administrators shall notify parents/guardians if a substitute teacher will teach their child for four or more weeks.
- Administrators shall have available for parent/guardian access and review the curriculums, instructional materials, and school climate surveys used in their schools.
- Administrators shall provide additional opportunities for parents/guardians to review the materials listed above. Parents/guardians shall be notified in advance of such opportunities. Administrators shall take advantage of these opportunities to inform parents/guardians of how they can be more involved in the schools by contacting school staff and/or the Volunteer Coordinator at the Administration Building.
- Parents/guardians may obtain copies of curriculum for review by checking them out from the Professional Library located at the Administration Building. Parents/Guardians may obtain a personal copy of materials at their own expense.
- Parents/guardians shall be notified in the parent/student handbook, that lessons may be taught by a school counselor in the classroom setting. Lessons shall follow the district's curriculum.
- Parent/guardian permission is required for student participation in topical counseling groups or individual counseling sessions conducted by school counselors unless the student's safety is in question.
- Parent/guardian are encouraged to attend conferences in the fall and spring.
- Parents/guardians are encouraged to notify teachers if there are topics of concern to them. Teachers shall notify the parents/guardians in advance if these topics are to be used in planned lessons. The administrator shall be responsible for annually advising staff in August that there are subjects which may be sensitive or of concern to parents/guardians as part of classroom discussion. Such subjects which may arise that are not in the District curriculum may include, but are not limited to: death and dying; religious events and holidays; magic, witches, and sorcery. Teachers are also to be reminded by principals that any classroom discussion of a controversial topic should be in accordance with current Board Policy.
- Parents/guardians shall be notified in advance of Family Life instruction involving human sexuality (grades 5-12). Permission slips will

be included with the notification. If the notification is mailed to the home, the school shall require a parental/guardian response only if the parent/guardian does not give permission for the student to participate. If notification is sent home with the students, the school shall require a parent/guardian response indicating whether the student will or will not participate.

- If a parent/guardian has an objection to any instructional material or school experience, the school shall provide the parent/guardian with an appropriate form which may be used to express his or her objection. Forms and appeal procedures may be obtained from building secretaries.

- It shall be the responsibility of the administrator to notify parents/guardians in advance when their children will be taking standardized tests.

- It shall be the responsibility of the administrator to notify parents/guardians in advance of school sponsored surveys beyond the school climate surveys. If the notification is mailed to the home, the school shall require a parent/guardian response only if the parent/guardian does not give permission for the student to participate. If notification is sent home with the students, the school shall require a parent/guardian response indicating whether the student will or will not participate.

- The Board of Education shall hold an annual public hearing on Parent/Guardian Involvement and Participation in accordance with the statute.

VII-S Parent-Teacher Conferences

Parent-teacher conferences will be held at mid 1st quarter and mid-3rd quarter. There will also be an Open House for parents to meet their child's teachers. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by contacting the school office and making arrangements with the teachers.

VII-T Passes

Students in the hall during the instructional period must have a their lanyard, student ID and a signed pass from a staff member. Students who fail to comply with this rule will have their pass privileges suspended with the exact time based on frequency and severity of the offense.

VII-U Passes/Nurse

During the instructional day students are not allowed in the nurse's office unless first receiving a signed pass from a staff member. Students will be allowed to sign out to the nurse's office, at teacher discretion, only for medical, emergency and/or health related needs.

VII-V Physical Examinations

Nebraska State Law requires that each student entering the 7th grade must be examined by a qualified physician prior to entrance in the school. Physical forms may be obtained from the Middle School Office. Parent(s)/guardian(s) must comply with this law or object to the physical in writing. Students will be excluded from school if they fail to meet this requirement. Refusal forms are available from the school nurse. Transfer students, all grades, from out-of-state are also required to complete the physical examination. Parent(s)/guardian(s) having a question regarding this requirement should contact the school nurse.

VII-W Risk of Social Media Sites

These sites are public sources of information. Your school administrators, your parents, and law enforcement may see the information contained on these pages. These sites are also accessible to people who you do not know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the Internet as a means of conducting background checks on job applicants. What you say now on any social networking site may affect you years after the fact. What you say now on Social Media Sites may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. Criminal charges may be filed against you based on information posted on such sites.

VII-X School Resource Officer

Columbus Public Schools will have the services of a School Resource Officer during school hours. Columbus Middle School works closely with the officers of the court and will use the school resource officer in matters relative to federal, state and local violations. The School Resource Officer and Police/Sheriff's officers are allowed to interview students during the school day in the presence of a school official. Probation and parole officers are also in regular contact with school officials.

VII-Y Severe Weather and School Cancellations

The Superintendent may alter district schedules as appropriate to the particular condition. The Superintendent will notify local news media when inclement weather warrants such action. Local radio and television stations will broadcast the information along with the district website and social media site.

VII-Z Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children.

VII-AA Drug-Free School

Columbus Middle School implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto.

VII-AB Student Agenda Books

CMS as designed and printed student agenda books with the intent of improving the organizational habits of students and teachers. Students will be expected to carry their agenda books at all times as several uses have been built into the structure of this book. Students will be responsible for replacing lost or damaged agenda books at a cost of \$3.00. Agenda books remain the property of the school until the end of the school year.

VII-AC Student Schedule Changes

Students needing schedule changes should notify their School Counselor. Final approval of all schedule changes will be made by the Administration.

VII-AD Insurance

Students shall have the opportunity to participate in the health and accident insurance plan selected by the school district. The cost of the health and accident insurance program shall be borne by the student. Participation in the insurance health and accident plan is not a contract with the school district, but rather, a contract between the insurance company and the student.

VII-AE Transportation Services

The school provides transportation for students on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses. While riding school buses or other school vehicles you are expected to follow the same student conduct rules, which apply when you are on school property or attending school activities, functions or events.

VII-AF Tobacco, Alcohol, and Drug - Education and Prevention

Columbus Middle School promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs.

VII-AG Teacher Assistance – Before and After School

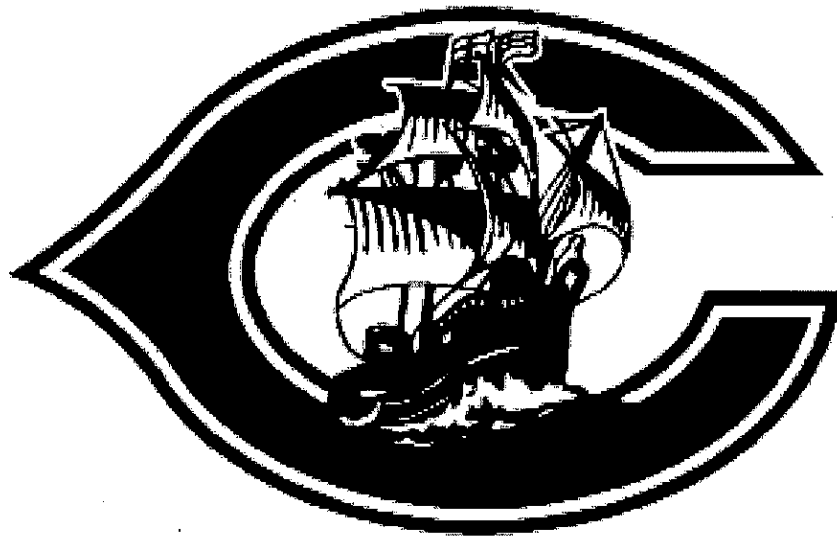
Teachers are on duty beginning at 7:45 a.m. each morning, but many of them are actually at school earlier than that. Teachers are willing to help students in the morning as long as they know that the students are coming in for help. Students will need a pass to see a teacher in the morning before school and should request that pass before they leave school on the day before.

All students will be dismissed at 3:30 p.m. unless they are asked to stay later by a teacher and/or administrator because they have not completed work of acceptable quality or turned in work on time or because they have not behaved appropriately in the classroom. During this same after school period, 3:30 - 4:00p.m., all teachers will be available to students for help sessions, make-up work, and special projects.

VII-AH Visitors Policy

All visitors, people who are not employees of the Columbus Public Schools or Columbus Middle School students, are to report immediately to the Middle School Office upon entering the building. Any violation of this rule may be considered trespassing and appropriate action may be taken. Student visitors from other schools are not allowed because they tend to disrupt the teaching and learning environment.

Columbus Middle School



MS Acceptable Use Agreement

2019-2020

COLUMBUS PUBLIC SCHOOLS MS STUDENT ACCEPTABLE USE AGREEMENT

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COLUMBUS PUBLIC SCHOOLS STUDENT ACCEPTABLE USE AGREEMENT

LOST - MISSING - STOLEN CHROMEBOOK -

If a parent or student determines that the student's laptop is lost, missing or stolen, please follow the appropriate procedure below:

Option #1: Call or report to the Middle School Office (402-563-7060) if Troy Medinger (CMS Technology Associate) is in the building, the call will be transferred to the Technology Office who will then notify Amy Mancini-Marshall (CMS Assistant Principal), and Jeff Uchtman (CPS Network Administrator).

Option #2: If Mr. Medinger (CMS Technology Associate) is not in the building, the information will then be shared directly to CMS Administration, Mr. Uchtman (CPS Network Administrator), and Mr. Corey Underdahl (CPS Technology Associate).

Outside the school day: Call the CPS Technology Hotline at 402-563-7069.

When calling in to report a lost or stolen device, please be prepared to provide the following information. If after hours, please leave the information on the answering machine

- Student's name
- Person's name making report
- Location where computer was when it went missing
- Contact number to be called back

***Parents: If you believe the computer is stolen, please contact the Police Department's non-emergency number 402-564-3201 immediately.**

If at any point the computer is located, please contact CPS Technology Hotline (402-563-7069) and report it as "FOUND."

Receiving and Returning Your Chromebook

1. Receiving Your Chromebook

- **Parent/Guardian Orientation (Required for all new students)**
 - All parents/guardians and their student are required to sign the Columbus Public Schools Chromebook Acceptable Use Agreement (AUA) before a Chromebook can be issued to their student. All students will be required to attend an orientation on acceptable use as well.
 - It is highly recommended one or both parent(s)/guardians attend the Parent session referencing responsibility and expectations of student use. This session will be held on September 4 (time TBA) in the CHS Concert Hall. Presenter will be Bobby Truhe from KSB law firm and typically lasts 1 hour. New issues or things parents may want to be aware of will be shared. All students will be required to attend a Digital Citizenship lesson presentation during the school day on September 4. Any student absent will be required to make up the lesson.
- **Device Distribution**
 - Students will receive their Chromebook during grade level orientation upon receipt of their signed AUA.
- **Device Distribution / Transfer and New Students to CMS**
 - Devices will be distributed to students by grade levels during the first week of the school year. Students and parents must sign the Acceptance Use Agreement (AUA) in advance of receiving their Chromebook.
 - All students new to CMS or those who were unable to attend orientation, will be able to pick up their Chromebook from the Columbus Middle School Technology Office located across from the main office. Both students and their parents/guardians must complete the digital literacy/citizenship requirements and sign the AUA prior to picking up a Chromebook.

2. Returning Your Chromebook

• End of Year

- At the end of each school year, students will turn in their Chromebook. More information regarding the check in will be available during the 2019-20 school year. Students shall retain all issued peripherals.
- Failure to turn in a Chromebook will result in the student being charged the full replacement costs.
- At the discretion of the Superintendent, the district may also file a report of stolen property with the Columbus Police Department for any Chromebook and/or issued peripherals which are not returned.

• Transferring/Withdrawing Students

- Students who transfer out of or withdraw from the Columbus Public Schools must turn in their Chromebook and all peripheral items to the Middle School Technology Office on their last day of attendance as part of the middle school check-out procedure (pink sheet).
- Failure to turn in the Chromebook will result in the parent/guardian being charged the full replacement costs for the computer and peripherals. Unpaid fines and fees of students leaving the Columbus Public Schools may be turned over to a collection agency.
- At the discretion of the Superintendent, the district may also file a report of stolen property with the Columbus Police Department within **48 hours** of the student's verified final day of attendance.

3. Equipment Repair and Replacement protection plan

- Columbus Public Schools **highly recommends** that families purchase the **damage protection plan** prior to the deployment of the Chromebook to students. The cost is \$25.00 annually for each Chromebook. Each claim covered by the protection plan will be assessed a deductible of 85/15 with the district covering 85% on a per incident basis during the 2019/2020 school year.
- If a student withdraws from Columbus Middle School and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated.
- **Disclaimer:** Recurring incidents of a similar nature that result in damage to the device will be reviewed and may not be covered by the **damage protection plan**.

4. Training

- Students will receive regular training during the school year to address care and usage of the Chromebook as well as usage of Google Apps (Discoverer Accounts).
- Regular digital citizenship training will also be provided to address respectful, responsible, and ethical use of the internet and digital tools.

Taking Care of Your Chromebook

1. Responsibility [See Section IV-AK Damage of School or Private Property of CMS Student Handbook p. 20]

- Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the CMS Technology Office. If a loaner Chromebook is needed, one will be issued to the student if available.
 - **Use the CPS Technology Hotline to report a lost/stolen computer: 402-563-7069.**
 - It is recommended that you keep your Chromebook clean. Approved cleaning supplies and appropriate procedures are available in the Middle School Media Center.
 - Keep food and drink away from your Chromebook.
 - Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
 - Never carry your Chromebook while the screen is open.
 - Keep pets away from your Chromebook and peripherals.
 - Chromebook must remain free of any writing, drawing, and inappropriate stickers, or labels. See guidelines on "Personalizing the Chromebook" on the next page.
 - Chromebook will be examined for cleanliness and wear at the time of check in.
 - It is recommended that your Chromebook be shut down when not in use to conserve battery life.
 - Shoving your Chromebook into a locker or wedging it into a book bag may damage the screen. The computer should always be placed in the computer bag provided by the district.
 - Heavy objects should never be placed on top of Chromebook.
 - Exposing your Chromebook to extreme hot or cold temperatures or direct sunlight for extended periods of time may cause damage to your Chromebook.

- Leaving your Chromebook unattended or unsecured could result in damage or theft for which you will be liable.
- We recommend that you bring your Chromebook to room temperature prior to turning it on.

2. Device Protection

- Each student will be issued a bag to store his/her Chromebook. It should be used whenever the Chromebook is being transported or not in use.
- Although the bags are reinforced to help protect the Chromebook, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and to protect his/her device.
- Hard shell plastic covers are not allowed due to potential damage caused to the Chromebook hinges.
- Computer bags other than those issued by CPS, may have metal zippers which have been known to damage the Chromebook aluminum case.

3. Carrying Chromebook

- Always transport Chromebook with care and in a manner that protects the device from damage.
- Never lift or carry Chromebook by the screen.
- Never carry Chromebook with the screen open.

4. Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth.

Using Your Chromebook

Students are expected to have a fully charged Chromebook at school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

1. Chromebook being repaired

- Loaner Chromebook may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook will be responsible for any damage to, or loss of, the loaned device.
- Chromebook on loan to students having their devices repaired must be checked out and checked in daily at the technology window. If student/parent agrees to assume responsibility for a second device, the student may take the loaner computer from the building. (**Signed checkout document is required**)
- Students will be contacted when their device is ready for pick-up.
- During holiday or spring breaks, students may contact the high school main office to arrange for assistance regarding their device.

2. Charging Chromebook

- Chromebook should be brought to school each day (if taken home) with a full charge.

3. Personalizing the Chromebook

- Appropriate personalization will be permitted. Personalization of your Chromebook must adhere to the symbolic expression guideline as stated in Section I-J of the student handbook.
- Students may add school appropriate music, photos, and videos to their Chromebook. Columbus Public Schools reserves the right to limit and/or deny access to any non-educational application or file.
- Concerns regarding compliance with technology guidelines may result in spot checks of the device by teachers, administrators and/or technology support staff at any time.

4. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones/earbuds may be used at the discretion of the classroom teacher.

5. Logging into a Chromebook

- Students will log into their Chromebook using their school-issued student ID.
- Students are not to share their account passwords with anyone other than their parent/guardian.
- In the event of a compromised account the Columbus Public Schools Technology Department reserves the right to disable a student's account.

6. Using Your Chromebook Outside of School

- Students who are given permission to bring their computers home are authorized to use their Chromebook at home and other locations outside of school.
- A WiFi Internet connection will be necessary for the some of Chromebook use; however, some applications can be used while not connected to the Internet.
- Students are bound by the Columbus Public Schools Use of Technology Policy, the Columbus Middle School Student Handbook and this Acceptable Use Agreement (AUA). See CMS Student handbook pages 18-20 Sections IV-AI Technology and Acceptable Use Policy for additional information on acceptable use.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

1. No Expectation of Privacy

- Neither students nor their parents have any expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. By using a Chromebook, students agree to such access, monitoring, and recording of their use.
- The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebook at any time for any reason. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

2. Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebook.

3. Updates

- Updating the Chromebook Operating System will be handled by District Tech via our software management system. Updating of device will be done at the district level.

4. Virus Protection

- There is no need for additional virus protection on chromebooks.

5. Content Filter

- The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. When a student comes across a website that is blocked in school, it will most likely be blocked out of school.
- If an educationally valuable site is blocked, students should contact the classroom teacher or media specialist, who will, in turn, submit a Helpdesk ticket to request the site be unblocked.

6. Inspection

- Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Software on Chromebook

1. Originally Installed Software

- Chromebook software is delivered via the Chrome management console and web store. These are web-based applications that do not require installation space on a hard drive. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.
- All Chromebook are supplied with the latest version of Chrome (OS), and other applications useful in an educational environment. District Technology staff will periodically install updates when the computer is idle or restarted.

2. Google Apps for Education (Discoverer Accounts)

- Chromebook integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets (spreadsheets), Slides (presentations), Drawings, Forms, Sites, Gmail, Groups and Blogger. All work is stored within Google Drive.

Repairing or Replacing Your Chromebook

Tech Support

All Chromebooks in need of repair must be brought to the Columbus Middle School Technology Office as soon as possible.

1. Vendor Warranty

- Chromebook include a three year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair or warranty work must be performed through CMS Technology Office.
- **Estimated Costs (Appendix A)**

2. Accidental Damage Protection

- Columbus Public Schools **is offering for students to purchase the damage protection plan** prior to the deployment of the Chromebook to your child. The cost is \$25.00 annually for each Chromebook. Each claim covered by the protection plan will be assessed a deductible on a per incident basis during the current school year.
- The Columbus Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Columbus Middle School Student Handbook.
- Columbus Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. The damage protection plan **does not** cover for loss of the Chromebook and/or its accessories or damages caused by misuse and abuse.
- **Parents/Students will be charged for full replacement cost of a device that has been damaged due to misuse or abuse as determined by the Certified technicians.**

3. Chromebook Technical Support

- The CMS Technology Office will be the first point of contact for repair/troubleshooting of the Chromebook.
- Services provided include:
 - Password recovery
 - User account support
 - Coordination of warranty repair
 - Distribution of replacement Chromebook
 - Hardware maintenance and repair
 - Restoring Chromebook to factory default
 - Chrome OS updates

Safe and Acceptable Use of Your Chromebook

1. Appropriate Uses and Digital Citizenship

- School-issued devices should be used for educational purposes and students are to adhere to this Acceptable Use Agreement (AUA) and all of its corresponding administrative procedures at all times.
- Violations of the Acceptable Use Agreement (AUA) may result in a Internet Use privileges being revoked or restricted until the student recertifies through the Digital Literacy. Digital literacy will be taught in the following required classes: 5th grade keyboarding class, 6th grade computer skills class, and 7/8 computer applications class.
- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following guidelines:
 1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
 2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
 3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
 4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
 5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
 6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

2. Columbus Public Schools Internet Use, Safety, and Computer Use Policy

- Columbus Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network.
- The administration reserves the right to refuse access to the Internet by Columbus Public Schools to anyone when it deems it necessary in the public interest.
- The School district's internet access and all school-issued technology are considered "school grounds" under the Nebraska Student Discipline Act and all other provisions of state and federal law.

3. Compliance with the Law and Use of Computers / Internet [See Section IV-W Cheating and Section IV-X Copyright and Fair Use Policy of CMS Student Handbook p. 14-15]

- Students using the Internet will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and expectations for student and parent privacy.
- Students at Columbus Public Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship.
- A copy of the scope and sequence or other outline of the Internet Safety Curriculum may be found in the district Curriculum Office.

4. Access to the Internet by Minors (individuals under the age of 18) or Adults (or individuals over the age of 18) [See Section IV-AI Technology Acceptable Use Policy and Section IV-AJ Google Docs/ Technology of CMS Student Handbook p. 19-20]

- Minors or adults shall:

1. Not access or transmit materials that is considered obscene, pornography, harmful to minors, or otherwise inappropriate for education and/or may be considered illegal activity.
2. Not use Columbus Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Columbus Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Columbus Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Columbus Public Schools.
6. Minors shall not disclose personal identification information on the Internet.

5. Policy Violations [See Section IV-AI Technology Acceptable Use Policy and Section IV-AJ Google Docs/ Technology of CMS Student Handbook p. 19-20]

- Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Columbus Public Schools, including applicable State and Federal laws.
- Details and definitions of the full Columbus Public Schools Acceptable Use Policy 504.09 & 606.06 can be reviewed at any media center in the Columbus Public Schools or online at <http://columbuspublicschools.org>.
- Students shall be granted permission to access the Internet under the direction of a teacher.

6. Acceptable Use [See Section IV-AI Technology Acceptable Use Policy and Section IV-AJ Google Docs/ Technology of CMS Student Handbook p. 19-20]

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
 - o As a safety precaution, full names or addresses are not to be revealed online.
 - o Computer and network resources have been provided for educational purposes - game-playing and commercial uses are prohibited.
 - o Sharing of individual accounts is prohibited.
 - o Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
 - o Chain letters and inter-relay chat are misuses of the system.
 - o Vandalism or "hacking" of any kind is prohibited.
 - o The security of the system and the rights of other users are to be respected at all times.
- Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Columbus Public Schools and/or civil authorities.
 - o Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Columbus Public Schools harmless from any claims or damages arising from such use. Columbus Public School District makes no warranties for the information or the services provided.

7. Privacy and Safety [See Section IV-AI Technology Acceptable Use Policy and Section IV-AJ Google Docs/ Technology of CMS Student Handbook p. 19-20]

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.

- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher, administrator and/or tech support staff immediately so that such sites can be blocked from further access.

8. Legal Propriety [See Section IV-W Cheating and Section IV-X Copyright and Fair Use Policy of CMS Student Handbook p. 14-15]

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Media Specialist or the Executive Director of Technology & Operations if you are in compliance with the law.
- Plagiarism is a violation of the Columbus Middle School code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

9. Email [See Section IV-AI Technology Acceptable Use Policy and Section IV-AJ Google Docs/ Technology of CMS Student Handbook p. 19-20]

- Students' email access will be through a Google Gmail system managed by the Columbus Public Schools. This email system is monitored by the Columbus Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration, parent/guardian or designee.

10. Discipline Consequences [See Section IV-AI Technology Acceptable Use Policy and Section IV-AJ Google Docs/ Technology of CMS Student Handbook p. 19-20]

- The student whose name, system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or the Columbus Public School's Acceptable Use Policy will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Columbus Public Schools Technology Department to ensure appropriate use. The Columbus Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.
- As a response to chronic absenteeism or truancy (5 or more documented/consecutive days of truancy), the parent will be contacted to return the Chromebook to the Principal's Office. The student will be converted to Daily Check-out/Check-in status through the remainder of the semester. If the student demonstrates improved and acceptable attendance through the remainder of the semester, the student's computer Take Home status will be restored.

Estimated Cost of Repair/Replacement

* All prices were current at the time this document was published. (July 18, 2018)

Part Number	Part Description	Self-Maintainer price
917725-855	ASSY-BATT 2C 47Wh 6.15Ah LI GM02047XL-PL	\$56.19
928840-001	HEATSINK, UMA	\$9.18
934739-850	GNRC-45W ADPTR nPFC USB-PD 3PIN	\$23.40
L07235-001	GNRC WC 1p Fix DM USB2 HD 720p VSEB BL	\$20.15
L14359-001	SPS-USB BRACKET	\$6.28
L14901-001	SPS-BASE ENCLOSURE - CBG	\$18.20
L14904-001	SPS-BASE ENCLOSURE - DCO	\$18.20
L14905-001	SPS-BATTERY TAPE	\$6.28
L14906-001	SPS-CABLE KIT	\$13.65
L14907-001	SPS-HINGE L&R	\$11.86
L14908-001	SPS-LCD BACK COVER W/ANT CBG	\$18.85
L14911-001	SPS-LCD BACK COVER W/ANT DCO	\$18.85
L14912-001	SPS-LCD BEZEL	\$8.92
L14913-001	SPS-LCD BRACKET	\$6.28
L14914-001	SPS-LCD CABLE NON-TS	\$8.82
L14915-001	SPS-LCD CABLE TS - AUO	\$9.30
L14916-001	SPS-LCD CABLE TS - LG	\$9.30
L14917-001	SPS-RAW PANEL LCD 11.6 HD AG LED SVA	\$64.35
L14918-001	SPS-PNL LCD 11.6 HD BV LED UWVA AUO TCH	\$133.90
L14919-001	SPS-SCREW KIT	\$6.84
L14920-001	SPS-SPEAKER	\$11.25
L14921-001	SPS-TOP CVR W/KB - US	\$24.70
L14922-001	SPS-TOUCHPAD	\$9.58
L14923-001	SPS-USB BD	\$9.15
L15851-001	SPS-MB UMA Cel N3350 4GB 32GeMMC	\$172.90
L18300-001	SPS-TOUCHPAD SUPPORT BRACKET	\$5.85
L19367-001	SPS-CORD C5 1.0M STK Conv NA	\$12.19
L20220-001	SPS-RUBBERS	\$5.85

Appendix B

CPS ChromeBook

ACCEPTABLE USE AGREEMENT

The Columbus Public Schools Student Acceptable Use Agreement (AUA) is for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Columbus Public Schools regarding the use of computers and the Internet in the Columbus Public Schools. Your signature also states that you authorize Columbus Public Schools to create and utilize "cloud services" accounts that will be under the control of Columbus Public Schools, but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to CPS.)

Additionally, as part of the Digital Literacy/Chromebook initiative at Columbus Middle School, Columbus Public Schools is **highly recommending** the purchase of a Damage Protection Plan prior to the check-out of the Chromebook to your child. Columbus Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection plan guidelines.

This damage protection plan does not cover for loss of the Chromebook and/or its accessories or damages caused by intentional misuse and abuse. Under this agreement, the Chromebook are protected to 85% of incurred cost from accidental damage. Columbus Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Columbus Middle School Student Handbook.

Parents/Students will be charged for damage due to intentional misuse or abuse at current replacement cost of the device including AppleCare coverage.

Acceptance of Liability

* Please INITIAL the plan you are choosing

_____ PLAN #1:

My student and I accept and will abide by the Columbus Middle School Chromebook Acceptable Use Agreement and I **am** purchasing the damage protection plan through Columbus Public Schools in the amount of \$25. (Cash or check made payable to Columbus Public Schools)

_____ PLAN #2

My student and I accept and will abide by the Columbus Middle School Chromebook Acceptable Use Agreement and I **am NOT** purchasing the damage protection plan through Columbus Public Schools and I **will assume responsibility for 100% of the cost of any repairs or replacement cost.**

Print Full Student Name Here

Grade

Student Signature

Date

Parent/Guardian Signature (REQUIRED)

Date

Print Full Parent/Guardian Name Here (REQUIRED)

NOTICE OF NONDISCRIMINATION

Employees, students, and parents of secondary school students, are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, treatment or employment in its programs and activities. Any person having inquiries concerning Columbus Public School District #1 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Dr. Troy Loeffelholz, Superintendent, Columbus Public School District #1, 2508 27th Street, Columbus, Nebraska 68601, telephone number 402-563-7000. Dr. Troy Loeffelholz has been designated by Columbus Public School District #1 to coordinate the institution's efforts to comply with the regulations implementing title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

NOTIFICATION OF AMERICAN DISABILITIES ACT

If you have any special needs requests that will assist you in participating in programs, services or activities of the Columbus Public Schools, please contact Dr. Troy Loeffelholz, Superintendent.

Columbus Middle School

2200 26th Street

Columbus NE 68601

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Fax: 402-563-7068

www.columbuspublicschools.org

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Staff Assignments

Office Phone Number: 402-563-7060

School Counselors

Angie Kruse - 8th Grade
krusea@discoverers.org

Kim Shevlin - 7th Grade
shevlink@discoverers.org

Mandy Boesch - 6th Grade
boeschm@discoverers.org

Jared Johnson - 5th Grade
johnsonj@discoverers.org

Office Support

Angie Andreasen - Secretary to Principal
Bridget Runquist - Secretary to Assist Principal
Traci Seim - Counselor's Secretary
Ashley Braithwait - Attendance Secretary
Sharon Danhauer - Secretary

Media Center

Amy Jahn- jahna@discoverers.org

School Social Worker

Heidi Luebbe - luebbeh@discoverers.org

After-Hours After-School Program

Stacey Whiting - Supervisor 402-563-4901
2610 14 St

School Nurse

Karla Bartlett - bartlettk@discoverers.org

Continuous Improvement Goals

Building Continuous Improvement Goals

Mathematics: CMS students will increase mathematics achievement.

Reading: CMS students will increase reading achievement.

Dear Parents and Students,

Our district mission statement of “Engaging All Learners to Achieve Success” is alive and well at Columbus Middle School. We are glad that you chose to learn here. We know that you will be able to find classes and activities that are of interest to you at CMS. Several factors make middle school a unique setting that is much different from the elementary level and high school.

Columbus Middle School provides:

- A strong core curriculum of reading language arts, math, science, and social studies
- Exploratory programs and activities in all areas of the curriculum to help students discover and extend interests and abilities
- An involved counseling curriculum
- A supportive environment for the physical and social development of every student
- An intramural and activity-oriented program to accommodate the needs of the early adolescent
- A positive climate that fosters self-esteem, self-discipline, and student responsibility
- Knowledgeable educators who are committed to the middle school design
- An on going program of training and professional skills that are based on the characteristics and needs of the adolescent
- Close contact and communication between parents and school
- Opportunities for intervention and acceleration when needs are identified
- A strong careers program that encourages post-secondary education
- An after-school program with workshops that reach out to a wide-range of student interests
- Interdisciplinary teams in which all students are “One of the family”

We hope that you find the information that you need in this book. Our counseling department will assist you with the registration process and make sure that you and your child have no unanswered questions.

Again, welcome to Columbus Middle School. We look forward to working with your child and you.

Amy Haynes, Principal

Teaming

What is a TEAM?

Every student who comes to Columbus Middle School will be placed on a team: Maroon 1, Maroon 2, Silver 1, or Silver 2. Teaming is a middle school concept that enables teachers to build relationships and better monitor students' social and academic needs in a smaller learning community. Teachers within a team consistently communicate with one another about the progress of their students and work together to help them achieve success.

All students assigned to a particular team will have the same set of core teachers for their required classes. This team of teachers meets twice a week to discuss classroom and school activities, accomplishments, and concerns.

Are there differences between teams? Teams are divided evenly. School counselors do placement on teams at the beginning of every school year.

Grading Procedures

Grade Policy

For grade point average purposes, Columbus Middle School will implement a 10 point scale.

A+	=	4.0	98 - 100%	C+	=	2.0	77 - 79%
A	=	4.0	90 - 97%	C	=	2.0	70 - 76%
B+	=	3.0	87 - 89%	D+	=	1.0	67 - 69%
B	=	3.0	80 - 86%	D	=	1.0	60 - 66%
				F	=	0.0	Below 60%

Daily Schedule

REGULAR BLOCK SCHEDULE

5th Grade

Advisory	8:00 - 8:22
Core Block	8:22 - 9:52
Core Block or Explo	9:54 - 10:28
Core Block or Explo	10:28 - 11:02
Core Block or Explo	11:04 - 11:38
Core Block or Explo	11:38 - 12:12
7 lunch	12:13 - 12:43
Core Block	12:44 - 1:52
Core Block	1:54 - 3:02
WIN	3:05 - 3:30

WEDNESDAY SCHEDULE

5th Grade

Advisory	8:00 - 8:20
Core Block	8:22 - 9:40
Core Block or Explo	9:42 - 10:11
Core Block or Explo	10:11 - 10:40
Core Block or Explo	10:42 - 11:11
Core Block or Explo	11:11 - 11:40
7 lunch	11:41 - 12:11
Core Block	12:12 - 1:10
Core Block	1:12 - 2:10
WIN	2:13 - 2:35

REGULAR BLOCK SCHEDULE

6th Grade

Advisory	8:00 - 8:14
Core Block	8:14 - 9:22
Core Block	9:24 - 10:32
Lunch	10:33 - 11:03
Core Block or Explo	11:04 - 11:38
Core Block or Explo	11:38 - 12:12
Core Block or Explo	12:14 - 12:48
Core Block or Explo	12:48 - 1:22
Core Block	1:24 - 2:54
Advisory II	2:55 - 3:05
WIN	3:05 - 3:30

7th Grade

Advisory	8:00 - 8:15
1	8:17 - 8:57
2	8:59 - 9:39
3	9:41 - 10:21
4	10:23 - 11:03
Lunch 7M	11:05 - 11:25
7S	11:15 - 11:35
5-6	11:05 - 12:10
7	12:12 - 12:52
8	12:54 - 1:34
9	1:36 - 2:16
10	2:18 - 2:58
WIN	3:05 - 3:30

**7M and 7S will switch the lunch schedule at semester

8th Grade

Advisory	8:00 - 8:15
1	8:17 - 8:57
2	8:59 - 9:39
3	9:41 - 10:21
4	10:23 - 11:03
5-6	11:05 - 12:10
Lunch 8M	11:40 - 12:00
8S	11:50 - 12:10
7	12:12 - 12:52
8	12:54 - 1:34
9	1:36 - 2:16
10	2:18 - 2:58
WIN	3:00 - 3:30

**8M and 8S will switch the lunch schedule at semester

WEDNESDAY SCHEDULE

6th Grade

Advisory	8:00 - 8:11
Core Block	8:12 - 9:10
Core Block	9:12 - 10:10
Lunch	10:11 - 10:41
Core Block or Explo	10:42 - 11:11
Core Block or Explo	11:11 - 11:40
Core Block or Explo	11:42 - 12:11
Core Block or Explo	12:11 - 12:40
Core Block	12:42 - 2:00
Advisory II	2:03 - 2:13
WIN	2:13 - 2:35

7th Grade

Advisory	8:00 - 8:13
1	8:15 - 8:50
2	8:52 - 9:27
3	9:29 - 10:04
4	10:06 - 10:41
Lunch 7M	10:43 - 11:03
7S	10:48 - 11:08
5-6	10:43 - 11:38
7	11:40 - 12:15
8	12:17 - 12:52
9	12:54 - 1:29
10	1:31 - 2:06
WIN	2:08 - 2:35

**7M and 7S will switch the lunch schedule at semester

8th Grade

Advisory	8:00 - 8:13
1	8:15 - 8:50
2	8:52 - 9:27
3	9:29 - 10:04
4	10:06 - 10:41
5-6	10:43 - 11:38
Lunch 8M	11:13 - 11:33
8S	11:18 - 11:38
7	11:40 - 12:15
8	12:17 - 12:52
9	12:54 - 1:29
10	1:31 - 2:06
WIN	2:08 - 2:35

**8M and 8S will switch the lunch schedule at semester

5th through 8th Grade Class Sequence

Career and Technical Education

Grade	Required	Elective
5th Grade	Keyboarding STEM 5	
6th Grade	Computer Skills 6 Discovering STEM 6 Family and Consumer Sciences 6	
7th Grade	Computer Applications 7/8 Investigating STEM Skills 7	Fashion and Finance 7 Foods and Family 7
8th Grade	Computer Applications 7/8 Investigating STEM Skills 8	Child Development and Care 8 Digital Media 8 Fashion and Finance 8 Foods and Family 8

English

Grade	Required	Elective
5th Grade	Reading Language Arts/Writing	
6th Grade	Reading Language Arts/Writing	
7th Grade	Language Arts 7	Reading Skills ** Yearbook **
8th Grade	Language Arts 8	Reading Skills ** Yearbook
		** Entry based on selection process

Fine Arts

Visual Arts Electives

5th Grade	Art Media and Elements
6th Grade	
7th Grade	Art Advanced Elements Art Advanced Principles
8th Grade	Art Contemporary Ideas Art Creative Methods

Music Electives

5th Grade	Music 5
6th Grade	Band 6 Music 6
7th Grade	Band 7 Chorus 7 Music 7
8th Grade	Band 8 Chorus 8 Jazz Choir-Vocal Tech (must audition)

Theater

7th Grade	Musical (must audition, extracurricular)
8th Grade	Musical (must audition, extracurricular)

Physical Education & Health

5th Grade	Fitness 5
6th Grade	Fitness 6
7th Grade	Health/Fitness 7
8th Grade	Health/Fitness 8

Mathematics

Grade	Required	Elective
5th Grade	Math 5	Math Skills **
6th Grade	Math 6	Math Skills **
7th Grade	Math 7 or Pre-Algebra 7	Math Skills **
8th Grade	Algebra 1 or Pre-Algebra 8	Math Skills **

**** Entry based on selection process**

Science

5th Grade	Science 5
6th Grade	Science 6
7th Grade	Science 7
8th Grade	Science 8

Social Studies

Grade	Required	Elective
5th Grade	Social Studies 5	
6th Grade	Social Studies 6	
7th Grade	Social Studies 7	Pre-Spanish
8th Grade	Social Studies 8	Spanish 1

5th through 8th Grade Course Descriptions

5th/6th Grade

CORE REQUIREMENTS

Year Long (required)

The courses for English-Language Arts, Math, Science, and Social Studies are aligned with Nebraska Standards.

Please visit the following link:

**[https://www.education.ne.gov/
AcademicStandards/index.html](https://www.education.ne.gov/AcademicStandards/index.html)**

5th Grade

Exploratory Classes (required)

STEM 5

1 Trimester / Required

Students are introduced to the basic (STEM) Science, Technology, Engineering, and Math concepts. Students will take part in an activity from each STEM area with hands-on activities that put their STEM skills to the test. Students will enjoy the hands-on, mind-on approach to robotics, design, flight, and problem solving.

KEYBOARDING 5

1 Trimester / Required

Students in this class will focus on typing technique. Students will demonstrate appropriate keyboarding skills using home row keys, proper finger placements, and key reaches. Students will spend time learning about and practicing digital citizenship. Students will demonstrate ethical behavior when using technology. Students will learn the various ways to use the Google Suite.

MUSIC 5

Yearlong / Required

This is a year long class for students with the goal of improving their musical literacy, creating a rap, composing a song with loops on GarageBand, and improving vocal techniques and part-singing. Students will be exposed to various kinds of musical styles-both singing and listening. Students will be given an opportunity to be in a public performance.

ART MEDIA & ELEMENTS 5

1 Trimester / Required

In Art Media & Elements students will learn the basics of various art media. Art media used in the course will include paint, pastel, clay, pencil and paper, and more. Students will also learn the basics of art elements. Students will apply their knowledge of the art elements and art media to create unique and exciting projects.

6th Grade

Exploratory Classes (required)

STEM 6

1 Trimester / Required

Students are introduced to the basic (STEM) Science, Technology, Engineering, and Math concepts. Students will take part in an activity from each STEM area with hands-on activities that put their STEM skills to the test. Students will enjoy the hands-on, mind-on approach to robotics, design, electronics, drafting, manufacturing, and problem solving.

COMPUTER SKILLS 6

1 Trimester / Required

Students will continue to focus on typing technique and use appropriate keyboarding skills to demonstrate speed and accuracy. Digital citizenship is reinforced and students will explain copyright laws. Students will use the Google Suite to save, upload, download, share, create, edit, cut, paste, insert, typeover, etc. Students will demonstrate their ability to utilize information in public domain by using public domain resources and cite properly.

FAMILY AND CONSUMER SCIENCES 6

1 Trimester / Required

Students will explore the four areas of family and consumer sciences in this course. Units covered include; Focus on Food, Money Management, Myself and Others, and Creative Sewing. This course will feature many hands-on and cooperative learning activities, including cooking experiences and the creation of a strip-quilt pillow. **Students provide their own materials for the pillow project.

MUSIC 6

Yearlong / Required

This is a year long class for students with the goal of improving their musical literacy, creating a rap, composing a song with loops on GarageBand, and improving vocal techniques and part-singing. Students will be exposed to various kinds of musical styles-both singing and listening. Students will be given an opportunity to be in a public performance.

Elective Classes

BAND 6

Year-Long / Elective

This class will provide students with the opportunity to learn a musical instrument. No previous instrumental experience is necessary. All students will be expected to perform in two evening concerts as well as a few others outside of the school day.

7th Grade

CORE REQUIREMENTS

Year Long (required)

HEALTH/FITNESS 7

Year-Long / Required

This class is a combination of health and fitness concepts. Students will learn about prevention of drug, alcohol, and tobacco use; healthy foundations and wellness; consumerism and media influences on your health; personal fitness development; dynamic and static stretches of muscles; and personal fitness development focusing on muscular strength/endurance and aerobic capacity.

LANGUAGE ARTS 7

Year-Long / Required

Students in seventh grade Language Arts will read a variety of fiction and nonfiction texts relating to various genres. The texts will include high-interest, short stories, and informational articles. Students will interact with the text by analyzing various literature concepts, author's purpose, literary devices, and text elements. Learning to summarize as well as answering literal and inferential questions will be a focus of this course. Using a variety of context clue strategies, students will build their vocabulary in order to construct meaning from text. Students will write descriptive essays by applying the writing process and the six traits of writing.

MATH 7

Year-Long / Required

This is general course in mathematics designed to help students understand the basic structure of mathematics and to develop ever-increasing mathematical ability. Topics such as integers, number theory, geometry, ratios and proportions, percents, problem solving, and estimation will be studied. Students will also study introductory Algebra concepts such as equation solving.

PRE-ALGEBRA 7 (must qualify)

Year-Long / Required

This is a course for students with a high ability in mathematics. This course includes an introduction to Algebra concepts, ratio/proportion/percent applications, and some geometry applications.

SCIENCE 7

Year-Long /Required

This is an integrated science course, which includes units on Earth Science and Space Science. The Earth Science portion will focus on plate tectonics (including earthquakes and volcanoes), erosion, the rock cycle, fossils, and soil. The Space Science portion will include phases of the moon, seasons, eclipses, constellations, tides, asteroids, meteors, and comets. Throughout the entire year the scientific method will be used. Students will use laboratory and problem solving skills. Students will be required to use appropriate math skills while developing these science skills.

SOCIAL STUDIES 7

Year-Long / Required

This social studies course focuses on the ancient cultures of Mesopotamia, Egypt, India, China, Greece, Rome, and the Middle Ages. We will study the geography, religion, achievements, politics, economics, and social structures of these cultures.

Exploratory Classes (required)

COMPUTER APPLICATIONS 7/8

1 Quarter / Required (7th or 8th Grade)

Students will expand their knowledge and understanding of basic computer functionality and keyboarding skills. We will spend time looking at more advanced features of Google Drive including formatting, add-ons, and spreadsheets. In addition, units of study will include beginner Microsoft Office Suite (Word, Excel, and Powerpoint).

7th Grade

INVESTIGATING STEM SKILLS 7

1 Semester / Required

In 7th grade STEM, students use the Design Process to solve problems. We do lots of projects to give students an opportunity to work with things that they normally wouldn't be able to do in the core classroom. We have three main sections during the semester. In the woodshop, we use basic hand tools and machines to build trebuchets. In the computer lab use a program called SolidWorks to do 3D modeling. The third area is the engineering room where student design and build scale model homes out of cardboard and builds water bottle rockets.

Elective Classes

ART PRINCIPLES

1 Quarter / Elective

This art class offers art at a more advanced level than in 5th grade and would be a suggested course for students interested in creating more advanced art. Art Principles focuses on the Principles of Art: Balance, emphasis, movement, proportion, space, unity, and pattern. Possible projects include creating a clay container for holding things, learning how to draw in 3D, and more. Projects are subject to change based on the teacher's discretion.

ART ELEMENTS

1 Quarter / Elective

This art class offers art at a more advanced level than in 5th grade and would be a suggested course for students interested in creating more advanced art. Art Elements focuses on the Elements of Art: color, form, line, shape, space, texture, and value. Possible projects include creating a clay sculpture, creating abstract art, and more. Projects are subject to change based on the teacher's discretion.

BAND 7

Year-Long / Elective

This class is open to all students who have previous experience playing a band instrument. Students in this class will perform in 2 formal concerts, 2-3 pep band performances at local basketball games, and can audition for various area honor bands.

CHORUS 7

Semester / Elective

Chorus class is designed to give students an experience in part singing and performance. Styles of music covered will vary and include pop, contemporary, and traditional. This class is designed for the student who enjoys singing and desires to explore the potential in their singing voice. Multiple performing opportunities will be given, including participating in the annual CMS Talent Show. This is a semester class, which may be repeated the 2nd semester if the student chooses.

FASHION AND FINANCE 7

1 Quarter / Elective

Learn how to stretch your dollars by developing consumer skills that help you make smart financial decisions. Use those consumer skills to select fabric and supplies to sew an item of clothing such as pajama pants, shorts, or a skirt. You will learn and practice new sewing techniques in the creation of your sewing project. Celebrate the completion of your project by helping to plan and present a fashion show with your class at the end of the quarter!

FOODS AND FAMILY 7

1 Quarter / Elective

In this class students will learn the basics of good nutrition. Students will prepare recipes from different food groups. They will become familiar with kitchen equipment and how to prepare a recipe in the kitchen. Students will get to practice safe and sanitary work habits. Students will identify personal skills necessary to build positive relationships.

GENERAL MUSIC

1 Quarter / Elective

This is a non-performance music class that lasts one quarter. We will study how to read and write music, how to play some basic piano skills, listen in depth to a variety of music genres and movie soundtracks/scores. Students who sign up for this class should have a desire to learn about music history and basic music theory.

7th Grade

PRE-SPANISH 7 **1 Semester / Elective**

This class will introduce material that will be used in Spanish I (8th grade). The purpose of this class is to make the transition easier to Spanish I and to help students gain an understanding of learning a world language. Upon successful completion of this class, students will be able to enter Spanish I (8th grade).

YEARBOOK 7 **Year-Long** **(must qualify)**

Yearbook will offer students the opportunity to design, assemble and distribute the annual CMS yearbook. Students will learn the elements of good design by creating computer-generated yearbook layouts. Students will also study and practice using the elements of good photography. Time commitments outside of regular class hours are required for those who participate in yearbook.

8th Grade

CORE REQUIREMENTS

Year-Long

ALGEBRA 1

Year-Long (must qualify)

This is a course for eighth grade students with high ability in mathematics. Students will learn Algebra concepts, some geometry, and statistic integration. This is the traditional freshman level Algebra course.

HEALTH/FITNESS 8

Year-Long / Required

In this class, students will study health and fitness-related concepts and the correlation between the two areas. Typical areas of study will include: prevention of drug, alcohol and tobacco use; mental and emotional health; nutrition; growth and development; dynamic and static stretches of muscles; and personal fitness development focusing on muscular strength/endurance and aerobic capacity.

LANGUAGE ARTS 8

Year-Long / Required

Students in language arts will read a variety of fiction and nonfiction text of various genres. The texts will include high-interest selections, short stories, and informational articles. Students will interact with the text by analyzing various literature concepts, author's purpose, literary devices, and text elements. Students will write in a variety of modes by applying the writing process and the six traits of writing.

PRE-ALGEBRA 8

Year-Long / Required

This is a general course in mathematics pertaining to Pre-Algebra concepts and making connections within mathematics. Topics studied will include the real number system, measurement and geometry, algebraic concepts, and data analysis and probability. This is the traditional course for eighth graders.

SCIENCE 8

Year-Long / Required

This course will begin with a unit on the scientific method. The culmination of this unit will be a science fair project and presentation. Students will also learn about basic cell structure, mitosis, explore differences in types of cells, and genetics during the life science unit. They will study physics by investigating energy and Newton's 3 Laws of Motion. Students will complete a unit of chemistry and investigate chemical changes and their reactions, properties of matter, atomic structure, and properties and uses of metals, nonmetals, and metalloids.

SOCIAL STUDIES 8

Year-Long / Required

Students will study the social science topics of American history, government, and economics. Students will complete a variety of projects, which tie these units of study to real world applications.

Exploratory Classes (Required)

INVESTIGATING STEM SKILLS 8

Semester / Required

In 8th grade STEM, students use the Design Process to solve problems. We do lots of projects to give students an opportunity to work with things that they normally wouldn't be able to do in the core classroom. We have three main sections during the semester. In the woodshop, we use basics hand tools and machines to build mousetrap cars. In the computer lab use a program called SolidWorks to do 3D modeling. The third area is the engineering room where students build VEX robots and design challenges or for the robots to complete.

8th Grade

COMPUTER APPLICATIONS 7/8

1 Quarter / Required

Students will expand their knowledge and understanding of basic computer functionality and keyboarding skills. We will spend time looking at more advanced features of Google Drive including formatting, add-ons, and spreadsheets. In addition, units of study will include beginner Microsoft Office Suite (Word, Excel, an Powerpoint).

Elective Classes

ART IDEAS

1 Quarter / Elective

This class focuses on new and current trends in the art world that have developed into the last 50 years. Students may create works using both digital and experimental mediums. Artwork in this class will focus more on creating thoughtful and meaningful compositions versus function. 8th grade art classes encourage more freedom and choice when creating artwork, and with this a high level of maturity and interest is required.

ART METHODS

1 Quarter / Elective

Art Methods focuses on more traditional art methods used in the art world throughout history. Students may learn various techniques such as using a printing press, painting, drawing, and creating art that serves a function. 8th grade art classes encourage more freedom and choice when creating artwork, and with this a high level of maturity and interest is required.

BAND 8

Year-Long / Elective

This class is open to all students with at least 2 years of experience playing a band instrument. Students in this class will perform in 3 formal concerts, a possible clinic day and/or concert band festival, and 3-4 pep band performances at local basketball games. Students will also have the opportunity to audition for various area honor bands.

CHILD DEVELOPMENT AND CARE 8

1 Quarter / Elective

In this class you will learn about four stages of childhood: infants, toddlers, preschoolers, and school-age children. You will study how children grow and develop, and how to keep them safe. You will create activities that will help children learn and put together a portfolio of ideas you can use when you are caring for children.

CHORUS 8

Semester / Elective

Chorus class is designed to give students an experience in part singing and performance. Students will sing and explore the potential in their singing voice with a variety of music including pop, contemporary, and traditional. Multiple performing opportunities will be given including participating in the annual CMS Talent Show. This is a semester class which may be repeated the 2nd semester if the student chooses.

DIGITAL MEDIA 8

1 Quarter / Elective

Students will expand their knowledge of basic computer skills and explore advanced software elements in the Microsoft, Google, and Apple Suites. This class will explore different coding platforms and advanced hypermedia software, such as iMovie, Garageband and other multimedia formats.

FASHION AND FINANCE 8

1 Quarter / Elective

Does your money seem to disappear quickly? Develop the skill of budgeting to wisely manage your money and learn how to deal with spending temptations.

The world of fashion will be explored with a unit in Textiles, Clothing, & Design. After learning the elements of design, you will use paint or another selected technique to create a design on a t-shirt or other fabric item. You will practice your sewing skills in the creation of a table runner or other home decor item and a drawstring bag. Learn new sewing technology and be creative by using the serger and embroidery machines on your projects!

8th Grade

FOODS AND FAMILY 8

1 Quarter / Elective

Students will learn the basics of making healthy eating choices. Students will prepare foods from different meals of the day. They will become familiar with kitchen equipment and how to prepare a recipe in the kitchen. They will explore kitchen management and meal planning. Students will identify personal skills necessary to build positive relationships.

JAZZ CHOIR-VOCAL TECH 8

(must audition)

Semester / Elective

This is a higher-level voice class that will involve the in-depth study of the voice and jazz singing. Students enrolled in this class must possess a sincere desire to sing. Students will study how the voice functions, techniques to improve the quality of the voice, and advanced styles of jazz and pop literature. The student will learn the basics of a sound system and how to use it correctly. There will be opportunities for students to sing at the NCDA Jazz Festival and several other public performance opportunities. Students must audition to be admitted in this class.

SPANISH I 8

Year-Long / Elective

Prerequisite: Middle School students enrolling in Spanish I, must have a C average or higher in both the first semester and second semester of 7th grade English.

In this class, you will dive into the Spanish language. You will be expected to memorize vocabulary, incorporate vocabulary in class, and conjugate a variety of verbs. Upon successful completion of this class, students will be able to enter Spanish II in high school.

YEARBOOK 8

Year-Long

(must qualify)

Yearbook will offer students the opportunity to design, assemble and distribute the annual CMS yearbook. Students will learn the elements of good design by creating computer-generated yearbook layouts. Students will also study and practice using the elements of good photography. Time commitments outside of regular class hours are required for those who participate in yearbook.

Special Programs

5th through 8th Grade

MATH SKILLS 5, 6, 7, 8

1 Quarter (repeated as needed)

Prerequisite: MTSS Team Decision

This course is designed to help students improve their math skills. It is an extra math class in addition to the student's regular math class. The STAR Math assessment is administered to determine strengths and weaknesses, and the lessons and activities are targeted to help improve the weak skill areas.

READING SKILLS 5, 6, 7, 8

This course is designed to provide extra instruction and support to improve students' reading skills. It is an extra reading class in addition to the student's regular Language Arts class. The STAR Reading assessment and Core Phonics Survey are used to determine areas of needed improvement. The lesson and activities are focused on improving weak skill areas.

English Language Learner

ENGLISH LANGUAGE DEVELOPMENT 5-8 (must qualify)

A general course in ELL English for English Language Learners. This class is for sixth grade ELL students that will provide extra English practice and aid in the writing, reading, speaking and listening aspects of the English Language. Students will read a variety of fiction and nonfiction texts relating to various genres. The texts will include classic, award-winning, and high-interest works. The focus will be on English language acquisition.

ELL MATH 5-8 (must qualify) Year-Long / Required

ELL Math 5-8 is a general course in mathematics for English Language Learners. Students will learn basic operations with whole numbers, decimals, and fractions. Topics such as place value, measurement, number theory, ratios and proportions, integers, graphs, and estimation strategies will be studied. Sheltered instruction in English and increased attention to vocabulary will be used for instruction. Newcomers (less than 2 years of English language instruction) may have bilingual support to increase understanding of math concepts. The focus will be on the acquisition of mathematical terms in the English language.

RECENTLY ARRIVED ENGLISH 5-8 (must qualify) Year-Long / Required

ELL Recently Arrived English is an English Language Development class. Speaking, listening, reading, writing, and comprehension skills of the English language will be developed. The focus will be on acquisition of social studies terms in the English language.

RECENTLY ARRIVED SCIENCE 5-8 (must qualify) Year-Long / Required

Recently Arrived Science is a general course in science for English Language Learners and helps students to develop confidence to question and seek answers based upon evidence and independent thinking. Students will be given an opportunity to explore and investigate their world using content and hands-on approach with instructional materials readily available. The focus will be on acquisition of science terms using the English language.

RECENTLY ARRIVED SOCIAL STUDIES 5-8 (must qualify) Year-Long / Required

ELL Recently Arrived Social Studies is an English Language Development class. Speaking, listening, reading, writing, and comprehension of the English language are developed using Social Studies concepts including geography, community, school, history, and government topics. The focus will be on the acquisition of social studies terms in the English language.

RECENTLY ARRIVED WRITING 5-8 (must qualify) Year-Long / Required

A general course in writing for English Language Learners who are recently arrived. The Write Steps program will be used for this course. The focus will be on basic writing skills and conventions. Writing complete sentences and paragraphs in English is the goal of the class.

High Ability Learner

DISCOVERY 7

(must qualify)

1 Quarter / Elective

Discovery 7 is a class for students identified for the Gifted and Talented Program at Columbus Middle School. (Students identified for the Discovery High Ability program at the elementary level or at the 6th grade level are already identified for the Middle School Program.) The activities in the class include: logical thinking, critical thinking, creative thinking, and computer applications. Students will apply research, mathematical and writing skills to complete several projects.

DISCOVERY 8

(must qualify)

1 Quarter / Elective

Discovery 8 is a class for students identified for the Gifted and Talented Program at Columbus Middle School. (Students identified for the Discovery high ability learner program at the elementary level are already identified for the Middle School Program.) The activities in the class include: developing the school newspaper, logical & creative thinking, and applying research skills to complete projects of personal interest.

Special Education

BEHAVIOR SUPPORT PROGRAM DESCRIPTION

Year-Long

Prerequisite: IEP Team Decision

The Behavior Support Program focuses interventions on the social, emotional and behavioral needs of students while providing instruction to support the students' participation and progress in the general curriculum. Behavior intervention plans will be individualized to meet the needs of each student. Students will be integrated into general education classrooms whenever possible.

HIGH NEEDS AND THE AUTISM COMMUNICATION LIFE SKILLS PROGRAM

Year-Long

Prerequisite: IEP Team Decision

High Needs and the Autism Communication Life Skills Programs are designed to meet the daily living needs of students with varying disabilities while teaching skills needed for the students to become as self-sufficient as possible. The areas covered in the High Needs and ACLS programs include: daily living skills, basic academics, social skills, sensory awareness, community awareness, personal hygiene skills, and communication skills. All students are on individualized programs according to their own personal needs as determined by the IEP (Individual Education Plan) team.

CURRICULUM LIFE SKILLS PROGRAM (CLSP)

Year-Long

Prerequisite: IEP Team Decision

This program is designed to equip students with basic skills they will need to be successful in today's society. The program is individualized for each student based upon his or her Individualized Education Program goals.

CURRICULUM LIFE SKILLS MATH

The main goal of our math program is to develop competency in the four basic functions of addition, subtraction, multiplication, and division for positive, whole numbers. Identifying coins by name and value as well as adding money and making change. They will be introduced to basic story problem that deal with everyday issues. They will also be able to build on their time telling skills. Students will also be exposed to and using fractions and patterns. Other math topics will be covered based on the students need.

CURRICULUM LIFE SKILLS READING

Our reading program focuses on word identification, sentence structure and meaning and reading comprehension. Students will read several short stories and chapter books throughout the year, both fiction and non-fiction. Students will be asked to write summaries over chapters as well as answering various 5WH questions. They will also work on sequencing events from both short stories and chapter books. Students will also work building their predicting skills.

CURRICULUM LIFE SKILLS DAILY LIVING

This course will cover several areas of daily living skills and intended to build a student's independence skills. Students will work on understanding nutrition and making healthy choices which will build into them creating appropriate meal plans. They will work on creating grocery lists based off of recipes and meals. They will on how to read and follow recipes as well as cook simple meals in the kitchen. They will work on knowing their personal information and identify situations when they need to share it. Students will also work on reading and following map directions. They will also be exposed to several community experiences where they will be able to demonstrate the skills that they have learned. Students will also work on proper safety skills. Other topics in the daily living class could be covered based on a student's need.

Extracurricular Activities

5th/6th

After-Hours Program
Intramural Basketball (6th grade, boys & girls)
Destination Imagination
Flag Football (6th)
Geography Bee
Science Quiz Bowl
Intramural Volleyball (6th)
Intramural Wrestling (6th)

7th

After-Hours Program
Basketball (boys & girls)
Destination Imagination
Football
Geography Bee
Mathcounts
Musical
Science Quiz Bowl
Student Council
Talent Show
Track (boys & girls)
Volleyball
Wrestling
Yearbook

8th

After-Hours Program
Basketball (boys and girls)
Destination Imagination
Football
Geography Bee
Mathcounts
Musical
Science Quiz Bowl
Student Council
Talent Show
Track (boys & girls)
Volleyball
Wrestling
Yearbook

AFTER-HOURS PROGRAM (after-school program) in partnership with Communities-Together-Can Quarterly

After-Hours is an after-school program that focuses on enriching students' lives through a variety of workshops offered in a safe and inviting atmosphere. Inclusion, respect and social responsibility are key elements of this program. Before and after workshop time, tutors are available to help with students' homework. Each quarter, students are offered the opportunity to select one or two workshops in an area that they are interested. An example of workshops offered could include: robotics, cooking, dodge ball, or drawing. Each workshop meets a total of fifteen times during the quarter. Information sheets go out to all students each quarter. The program operates Monday, Tuesday, and Thursday until 6:00 p.m., and Wednesday until 5:30 p.m. Each workshop charges a one-time \$6 material fee.

FIELD TRIP OR EXCURSION APPROVAL FORM
Activities That Result In Loss Of Student Days
Out of State Activities

Date: 6/4/2019

Proposed excursion date: 12/26-30/2020

Student group for which request is made: Discoverer Marching Band

Purpose of trip:

To participate in the halftime activities of the Camping World Bowl in Orlando.

Educational benefit:

- Participation in a college bowl game experience with students from around the country.
- Participation in a parade adjudicated by top clinicians
- Visit an educationally relevant destination.

Nature of request (Check One) 1 time only Annual

Is the event sanctioned? (NSAA Activity) Yes No

Cost of trip: ~\$2100 per student.

Cost to district: No district funds are requested at this time.

How will funds be raised: Student will participate in the annual discount card fundraiser and have the opportunity to raise funds through the fireworks stand. Students will begin making payments in August of 2019 and will have until October of 2020 to complete payments.

Timelines of event: See attached sample schedule

Number of student school days forfeited: none

Other pertinent information:

Approval signatures:

Principal: Date:

Superintendent: Date:

School Board President:

Date of formal board approval:

Attach the following information along with this request.

1. *A detailed budget including expenses and revenue.*
2. *Travel information.*
3. *Parental permission form.*
4. *NSAA Waiver for competitions in excess of 600-miles round trip.*



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**COLUMBUS HIGH SCHOOL MARCHING BAND
CAMPING WORLD BOWL GAME
FIVE DAY ORLANDO PERFORMING TRIP
DECEMBER 27 - 31, 2020**

28938.5

DAY 1 Thursday 12/26

Depart Omaha Airport, morning
Arrive Orlando, Meet EDT Trip Leader(s)
Hotel Check-in, Orientation
City Walk or Hard Rock Dinner

DAY 2 Friday 12/27

Full American Breakfast at hotel
Director's Meeting
First Bowl Game Rehearsal
Universal's Holiday Parade
Lunch & water after parade
Universal Studios and Islands of Adventure Parks
Meal coupon

DAY 3 Saturday 12/28

Full American Breakfast at hotel or outside restaurant options
Final Dress Rehearsal
515pm **Camping World Bowl Kick-Off**
Mass Band Performance Halftime Show
Meal coupon at Game

DAY 4 Sunday 12/29

Full American Breakfast at hotel
Universal Studios and Islands of Adventure Parks
Farewell Dinner - Medieval Times Tournament Dinner Show

DAY 5 Monday 12/30

Full American Breakfast at hotel and hotel check-out
Last minute shopping time at Disney Springs or City Walk
Depart for home

Columbus HS
Camping World Bowl Pg 2.

Trip Includes:

Round trip air transportation from Omaha
One round trip airline bag fee included
Air allowance \$500
Motor coach while touring, driver gratuity
4 Nights hotel accommodations, quad/triple students, double adults
4 Breakfasts, 1 Lunch, 4 Dinners tax and gratuity
All admissions, arrangements, taxes and gratuities
Half-time show Camping World Bowl
Bottled water after parade and rehearsals
2 Day pass Universal Studios and Islands of Adventure
Game ticket for each participant
Souvenir for every participant
Lunch after parade
One 24-hour-a-day EDT Trip Leader on each motor coach in the destination
One souvenir trip DVD with GPS tracking for each traveler

Other inclusions:

Rehearsals with nationally renowned band directors
Specially arranged music and CD for pre-trip rehearsals
Director's gift
Patches for students
Director's preview trip prior to travel

Tour Pricing

Minimum 40 paying participants on each bus, 1:20 complimentary traveler

Student Price _\$2141_____ Adult Price _\$2462_____

Minimum 35 paying participants on each bus, 1:20 complimentary traveler

Student Price _\$2175_____ Adult Price _\$2501_____

Minimum 30 paying participants on each bus, 1:20 complimentary traveler

Student Price _\$2221_____ Adult Price _\$2554_____

At 90 days prior to departure, with minimum 45 paying on each coach, the trip price would change to:

Minimum 45 paying participants on each bus, 1:20 complimentary traveler

Student Price _\$2115_____ Adult Price _\$2432_____

**Performances and clinics are subject to availability and acceptance. Order of events may vary.*

BOARD COMMITTEES

Committees will be appointed by the president of the board. ~~Board~~ These committees are created for specific tasks of seeking information, ~~or investigation and will report~~ **make recommendations** back to the board for its consideration and action. Committee action is advisory only. ~~Each committee will have a chairperson appointed by the president.~~ In addition to appointing the three members to the Committee on American Civics at the annual board organizational meeting in January for one year, **the board president** will ~~may wish to appoint additional~~ **standing** committees on: ~~topics such as~~

- a. **Personnel and Negotiations**
- b. **Curriculum and Instruction**
- c. **Finance and Facilities (includes technology and equipment)**
- d. **Policy**
- e. **Americanism and American Civics**
- f. **Social and Emotional**
- g. **Safety and Security**

- ~~a. curriculum, instruction and assessment,~~
- ~~b. personnel and community relations,~~
- ~~c. facilities and finance,~~
- ~~d. technology and equipment,~~
- ~~e. transportation,~~
- ~~f. negotiations, and~~
- ~~g. policy.~~

Other appointments by the Board President will include:

NASB Delegate Assembly
NASB Legislative Relations
Columbus Public Schools Foundation
School Bell

The Committee on American Civics shall:

1. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
2. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
3. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted by the Nebraska Department of Education and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
4. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of

national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;

5. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
6. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted by the Nebraska Department of Education;
7. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
 - a. naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
 - b. Attendance or participation between the beginning of eighth grade and completion of twelfth grade in a meeting of a public body which is a subdivision of the state and not a subcommittee of that body, followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to that attendance or participation; or
 - c. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by either George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, or Thanksgiving Day or on a topic related to such person or persons or event; and
8. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

Legal Reference: Neb. Statute 79-724

Cross Reference: 201.01 Board Powers and Responsibilities
 604.11 Citizenship

Approved _____ Reviewed _____ Revised _____

RESIDENT STUDENTS

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

The residence of a student means the place, abode, or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. However, a student may establish a dwelling with someone other than the parents and attend public school in the school district without paying tuition if the primary purpose for residing in the school district is not for the purpose of obtaining a free public education.

Children of military families may enroll preliminarily in the district if a parent presents evidence of military orders that the military family will be stationed in this state during the current or following school year. A student of a military family shall be admitted to the school district without charge upon arrival in Nebraska. When any person is on active duty as a member of the United States Army, Navy, Marine Corps, or Air Force in the State of Nebraska and is residing on federally owned property, any child of school age of that active duty member who also resides on that property shall be considered a resident of the school district where that property is located in accordance with the statutes. This also applies to children of parents employed by the federal government and residing with their parents on the property of national parks or national monuments within this state.

Each case involving the determination of residence of a student will be decided upon its individual merits by the superintendent. Payment of tuition will not be required in cases where the resident student would otherwise be denied free common school privileges. The burden of proof to supply the necessary documents to demonstrate legal residence shall rest with the person claiming legal residence in the district. The superintendent shall determine the specific documents required for collecting enrollment, admission, and related information needed for any student to attend and they may be provided through electronic means or other means specified by the Nebraska Department of Education.

Legal Reference: Neb. Statute 79-215

Cross Reference: 101 District Organization and Basic Commitments
 503 Student Attendance
 801 Transportation

Approved _____ Reviewed _____ Revised _____

pSTUDENT DIRECTORY INFORMATION

Student directory information shall be defined in the annual notice. It may include the student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and **can submit a written request** for the exclusion of their child's information **from** the directory or in the general information about the students.

The district is required to supply class lists including name, address and phone number to college and military recruiters upon their request. **Military recruiters will also be provided the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.**

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

Student's name and grade

Parent/legal guardian name

Address

Telephone number

Date and place of birth

Dates of attendance

The image or likeness of students in pictures, videotape, film or other medium

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Degrees, honors and awards received

Most recent previous school attended

Certain class work, which may be published on district electronic feeds.

A parent or guardian of a student in a high school grade may submit a written request to the district that the name, address and phone number for that student shall not be released without prior written consent of the parent or guardian. Upon receiving this request, a district shall not release that information without the prior written consent of the parent or guardian. Within thirty days prior to or following the beginning of each school year and, for a new student who enrolls after the beginning of a school year, within thirty days following such enrollment, the district shall notify the parents and guardians of each student in the high school of the option to opt out of directory information release.

When a student reaches eighteen years of age, the permission given to the parents or guardians to opt out of the information release shall only be given to the student. Within thirty days prior to or following the beginning of each school year and, for a new student

who enrolls after the beginning of a school year, within thirty days following such enrollment, the district shall notify each student who is at least eighteen years of age or who will reach eighteen years of age during the school year of the option to opt out of the information release and that any such request made previously by a parent or guardian for the student expires upon the student reaching eighteen years of age.

It shall be the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents. Nothing in this policy shall limit the applicability of federal FERPA laws.

Legal Reference: 20 U.S.C. § 1232g (1994).
 34 C.F.R. Pt. 99, 300.560 - .574 (1996).
Cross Reference: 506 Student Activities
 1003 Public Examination of District Records

Approved _____ Reviewed _____ Revised _____

Regular Meeting
Monday, June 17, 2019 5:30 PM Central

Administration Building
2508 27th Street
Columbus, NE 68601

Candace Becher: Present
Mike Goos: Present
Michael Jeffryes: Present
Doug Molczyk: Absent
Theresa Seipel: Present
Douglas Willoughby: Present
Present: 5, Absent: 1.
Mr. Molczyk is excused.

I. Board Meeting

I.A. Call to Order

I.B. Roll Call of Board

I.C. Pledge of Allegiance

I.D. Notice of Open Meeting Posted

I.D.1. President insures all can hear proceedings

I.E. Mission Statement

Theresa Seipel read the Mission Statement.

I.F. Opportunity for Public to be Heard

No one spoke to the board.

I.G. Presentations

I.G.1. Foundation Presentation

CPS Foundation Executive and Marketing Director Nicole Anderson said her marketing theme is I'm a Discoverer. She said CPS staff are the best form of marketing. Anderson said since she started in January through May a lot has happened. There is a new CPS Foundation website www.cpsanchor.com. She has tried to design it to be a one stop shop for alumni. The new site also allows for online registrations and donations. This year the foundation awarded 25 scholarships and \$5,000 in dual credit scholarships for Career and Technical Education classes.

There were three applications for classroom grants and two were awarded. Chelsea Werner was approved to purchase speech apps for kids to use. Anderson said these are very cost effective because the app can be put in the cloud so it doesn't need to be on a specific machine. Stacy Smith and Heidi Field were also approved to purchase bands to be used in strength and conditioning.

Carl Edwards was selected as Operations Employee of the Year and Stacy Smith was named Educator of the Year. Anderson and Executive Director of Operations and Technology Leonard Kwapnioski are working with Platte Valley Precast to get the sidewalk around the anchor poured. The goal is to have it done before the first reunion in July. She said she has also been pushing for people to purchase bricks. The Discoverer Dash is set for Sept. 13. The first year of the dash there were 60 kids who registered, a little over 100 last year and this year the goal is 150. The lighting of the anchor will be on Dec. 7 after the first home basketball game. There will be smores and some entertainment to go along with the ceremony. Anderson said she has also been working on getting out the I Love Public Schools message and how it benefits people. Another big push was for the #BeKind challenge that CHS teacher Patrick Clark issued to students and the community.

There has been a growth in Facebook communication. Anderson is working on getting patrons to continue to return the page and stay engaged. She said it is important that CPS is showing consistent growth in all areas. By next year, there should be even more growth. Ideally, she said she would like to see the district site be more even with the schools instead of having the district having more contact. Anderson said it has been challenging to keep people engaged over the summer since not much is going on in the schools. Her goal is to do one post a week to try to keep people engage. There are more women then men who like CPS on Facebook and the numbers of likes increase at the middle and high school levels. Anderson said the Facebook age demographics are interesting. Centennial and Emerson have a higher average age between 25-34, which must mean the families are a little younger. She said more of those 27 and younger will be more involved in Instagram. She said the goal is to try to connect to more families. By going to Instagram, there may also be more kids going on and liking photos. This would provide a good teaching opportunity to show kids how to use social media correctly.

The top things for 2019-20 is focusing on the I am a Discoverer Branding and the CPS logo. Other important issues include an increased focus on engaging alumni and students in the conversation; strategic and consistent use of digital platforms - Instagram, Twitter, Facebook and the website; an increased communication amongst district staff; the anchor project; #BeDiscovererKind; and the Kramer Education Center. Superintendent Dr. Troy Loeffelholz said the district website arrangement is all across the board. He said they are working on getting three or four things that are consistent at all schools so people will know where to find things. When the district switched to the new site, everything was just converted over. Anderson said with branding and marketing, the district is selling to the parents. Anderson said everyone needs to feel like they are a Discoverer. Board President Candy Becher asked if each of the elementary schools will still get

to have a mascot. Anderson said they also need to have that connection with the school, so the mascots will stay. The idea of being a discoverer is to discover something greater than yourself.

Dr. Loeffelholz said the district is still working with Clark Creative Group on coming up with a C logo. He said several districts also have specific guidelines on how to use the logo. Dr. Loeffelholz said Clark Creative is still researching if the current C is a copyright infringement. He said the district is trying to be proactive about the logo. Dr. Loeffelholz said before a logo is adopted, it will be approved by the board.

I.H. Board Special Functions

I.H.1. CPS Elementary Student Handbook

The Superintendent recommends the Board approve the CPS Elementary Student Handbook, as submitted. Passed with a motion by Theresa Seipel and a second by Mike Goos.

Doug Molczyk: Absent, Candace Becher: Yea, Mike Goos: Yea, Michael Jeffryes: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 5, Nay: 0, Absent: 1

North Park Principal Bob Hausmann said there were a few additions and some cleanup done to the handbook. He said the principals felt that some of the wording needed to be consolidated. Hausmann said some of the changes were asked to be made by the school nurses, which is a reflection of what the state is saying must be changed. Hausmann said one of the major changes in this area is that children with headlice will not be sent home, but their parents will be contacted and a treatment plan will be developed. Dr. Loeffelholz said legally, these students cannot be sent home and treatments could be done at school.

I.I. Items to be removed from the Consent Agenda

Motion to remove M4b financial report from the Consent Agenda. Passed with a motion by Theresa Seipel and a second by Michael Jeffryes.

Doug Molczyk: Absent, Candace Becher: Yea, Mike Goos: Yea, Michael Jeffryes: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 5, Nay: 0, Absent: 1

I.J. Consent Agenda

Motion to approve the Consent Agenda. Passed with a motion by Mike Goos and a second by Douglas Willoughby.

Doug Molczyk: Absent, Candace Becher: Yea, Mike Goos: Yea, Michael Jeffryes: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea
Yea: 5, Nay: 0, Absent: 1

I.J.1. Approval of Minutes

I.J.2. Financial Reports M2, M3, M4a

The approximate revenue of \$6.3 million is a larger amount than usual because of the hefty property tax payment, Executive Director

of Business Operations and Human Relations Dave Melick said. The lunch account also has a positive balance. Candy Becher asked why does the district make money on the lunches. Melick said when more lunches are sold and the company is working efficiently, there should be a profit. Becher said it bothers her that the district is making money off of the lunches. Dr. Loeffelholz said it is not uncommon to have a positive balance. He said the lunch fund is supposed to be self-sustaining, but it also must include the replacement of equipment. Dr. Loeffelholz said the district bought all the equipment for the new high school out of the lunch fund. Melick said the district will have one more payment of state aid in July because there is no payment in August. He said the district will also be doing less advertising in the Omaha World Herald because most of the people are not finding out about the jobs through that medium and it is costly. He said the district is focusing more on online advertising. CDW was paid \$7,247.36 for LCD projects. The \$55,616.55 payment was made to Father Flanagan's Boys' Home for the educating of students at Duncan with half being special education and half being regular ed.

I.J.3. Financial Report M4b

Move to approve the financial report M4b. Passed with a motion by Douglas Willoughby and a second by Candace Becher.

Doug Molczyk: Absent, Candace Becher: Yea, Mike Goos: Yea, Michael Jeffryes: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 5, Nay: 0, Absent: 1

Seipel Repair was paid \$1,802.68 for brake work on a suburban and a bus and regular services on other vehicles.

I.J.4. Financial Report M5

Motion to approve financial report M5. Passed with a motion by Douglas Willoughby and a second by Candace Becher.

Doug Molczyk: Absent, Theresa Seipel: Abstain (With Conflict), Candace Becher: Yea, Mike Goos: Yea, Michael Jeffryes: Yea, Douglas Willoughby: Yea

Yea: 4, Nay: 0, Absent: 1, Abstain (With Conflict): 1

Imagine Learning Inc. was paid \$10,073 for student licenses. This is an alternative program used at the elementary and middle school level. Marzano Research was paid \$28,400 for professional development and a trainer to come and work with staff. Executive Director of Curriculum and Instruction Amy Romshek said this is not even the full payment. NWEA Northwest Evaluation Association was paid \$21,235 for the math growth test for next year.

I.J.5. Certified Personnel

Kelsey Newman was hired as the new high school science teacher and will also be the head softball coach. Rachel Schmid resigned as the SPED Early Childhood Teacher. Melick said it is highly unlikely there will be a replacement found. He said there is a plan in place to move people around to make it work.

I.J.6. Classified Personnel

I.J.7. Professional Travel

I.K. Acceptance of Gifts/Donations

The Superintendent recommends that the Board accept the attached gifts/donations.

Passed with a motion by Theresa Seipel and a second by Mike Goos.

Doug Molczyk: Absent, Candace Becher: Yea, Mike Goos: Yea, Michael Jeffryes: Yea,
Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 5, Nay: 0, Absent: 1

The total contributions for May were \$32,448.82. The year to date donations are \$381,448.82. Dr. Loeffelholz said a few years ago the total donations were only at \$100,000. The CPS Foundation received \$20,000 from Behlen Mfg. for 3D printers for CMS and STEM on the Go. There was also a \$30,000 donation to STEM on the Go. There are more than 50 kids signed up for the STEM Enrichment Camps this summer.

I.L. Business Operations and Human Relations

I.L.1. Administrative Functions

I.L.1.1. Surplus Property

The Superintendent recommends that the Board approve the declaration of items as surplus property, as submitted. Passed with a motion by Mike Goos and a second by Douglas Willoughby.

Doug Molczyk: Absent, Candace Becher: Yea, Mike Goos: Yea, Michael Jeffryes:
Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 5, Nay: 0, Absent: 1

Melick said many of these items are broke or outdated, and the district has no use for them now.

I.L.1.2. Meal Prices for 2019-2020

The Superintendent recommends the Board approve the Meal Prices for 2019-2020.
Passed with a motion by Theresa Seipel and a second by Michael Jeffryes.

Doug Molczyk: Absent, Candace Becher: Yea, Mike Goos: Yea, Michael Jeffryes:
Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 5, Nay: 0, Absent: 1

The lunch prices will remain the same as last year. Melick said the district is not allowed to lower the price even though there is a surplus of money. Dr. Loeffelholz said some years the district has had to increase the rate but not this year. Theresa Seipel said if there is extra money, perhaps some funds could be used to make the lunches a little nicer. Melick said he will pass that information along. Dr. Loeffelholz said food service will be replacing some equipment this summer.

I.L.2. Updates

Melick encouraged the board to read the article in the Omaha World Herald about state aid. He said it is very informative. There are 284 staff participating in the Emergency Medical Bank. There were a little over 200 days available this year and the amount used ranged from 1.25 days up to 15 days. There were 11 teachers who benefited from the bank. Melick said this bank does not cover everything.

There are 95 days left over. Melick said he will be asking teachers to donate a day because the balance fell below 100 days. Staff must put in a day to take advantage of the bank.

I.M. Buildings & Sites/Technology

I.M.1. Administrative Functions

I.M.2. Updates

Kramer Education Center is enclosed and work is starting on the inside. Dr. Loeffelholz said once the area dries out, some landscaping will be done to get the water to drain away from the building. He said quotes will also be sought to put up a Kramer Education Center Sign.

I.N. Curriculum and Instruction

I.N.1. Administrative Functions

I.N.1.1. Approval of Courses for 2019-2020: Anatomy & Physiology, Environmental Science, Biology, Chemistry, Science 5th, Science 6th, Science 7th, Science 8th, Introduction to Business, Accounting, and Advanced Accounting

The Superintendent recommends that the Board approve the following courses Anatomy & Physiology, Environmental Science, Biology, Chemistry, Science 5th, Science 6th, Science 7th, Science 8th, Introduction to Business, Accounting, Advanced Accounting, as submitted. Passed with a motion by Theresa Seipel and a second by Douglas Willoughby.

Doug Molczyk: Absent, Candace Becher: Yea, Mike Goos: Yea, Michael Jeffryes: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 5, Nay: 0, Absent: 1

Romshek said these 11 courses are not new but rewritten. The four at the high school are anatomy and physiology, environmental sciences, biology and chemistry. There were new science standards for grades 5-8. At this level, curriculum needed to be rewritten. Romshek said this had to be done because NDE determined what units of study had to be taught. She said students can get a taste of many topics at different levels. The business courses have been updated and some were eliminated. Romshek said these will continue to be worked on next year. She said she feels the middle school science is a step in the right direction.

I.N.1.2. Purchase approval for texts and resources for the following courses:

Anatomy & Physiology materials
5th through 8th Science materials
Introduction to Business materials
Accounting materials
Advanced Accounting materials

The Superintendent recommends that the Board approve the purchase of texts and resources for these courses: Anatomy & Physiology materials 5th through 8th Science materials Introduction to Business materials Accounting materials

Advanced Accounting materials. Passed with a motion by Mike Goos and a second by Douglas Willoughby.

Doug Molczyk: Absent, Candace Becher: Yea, Mike Goos: Yea, Michael Jeffries: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 5, Nay: 0, Absent: 1

The total cost of the high school science textbook materials will be 13,387,22. The middle School STEMscopes for grades 5-8 will cost \$51,025.45. Romshek said the teachers wanted to pilot one more science curriculum but they couldn't find anything better than STEMscopes. They will be buying a three-year subscription. Romshek said this program is filled with a lot of resources, and it does mean that the students will be on their Chromebooks all class. She said it is very hands on. Romshek said the science teachers looked hard and STEMscopes is a good product. The Business and Marketing books will cost \$17,628.00.

I.N.2. Updates

No updates were given.

I.O. Student Services

I.O.1. Administrative Functions

I.O.1.1. Request for Speech Therapists

The Superintendent recommends that the Board approve the request for Speech Therapists. Passed with a motion by Theresa Seipel and a second by Mike Goos.

Doug Molczyk: Absent, Candace Becher: Yea, Mike Goos: Yea, Michael Jeffries: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea

Yea: 5, Nay: 0, Absent: 1

Dr. Loeffelholz said the caseloads are very big for the speech therapists. There are 488 students in need of services which is up from the last five years. Dr. Loeffelholz said it is time to add more help, but he said it is doubtful the district will find someone. He said for some of the hard to fill positions like the SLP, the district may want to consider hiring every year. The board wanted to know if an SLP could be paid more since the position is hard to fill. Melick said the pay is negotiated, but there is some wiggle room with the signing bonus. Contracting services for these students is also not easy because their caseloads are just as high.

I.O.2. Updates

There were no updates given.

I.P. Superintendent's Report

July 15 will be the only meeting for the month. The board retreat will be on August 5, and this will be the Committee as a Whole meeting. The regular meeting will be on August 19. The next Community 4 Kids meeting will involve daycare and preschool providers. Dr. Loeffelholz said many of these providers are wanting professional

development. He said this is something the district could help provide. If students are not going to CPS, they would at least be attending a quality daycare or preschool. Dr. Loeffelholz said other communities invite private providers to professional development. The next opportunity for professional development will be July 9 with dinner at 6 and meeting starting at 6:30 at the ESU north building. Dr. Loeffelholz invited the board members to attend if they wanted.

I.Q. Board Sharing

Mike Jeffryes said his children just got back from taking a trip to Costa Rica. He said it was a fantastic experience. Doug Willoughby said he was grateful for the minutes and the detail that is included. Seipel said summer is a very busy time of year and it is going fast. Mike Goos said he did not have anything to share this month. Candy Becher said the board will do the executive session next month on the superintendent's evaluation. She said she is also glad that it is summer. Dr. Loeffelholz said the board should review how to handle trips that are overseas and being hosted by teachers in the summer, but are not school sponsored. He said these are not school sanctioned activities so the school cannot be used for meetings or fundraising. If they are school sanctioned, they must fall under the guidelines of the district. He said if the meetings and other things happen inside the school, the district could be liable. The board did not think this is something the district should be involved in, so this will be discussed more in the future.

II. Executive Session

The board did go into executive session.

III. Adjourn

The meeting adjourned at 7:15 p.m.

I, the undersigned, being the duly qualified Secretary for the School District No. 1 of Columbus, Nebraska, certify that the preceding is a true and correct copy of the minutes of the Regular School Board meeting of Monday, June 17, 2019.

President

Secretary

DESCRIPTION	BEGINNING BALANCE	MONTH TO DATE RECEIPTS	MONTH TO DATE EXPENDITURES	END OF MONTH BALANCE	YTD BALANCE PRIOR YEAR
Attachment M4a			\$ 3,057,720.44		
Attachment M4b			\$ 162.05		
Attachment M5 (prior Bd Mtg)			\$ 181,443.45		
GEN FUND - GREAT PLAINS STATE BANK	\$ 4,075,420.26	\$ 6,697,650.84	\$ 3,239,325.94	\$ 7,533,745.16	\$ 5,820,973.48
Dividends		\$ 3,629.40	\$ -		
Management Fees			\$ 239.09		
Investment Gain		\$ 2,821.71			
GENERAL FUND - FNB TRUST	\$ 910,781.38	\$ 6,451.11	\$ 239.09	\$ 916,993.40	\$ 1,847,359.28
PAYROLL - PINNACLE BANK	\$ 256,363.50	\$ 2,855,677.82	\$ 2,898,887.00	\$ 213,154.32	\$ 211,139.85
PAYFLEX - PINNACLE BANK	\$ 19,022.27	\$ 12,822.16	\$ 8,006.94	\$ 23,837.49	\$ 21,762.12
Scoreboard		\$ 5,000.00			
Dividends		\$ 3,530.56			
Management Fees			\$ 409.31		
Investment Gain		\$ 6,572.31			
DEPRECIATION - FNB	\$ 1,559,210.45	\$ 15,102.87	\$ 409.31	\$ 1,573,904.01	\$ 2,984,974.28
Administration	\$ 581,966.95	\$ 5,539.19	\$ 2,490.62	\$ 585,015.52	\$ 682,369.56
Middle School	\$ 64,484.43	\$ 3,115.81	\$ 815.97	\$ 66,784.27	\$ 53,741.25
High School	\$ 386,949.30	\$ 23,809.09	\$ 37,489.25	\$ 373,269.14	\$ 340,445.54
ACTIVITY FUNDS - COLUMBUS BANK	\$ 1,033,400.68	\$ 32,464.09	\$ 40,795.84	\$ 1,025,068.93	\$ 1,076,556.35
Student Meals		\$ 1,222.57			
Federal Reimbursement		\$ 129,771.85			
Interest Income		\$ 527.17			
Reimbursements/Refunds		\$ 2,992.40			
NUTRITION FUND - CORNERSTONE BANK	\$ 281,985.23	\$ 134,513.99	\$ 170,590.26	\$ 245,908.96	\$ 177,083.69
Platte County Treasurer		\$ 948,310.29			
Butler County Treasurer		\$ 2,603.84			
Dividends		\$ 1,820.13			
Management Fees			\$ 272.78		
Investment Loss			\$ 2,739.65		
BOND FUND - FNB	\$ 1,039,112.69	\$ 952,734.26	\$ 3,012.43	\$ 1,988,834.52	\$ 2,230,783.28
Dividends		\$ 387.92			
Management Fees			\$ 128.66		
Investment Gain		\$ 1,792.02			
SPECIAL BLDG FUND - FNB TRUST	\$ 490,104.39	\$ 2,179.94	\$ 128.66	\$ 492,155.67	\$ 473,363.23
RVW Inc.			\$ 19,580.26		
SPECIAL BLDG FUND - BANK OF THE VALLEY	\$ 11,621.94	\$ 186,627.67	\$ 19,580.26	\$ 178,669.35	\$ 1,719,083.64

COLUMBUS PUBLIC SCHOOLS
GENERAL FUND REVENUE DETAIL
JUNE 30, 2019

ACCOUNT NUMBER	DESCRIPTION	BUDGET	MONTH TO DATE	YEAR TO DATE	BALANCE	PERCENT
01.1.11101.000.000	PERSONAL AND REAL PROPERTY TAX	(\$19,328,110.00)	(\$4,782,254.13)	(\$18,907,138.94)	(\$420,971.06)	97.82%
01.1.11151.000.000	CARLINE TAX REVENUE	(\$10,000.00)	(\$19,277.92)	(\$19,277.92)	\$9,277.92	192.78%
01.1.11201.000.000	PUB POWER DIST SALES TAX	(\$800,000.00)	\$0.00	\$0.00	(\$800,000.00)	0.00%
01.1.11251.000.000	MOTOR VEHICLE TAXES	(\$1,800,000.00)	(\$176,148.80)	(\$1,718,790.92)	(\$81,209.08)	95.49%
01.1.12301.000.000	TUITION-OTHER DIST-SPED	(\$150,000.00)	(\$27,403.50)	(\$126,495.25)	(\$23,504.75)	84.33%
01.1.14101.000.000	INTEREST	(\$75,000.00)	(\$13,503.30)	(\$86,317.99)	\$11,317.99	115.09%
01.1.16101.000.000	LOCAL LICENSE FEES	\$0.00	\$0.00	(\$11,335.00)	\$11,335.00	#DIV/0!
01.1.16201.000.000	POLICE COURT FINES	(\$15,000.00)	(\$57.78)	(\$5,345.60)	(\$9,654.40)	35.64%
01.1.19101.000.000	RENTAL FEE	(\$15,500.00)	\$0.00	\$0.00	(\$15,500.00)	0.00%
01.1.21101.000.000	COUNTY FINES & LIC FEES	(\$200,000.00)	(\$26,211.91)	(\$140,345.19)	(\$59,654.81)	70.17%
01.1.31101.000.000	STATE AID	(\$12,047,354.00)	(\$1,204,739.00)	(\$12,047,363.08)	\$9.08	100.00%
01.1.31201.000.000	SPED PROGRAMS	(\$2,000,000.00)	(\$409,913.15)	(\$2,016,716.69)	\$16,716.69	100.84%
01.1.31251.000.000	SPED TRANSPORTATION	(\$130,000.00)	\$0.00	(\$127,958.00)	(\$2,042.00)	98.43%
01.1.31351.000.000	HIGH ABILITY LEARNERS GRANT	(\$22,926.00)	\$0.00	(\$21,616.00)	(\$1,310.00)	94.29%
01.1.31551.000.000	TEXTBOOK LOAN	(\$26,489.00)	\$0.00	(\$28,357.55)	\$1,868.55	107.05%
01.1.31801.000.000	PRO-RATA MOTOR VEHICLE	(\$47,000.00)	\$0.00	(\$36,503.81)	(\$10,496.19)	77.67%
01.1.32001.000.000	STATE APPORTIONMENT	(\$600,000.00)	\$0.00	(\$598,613.68)	(\$1,386.32)	99.77%
01.1.33001.000.000	IN-LIEU-OF SCHOOL LAND TX	(\$12,000.00)	\$0.00	(\$1,382.48)	(\$10,617.52)	11.52%
01.1.35001.000.000	STATE CATEGORICAL PROGRAMS	(\$300,000.00)	\$0.00	\$0.00	(\$300,000.00)	0.00%
01.1.35121.000.000	DISTANCE ED INCENTIVE RECEIPTS	(\$4,000.00)	\$0.00	\$0.00	(\$4,000.00)	0.00%
01.1.35401.000.000	NDE EARLY CHILDHOOD GRANT	(\$202,824.00)	\$0.00	(\$107,720.00)	(\$95,104.00)	53.11%
01.1.35411.000.000	EARLY CHILDHOOD ENDORSEMENT GR	(\$150,000.00)	\$0.00	(\$62,090.00)	(\$87,910.00)	41.39%
01.1.39901.000.000	OTHER STATE RECEIPTS	(\$29,460.00)	\$0.00	(\$2,348.79)	(\$27,111.21)	7.97%
01.1.42001.000.000	NCLB TITLE 1 - IMPROVING ACADE	(\$554,607.00)	\$0.00	(\$566,657.00)	\$12,050.00	102.17%
01.1.42101.000.000	NCLB TITLE I ACCOUNTABILITY	\$0.00	\$0.00	(\$19,491.00)	\$19,491.00	#DIV/0!
01.1.43101.000.000	NCLB TITLE IIA, TEACHER QUALIT	(\$112,349.00)	\$0.00	(\$31,915.00)	(\$80,434.00)	28.41%
01.1.44041.000.000	IDEA BASE ALLOCATION	(\$292,811.00)	\$0.00	(\$292,811.00)	\$0.00	100.00%
01.1.44061.000.000	IDEA PRESCHOOL ALLOCATION	(\$22,330.00)	\$0.00	(\$20,293.00)	(\$2,037.00)	90.88%
01.1.44101.000.000	IDEA ENROLLMENT/POVERTY ALLOCA	(\$579,291.00)	\$0.00	(\$574,404.00)	(\$4,887.00)	99.16%
01.1.44121.000.000	IDEA PROPORIONATE SHARE	(\$145,736.00)	\$0.00	(\$153,268.00)	\$7,532.00	105.17%
01.1.44501.000.000	MEDICAID IN PUBLIC SCHOOLS	(\$30,000.00)	(\$13,340.08)	(\$35,750.77)	\$5,750.77	119.17%
01.1.47001.000.000	VOCATIONAL EDUCATION (CARL PER	(\$35,816.00)	\$0.00	(\$32,702.00)	(\$3,114.00)	91.31%
01.1.47401.000.000	REVISION GRANT	(\$38,197.00)	\$0.00	(\$49,990.00)	\$11,793.00	130.87%
01.1.49251.000.000	NCLB TITLE III LEP GRANT	(\$60,136.00)	\$0.00	(\$17,911.00)	(\$42,225.00)	29.78%
01.1.49261.000.000	NCLB TITLE III IMMIGRANT ED GR	\$0.00	\$0.00	(\$16,939.00)	\$16,939.00	#DIV/0!
01.1.49681.000.000	NCLB TITLE IV 21ST CENTURY REV	(\$149,163.00)	\$0.00	(\$87,896.00)	(\$61,267.00)	58.93%
01.1.49951.000.000	EDUCATION QUEST FOUNDATION	(\$5,000.00)	\$0.00	\$0.00	(\$5,000.00)	0.00%
01.1.55001.000.000	TRANSFERS FROM OTHER FUNDS	(\$1,300,000.00)	\$0.00	\$0.00	(\$1,300,000.00)	0.00%
01.1.60001.000.000	SUMMER SCHOOL RECEIPTS	(\$6,000.00)	(\$4,998.00)	(\$5,698.00)	(\$302.00)	94.97%
		(\$41,297,099.00)	(\$6,677,847.57)	(\$37,971,442.66)	(\$3,325,656.34)	91.95%
	Transfers					
	Reimbursements/Refunds		(\$24,099.40)			
	Interest - other accounts		\$4,296.13			
	TOTAL REVENUE		\$6,697,650.84			

CHECK NUMBER	VENDOR	AMOUNT
3931	ACE HARDWARE-COLUMBUS	\$386.71
3886	AERTS, ANGIE	\$67.45
3882	AMAZON CAPITAL SERVICES	\$561.48
3926	AMAZON CAPITAL SERVICES	\$694.96
3850	ANDERSON AUTO BODY	\$500.00
3851	APPLE INC.	\$5,880.00
3887	BETZ, JENNIFER	\$93.06
3932	BOMGAARS	\$169.81
3933	CAPITAL SANITARY SUPPLY	\$538.21
3852	CCH CHILD CARE CENTER-PRESCHOOL	\$2,441.22
3853	CENGAGE LEARNING	\$11,250.00
3888	CENTRAL NEBRASKA REHAB. SERV	\$18,146.93
3854	CITY OF COLUMBUS-GARBAGE FEE	\$163.15
3928	COLUMBUS AFTER SCHOOL PROGRAM	\$28,531.09
3889	COMFORT INN-KEARNEY	\$209.90
3890	DELL COMPUTERS	\$1,027.72
3891	DIERBERGER, KARISSA	\$65.10
3855	DODSON, TRACY	\$9.68
3934	EAKES OFFICE SOLUTIONS	\$1,294.27
3935	ELECTRICAL ENGINEERING & EQUIP	\$379.04
3856	ESU #7	\$3,750.63
3857	ESU #7	\$65.80
3936	ESU #7	\$13,376.00
3858	ESU #7 DISTANCE LEARNING	\$688.47
3937	FARMERS PRIDE	\$515.90
3938	FILTER SHOP	\$6,154.92
3939	FIREGUARD, INC.	\$10,928.50
3859	FIRST NATIONAL BANK OMAHA	\$288.60
3860	FIRST NATIONAL BANK OMAHA	\$2,608.57
3861	FIRST NATIONAL BANK OMAHA	\$917.15
3862	FIRST NATIONAL BANK OMAHA	\$2,421.29
3863	FIRST NATIONAL BANK OMAHA	\$101.75
3864	FIRST NATIONAL BANK OMAHA	\$143.47
3892	FIRST NATIONAL BANK OMAHA	\$15.00
3893	FIRST NATIONAL BANK OMAHA	\$66.97
3894	FIRST NATIONAL BANK OMAHA	\$31.97
3895	FIRST NATIONAL BANK OMAHA	\$75.30
3896	FIRST NATIONAL BANK OMAHA	\$100.36
3897	FIRST NATIONAL BANK OMAHA	\$1,042.74
3898	FIRST NATIONAL BANK OMAHA	\$488.00
3899	FIRST NATIONAL BANK OMAHA	\$407.84
3929	GABLE-1099, ERICA	\$623.28
3900	GLINSMANN, KAYLA	\$98.33
3865	GODFATHERS -COLUMBUS	\$161.19
3901	GODFATHERS -COLUMBUS	\$27.99
3866	HAMPTON INN-KEARNEY	\$524.75
3867	HENRY DOORLY ZOO	\$7.00
3902	HOFFERBER, CAROLYN	\$49.78

COLUMBUS PUBLIC SCHOOLS
GENERAL FUND EXPENDITURES
JUNE 14-30, 2019

CHECK NUMBER	VENDOR	AMOUNT
3903	HOLIDAY INN -KEARNEY	\$207.90
3883	HY-VEE FOOD STORES	\$98.49
3927	HY-VEE FOOD STORES	\$477.67
3868	IMMANUEL LUTHERAN PRESCHOOL	\$3,510.00
3940	ISLAND SPRINKLER SUPPLY	\$305.81
3904	JAHN, AMY	\$15.04
3905	JANSSEN, SARAH E	\$99.58
3906	JOHNSON, COURTNEY	\$18.95
3941	KELLY SUPPLY CO.	\$554.68
3907	KORTH, SHEILA	\$93.51
3869	LA QUINTA KEARNEY	\$419.80
3942	LAKESHORE LEARNING MATERIALS	\$507.07
3943	LAKEVIEW SMALL ENGINE INC	\$15.80
3944	LANGUAGE LINE SERVICES INC	\$8.60
3945	LEARNING WITHOUT TEARS	\$65.75
3908	LEIFELD, ANGELA	\$15.24
3909	MELCHER, ALLYSON	\$52.67
3870	MELCHER, AMY	\$132.24
3946	MENARDS-COL	\$1,695.90
3947	MERRILL, KIM	\$185.14
3930	MID STATES SCHOOL BUS INC	\$2,022.66
3948	MID-AMERICAN RESEARCH CHEMICAL	\$9,157.25
3871	MIDWEST DOOR & HARDWARE	\$3,970.00
3949	MUCHMORE, KELLY	\$476.07
3950	MUELLER SOD FARM CO.	\$528.00
3910	MUNTZ, JANELLE	\$102.48
3911	NCE CONFERENCE	\$1,441.00
3881	NEBRASKA SECRETARY OF STATE	\$30.00
3912	NEOFUNDS 7900044080631520	\$1,000.00
3913	O'NEILL TRANSPORTATION & EQUIPMENT	\$17,800.00
3914	PARLANE-1099, KATIE	\$87.16
3872	PAYFLEX SYSTEMS USA, INC.	\$403.00
3915	PEARSON EDUCATION INC	\$40,201.38
3951	PRESENCE LEARNING INC	\$2,514.59
3916	REICKS, SHIRLEY	\$36.07
3873	SCHAEFER, KIM	\$35.17
3952	SCHMITT MUSIC	\$600.00
3849	SCHOOL DISTRICT #1-PAYROLL	\$2,809,783.95
3917	SCHOOL SPECIALTY/CLASSROOM DIRECT	\$566.07
3874	SCHROETER-1099, ROSS	\$5,183.40
3875	SEARS COMMERCIAL ONE	\$529.00
3954	SHERWIN-WILLIAMS	\$1,176.68
3918	SLOUP, SHEILA	\$97.64
3919	SMITH, MORGAN	\$170.34
3876	ST. LUKE'S RAINBOW PRESCHOOL	\$280.00
3955	STAPLES	\$366.50
3920	STEM ACADEMY, INC	\$1,485.00
3877	T-BONE TRUCK STOP	\$5,223.26

COLUMBUS PUBLIC SCHOOLS
GENERAL FUND EXPENDITURES
JUNE 14-30, 2019

CHECK NUMBER	VENDOR	AMOUNT
3956	TEXTBOOK WAREHOUSE	\$17,275.75
3884	THE HOME DEPOT PRO	\$1,974.50
3957	TRUCK CENTER COMPANIES	\$1,044.86
3921	TWOREK, HALEY	\$100.74
3922	U AND I SANITATION LLC	\$1,810.00
3878	UNIVERSITY OF NEBRASKA-KEARNEY	\$2,000.00
3923	UPS	\$20.03
3879	UPS STORE	\$24.88
3924	UPS STORE	\$21.96
3958	VEX ROBOTICS, INC.	\$575.50
3925	WALLA, HEATHER	\$94.87
3885	WALMART-CHARGE	\$48.75
3880	WEBER ASSOCIATES, INC.	\$381.87
3959	WOOD BROS. IND.	\$508.89
		<u>\$3,057,720.44</u>

COLUMBUS PUBLIC SCHOOLS
GENERAL FUND EXPENDITURES
JUNE 14-30, 2019

CHECK NUMBER	VENDOR	AMOUNT
3953	SEIPEL'S REPAIR INC	\$162.05

CHECK NUMBER	VENDOR	AMOUNT
3960	BENDER, MARISA	\$44.40
3961	CASE, ANGELIKA	\$97.75
3962	CENTERPOINT ENERGY SERVICES RETAIL LLC	\$6,161.37
3963	CENTERPOINT ENERGY SERVICES RETAIL LLC	\$38.43
3964	CITY OF COLUMBUS WATER & SANITATION DEPA	\$4,537.31
3965	CITY OF COLUMBUS WATER & SANITATION DEPA	\$46.52
3966	COLUMBUS SCHOOL LUNCH FUND-CHS	\$14.05
3967	CUNA MUTUAL RETIREMENT SOLUTIONS	\$593.25
3968	ELECTRONIC ENGINEERING	\$1,685.24
3969	EMPOWER CONSULTING INC	\$33,600.00
3970	ESU #7 SPECIAL EDUCATION	\$27,915.17
3971	ESU #7	\$9,013.00
3972	FERBEBEE, LYNNETTE	\$43.80
3973	GRADUATE LINCOLN HOTEL	\$188.00
3974	HAMPTON INN-KEARNEY	\$209.90
3975	LA QUINTA KEARNEY	\$229.90
3976	LOUP POWER DISTRICT	\$221.52
3977	MAKERBOT	\$11,256.75
3978	ONE SOURCE	\$292.00
3979	PRESTO-X-COMPANY	\$15.00
3980	QUALITY SOUND & COMMUNICATIONS INC	\$16.33
3981	UNIVERSITY OF OREGON	\$34.00
3982	VERIZON WIRELESS	\$181.28
3983	ACCO BRANDS CORPORATION	\$8.44
3984	ALVAREZ, OSCAR	\$50.00
3985	AMAZON CAPITAL SERVICES	\$1,855.73
3986	ANDERSON, DEB	\$237.50
3987	ANDREASEN, ANGIE	\$190.00
3988	AWARDS & ENGRAVING	\$90.00
3989	BACH, JENNIFER	\$100.00
3990	BENCK, BRIAN	\$150.00
3991	BENDER, MARISA	\$44.40
3992	BLASER, AMY	\$237.50
3993	BLAZER MANUFACTURING CO.INC.	\$50.00
3994	BOESCH, AMANDA	\$250.00
3995	BOMGAARS	\$168.13
3996	BRIGGS, THERESA	\$150.00
3997	CARCAMO, HILDA	\$100.00
3998	CDW GOVERNMENT, INC.	\$63,104.93
3999	CENGAGE LEARNING	\$17,160.00
4000	CENTRAL VALLEY AG	\$128.95
4001	COFFEY, JUDY	\$200.00
4002	COLFORD, SARA	\$250.00
4003	COMMONWEALTH COMMUNICATIONS	\$594.49
4004	CULLIGAN	\$68.65

CHECK NUMBER	VENDOR	AMOUNT
4005	CZARNICK, THERESA	\$150.00
4006	DAVIS, STEPHANIE	\$50.00
4007	DEAL, CHERYLE	\$150.00
4008	DUSH, REGINA	\$428.13
4009	EAKES OFFICE SOLUTIONS	\$1,322.08
4010	ELTON, HEATHER	\$250.00
4011	ENGEL, SHELBY	\$196.70
4012	ERNST AUTO CENTER	\$332.92
4013	ESPINOSA-AQUINO, YANE	\$50.00
4014	ESU #7	\$4,731.16
4015	ESU #7	\$63.60
4016	ESU #10	\$250.00
4017	FELIPE, FLOR	\$50.00
4018	GARZA, GONZALEZ	\$50.00
4019	GASPAR-JUAN, MARIA	\$50.00
4020	GOMEZ, MARTHA	\$50.00
4021	GOMEZ, MIRTALA	\$150.00
4022	GOMEZ-MEJIA, JAIRA	\$50.00
4023	GRAUS, SARAH	\$100.00
4024	GRAY, DONNA	\$50.00
4025	HESS, LORI	\$150.00
4026	HOBBY LOBBY	\$46.29
4027	HOTTOVY, TIM	\$150.00
4028	HY-VEE FOOD STORES	\$107.25
4029	HYDE, MELISSA J., MT-BC	\$3,947.13
4030	IMUS, TONI	\$150.00
4031	INVGATE INC.	\$1,354.00
4032	ISLAND SPRINKLER SUPPLY	\$102.19
4033	IZAGUIRRE, YONNI	\$50.00
4034	JOHNSON, CHRIS	\$150.00
4035	JONES, NICOLE	\$250.00
4036	JUAREZ, AUDRIE	\$50.00
4037	KELLY SUPPLY CO.	\$36.48
4038	KISER, MANDY	\$50.00
4039	KRANZLER, STACY	\$50.00
4040	KRAY, TIFFANY	\$150.00
4041	KULLY SUPPLY	\$618.39
4042	LAKESHORE LEARNING MATERIALS	\$1,217.85
4043	LEMBA-MINGIEDI, BERNADETTE	\$50.00
4044	LOVCI, CHRIS	\$250.00
4045	LUEBBE, HEIDI	\$250.00
4046	MARINO, NORMA	\$50.00
4047	MARSHALL-1099, ROB	\$150.00
4048	MARTINEZ-RODRIGUEZ, AURELIO	\$100.00
4049	MATHESON TRI-GAS INC	\$40.80

CHECK NUMBER	VENDOR	AMOUNT
4050	MAURER, KAREN	\$250.00
4051	MENARDS-COL	\$443.99
4052	MENDEZ, ALMA	\$50.00
4053	MEYER, PEGGY	\$250.00
4054	MICEK, LORI	\$237.50
4055	MIDWEST TURF & IRRIGATION	\$175.03
4056	MILLER, NICOLE	\$250.00
4057	MOORE, NICOLE	\$150.00
4058	MORA, MONICA	\$50.00
4059	NELSON, AMY	\$150.00
4060	NORRIS, RENEE	\$250.00
4061	OCEGUERA, KATIE	\$150.00
4062	ORTIZ, DORIS	\$50.00
4063	PADEN, BERNIE	\$250.00
4064	PAZ, BELKIS	\$50.00
4065	PEARSON EDUCATION INC	\$13,531.66
4066	PLUNKETTS PEST CONTROL	\$1,340.00
4067	PRESENCE LEARNING INC	\$1,627.07
4068	PURINTON, PAM	\$150.00
4069	PYRAMID SCHOOL PRODUCTS	\$3,305.30
4070	RAGONESE, CINDY	\$250.00
4071	RETANA-AGUILAR	\$50.00
4072	RODRIGUEZ, ROSALBA	\$50.00
4073	S & S WORLDWIDE	\$150.68
4074	SANCHEZ, MARIA	\$100.00
4075	SANCHEZ, MARISELA	\$50.00
4076	SANCHEZ, MARTHA	\$100.00
4077	SCHMIT, VALERIE	\$150.00
4078	SCHOOL HEALTH CORPORATION	\$49.41
4079	SERVICEMASTER BY SHEVLIN	\$12,287.02
4080	SHERWIN-WILLIAMS	\$452.53
4081	SHRED MONSTER, INC.	\$205.05
4082	SLUSARSKI, BOBBI	\$250.00
4083	STAPLES	\$1,381.92
4084	THE HOME DEPOT PRO	\$44,144.10
4085	THEILEN, KELLY	\$150.00
4086	TIRE OUTLET INC	\$20.00
4087	TROTTA, BEVERLY	\$150.00
4088	TROUTMAN, JANELLE	\$190.00
4089	TRUCK CENTER COMPANIES	\$1,534.92
4090	TRUJILLO-HERNANDEZ, AUDELINA	\$50.00
4091	TURNER, PHIL	\$150.00
4092	TUXHORN, KRISTINE	\$150.00
4093	U AND I SANITATION LLC	\$626.20
4094	UHL, SUSAN	\$278.98

COLUMBUS PUBLIC SCHOOLS
GENERAL FUND EXPENDITURES
JULY 1-10, 2019

CHECK NUMBER	VENDOR	AMOUNT
4095	VAZQUEZ, GUADALUPE	\$50.00
4096	WEVERKA, JOSEPH	\$100.00
4097	WOODWIND & BRASSWIND	\$59.25
4098	ZAURA, APRIL	\$150.00
Total Fund Expenditures		<u>\$285,709.27</u>

Certified Personnel

July Hires

Wurdeman, Jill – Early Childhood SPED Teacher

Long, Jaclyn – CHS Family & Consumer Science 2nd Semester

July Resignations

Memo To: Dr. Loeffelholz, Superintendent
CPS Board of Education

From: Steven Woodside, HS Principal/Dave Hiebner Activities Director

Re: New Teacher Hire (Second Semester 2019-2020)

Date: 6/25/2019

Name: Jaclyn Long

Position: Family Consumer Science

Placement on Salary Schedule: BA Step 1

Degrees and Colleges: Bachelor of Science in Education and Human Sciences 2014 - UNL
Bachelor of Arts in Education 2019 - Wayne State
-6-12 Family Consumer Science Endorsement
-7-12 Spanish Endorsement
-K-12 ESL Endorsement
-9-12 Work Based Learning Endorsement
-Will be completing 7-12 French Endorsement (Fall of 2019)

Teaching Experience: Student Taught - Columbus High School
Columbus Middle School
Norfolk High School

Special Data: This position will start second semester of the 2019-2020 school year.

Number of Candidates Interviewed: 1

Memo: Board of Education
From: Jason Harris
Re: New Teacher Hire Biographical Information
Date: June 27, 2019

Name: Jill Wurdeman

Position: 1.0 FTE Early Childhood Special Education Teacher

Placement on Salary Schedule: 19-20 **Master Agreement:** MA Step 1

Degrees and Colleges:
2001 NE - Concordia
Bachelor of Science in Education

2019 NE-Concordia
Master of Science in Education
Early Childhood Special Education

Teaching Experience:

After receiving her Bachelor of Science in Education, Jill needed to stay at home with her family. Jill then went on to receive her Master of Science in Education this year and is ready to begin teaching.

Special Data:

Jill has children in our district

Classified Personnel

July Hires

Bardsley, Laurie – Accounting Assistant
Snyder, Joselyn – Centennial SPED Para
Sylvester, Jennifer – CHS Guidance Secretary

July Resignations

Frazier, Allysen – CMS Para
Sell, Dale – SPED Non-public Para

Travel Report

July 2019

DATE	# DAYS	NAME	EVENT NAME	EST COST\$
6/3/2019	3.00	CARRIE LOSEKE	(late) NCE CONFERENCE - KEARNEY	\$442.90
6/18/2019	2.00	ANGELA LEIFELD	POWERSCHOOL TRAINING - KEARNEY	\$209.00
6/18/2019	0.50	AMY ROMSHEK	NEW K-3 READING GUIDELINES - MILFORD	\$20.00
7/7/2019	3.00	JACOB RITTER	NCDA SUMMER CONFERENCE - CRETE	\$329.00
7/8/2019	4.00	DAVE HIEBNER	HIGH RELIABILITY SCHOOLS TRAINING - DENVER	\$1,510.00
7/8/2019	4.00	TROY LOEFFELHOLZ	HIGH RELIABILITY SCHOOLS TRAINING - DENVER	\$1,510.00
7/9/2019	4.00	JASON SCHAPMANN	HIGH RELIABILITY SCHOOLS TRAINING - DENVER	\$0.00
7/11/2019	2.00	AMY JAHN	GOOGLE SUMMIT - LINCOLN	\$259.00
7/11/2019	2.00	MINDI STRUEBING	GOOGLE SUMMIT - LINCOLN	\$259.00
7/11/2019	2.00	KIM WILSON	GOOGLE SUMMIT - LINCOLN	\$259.00
				\$4,797.90 Total



2508 27th Street, P.O. Box 947, Columbus, NE 68602-0947 Phone: 402-563-7000, Ext. 13033 Fax: 402-563-7005

July 1, 2019

Candy Becher
Board of Education
Columbus Public Schools

Dear President Becher and Members of the Board:

The Foundation contributed the following items to Columbus Public Schools during the month of June. On behalf of the Board of Directors for the CPS Foundation and the officers of the thirteen umbrella organizations, we respectfully submit these items to the Board of Education for acceptance.

Foundation

\$5,861.00 – LC Inclusive Playground	\$4,200.00 – Dual Credit Scholarships
\$127.52 – Athletic Hall of Fame	\$655.60 – STEM on the Go
\$13,695.00 – Platte-Colfax Community & Family Partnership	\$4,317.45 – Anchor Newsletter
\$109.04 – Travel	\$239.00 – Shed – Building Trades
\$2,000.00 – Big Give Matching Funds	\$22,513.52 – 3D Printers
\$23.20 – Educators Rising	\$48.00 – Popcorn/Lemonade Reimbursement
\$1,145 – Heart Rate Monitor T-Shirts	

Emerson PTO

\$78.69 – Reading Incentives
\$178.06 – Track & Field Supplies
\$11.97 – Preschool Graduation Supplies

North Park PTO

\$14.90 – Printing
\$522.16 – Field Trip Fuel

Band Boosters

\$52.00 – Band Competition Signage

Alumni Association

\$602.02 – Postage
\$113.43 – Postcard Printing

Lost Creek PTO

\$593.20 – Field Trip & Fuel
\$176.56 – Teacher Appreciation

CMS PAC

\$90.00 – Camp Scholarships

Sports Boosters

\$10.00 – State Meal
\$3,733.32 – Vertimax

The total contributions for the month of June was **\$61,110.64**

The total contributions for the FY 2018-2019 (Sept-Aug) total is **\$442,559.46**

Thank you for your consideration.

Sincerely,

A handwritten signature in red ink that reads "Nicole Anderson".

Nicole Anderson
Director of Marketing & Foundation

4.0% increase

2019-20 Classified Salary Schedules Columbus Public Schools

Users:12417:Documents:Personnel Items:Classified Salary Schedules:
Classified Salary Schedules.xlsx

Step	Food 1	Food 2	Regular / ELL Para	2nd Lang. Fluent Para	SpEd Para	High Needs SpEd Para	Guard	HS/MS Cust.	Elem. / Night Cust.	Night Cust. Supv.	Sec. 1	Sec. 2	Sec. 3	Maintenance	Translator	Cust. Supv. / Maint. Coord.	Bus Drivers	CNA	LPN
1	\$11.69	\$11.99	\$11.75	\$12.33	\$12.05	\$12.79	\$12.29	\$12.53	\$12.77	\$13.01	\$13.02	\$13.74	\$13.99	\$14.21	\$15.01	\$15.17	\$15.23	\$15.03	\$17.85
2	\$11.93	\$12.23	\$11.99	\$12.57	\$12.29	\$13.03	\$12.53	\$12.77	\$13.01	\$13.25	\$13.26	\$13.99	\$14.23	\$14.45	\$15.24	\$15.41	\$15.47	\$15.27	\$18.09
3	\$12.17	\$12.47	\$12.23	\$12.81	\$12.53	\$13.27	\$12.77	\$13.01	\$13.25	\$13.49	\$13.50	\$14.23	\$14.47	\$14.69	\$15.48	\$15.65	\$15.71	\$15.51	\$18.32
4	\$12.41	\$12.71	\$12.47	\$13.05	\$12.77	\$13.51	\$13.01	\$13.25	\$13.49	\$13.73	\$13.74	\$14.47	\$14.71	\$14.93	\$15.71	\$15.89	\$15.96	\$15.75	\$18.56
5	\$12.65	\$12.95	\$12.71	\$13.29	\$13.01	\$13.76	\$13.25	\$13.49	\$13.73	\$13.97	\$13.99	\$14.71	\$14.95	\$15.17	\$15.95	\$16.13	\$16.20	\$15.98	\$18.80
6	\$12.89	\$13.19	\$12.95	\$13.53	\$13.25	\$14.00	\$13.49	\$13.73	\$13.97	\$14.21	\$14.23	\$14.95	\$15.19	\$15.41	\$16.19	\$16.37	\$16.44	\$16.22	\$19.04
7	\$13.13	\$13.43	\$13.19	\$13.77	\$13.49	\$14.24	\$13.73	\$13.97	\$14.21	\$14.45	\$14.47	\$15.19	\$15.43	\$15.65	\$16.42	\$16.61	\$16.69	\$16.46	\$19.28
8	\$13.37	\$13.67	\$13.43	\$14.01	\$13.73	\$14.48	\$13.97	\$14.21	\$14.45	\$14.69	\$14.71	\$15.43	\$15.67	\$15.89	\$16.66	\$16.85	\$16.93	\$16.70	\$19.52
9	\$13.61	\$13.91	\$13.67	\$14.25	\$13.97	\$14.72	\$14.21	\$14.45	\$14.69	\$14.93	\$14.95	\$15.67	\$15.91	\$16.13	\$16.89	\$17.09	\$17.17	\$16.94	\$19.76
10	\$13.85	\$14.15	\$13.91	\$14.49	\$14.21	\$14.96	\$14.45	\$14.69	\$14.93	\$15.17	\$15.19	\$15.91	\$16.15	\$16.37	\$17.13	\$17.33	\$17.42	\$17.18	\$20.00
11	\$14.09	\$14.39	\$14.15	\$14.73	\$14.45	\$15.20	\$14.69	\$14.93	\$15.17	\$15.41	\$15.43	\$16.15	\$16.39	\$16.61	\$17.36	\$17.57	\$17.66	\$17.42	\$20.24
12	\$14.33	\$14.63	\$14.39	\$14.97	\$14.69	\$15.44	\$14.93	\$15.17	\$15.41	\$15.65	\$15.67	\$16.39	\$16.63	\$16.85	\$17.60	\$17.81	\$17.90	\$17.66	\$20.48
13	\$14.57	\$14.87	\$14.63	\$15.21	\$14.93	\$15.68	\$15.17	\$15.41	\$15.65	\$15.89	\$15.91	\$16.63	\$16.87	\$17.09	\$17.84	\$18.05	\$18.14	\$17.90	\$20.72
14	\$14.81	\$15.11	\$14.87	\$15.45	\$15.17	\$15.92	\$15.41	\$15.65	\$15.89	\$16.13	\$16.15	\$16.87	\$17.11	\$17.33	\$18.07	\$18.29	\$18.38	\$18.14	\$20.96
15	\$15.05	\$15.35	\$15.11	\$15.69	\$15.41	\$16.16	\$15.65	\$15.89	\$16.13	\$16.37	\$16.39	\$17.11	\$17.35	\$17.57	\$18.31	\$18.53	\$18.62	\$18.38	\$21.20
16	\$15.29	\$15.59	\$15.35	\$15.93	\$15.65	\$16.40	\$15.89	\$16.13	\$16.37	\$16.61	\$16.63	\$17.35	\$17.59	\$17.81	\$18.54	\$18.77	\$18.86	\$18.62	\$21.43
17	\$15.53	\$15.83	\$15.59	\$16.17	\$15.89	\$16.64	\$16.13	\$16.37	\$16.61	\$16.85	\$16.87	\$17.59	\$17.83	\$18.05	\$18.78	\$19.01	\$19.10	\$18.86	\$21.67
18	\$15.77	\$16.07	\$15.83	\$16.41	\$16.13	\$16.88	\$16.37	\$16.61	\$16.85	\$17.09	\$17.11	\$17.83	\$18.07	\$18.29	\$19.02	\$19.25	\$19.34	\$19.09	\$21.91

Note 1: Substitutes hired for positions on this salary schedule are paid at the starting hourly wage for that position, or as authorized by the Executive Director of Finance and Human Relations.

Note 2: Translator column began in 2016-17. All translators were paid at step 1 rate, unless regular hourly rate was higher, in which case they were paid that rate. Advancement down the column begins in 2017-18 for translators who are regular district employees. Translators who are not regular district employees will be paid at the step 1 pay rate and do not advance down the Translator column.