Regular Meeting

Mission: "Engaging All Learners to Achieve Success"

The Regular Meetingstarted at 5:30 PMon Monday, June 15, 2026. The meeting was held at Kramer Education Center
2410 16th Street, Suite A
Columbus, NE 68601

Candace Becher:	Present
Michael Jeffryes:	Absent
Doug Molczyk:	Present
Theresa Seipel:	Present
Douglas Willoughby:	Absent
Marv Zoucha:	Present

I. CALL TO ORDER

II. ROLL CALL OF THE BOARD

III. EXCUSE BOARD MEMBERS
Motion to excuse board members. Passed with a motion by Theresa Seipel and a second by Doug Molczyk.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

IV. PLEDGE OF ALLEGIANCE

V. MEETING COMPLIANCE

V.A. DISTRICT MISSION STATEMENT
Marv Zoucha read the Mission Statement.

V.B. OPEN MEETINGS ACT

V.B.1. President ensures all can hear proceedings

V.C. PUBLICATION OF MEETING NOTICE

VI. PUBLIC COMMENT

VII. GUEST PRESENTATIONS

VIII. RECOGNITIONS BY BOARD

IX. CONSENT AGENDA
Motion to approve the consent agenda Passed with a motion by Candace Becher and a second by Doug Molczyk.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

IX.A. Items to be removed from the Consent Agenda

IX.B. Meeting Minutes

IX.C. Finance Reports

IX.D. Staffing Reports

IX.E. Professional Travel

X. FOUNDATION REPORT
Motion to approve the Foundation Report, as submitted. Passed with a motion by Theresa Seipel and a second by Candace Becher.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

XI. DIRECTOR & SUPERINTENDENTS REPORTS OR UPDATES

XI.A. Director of Teaching and Learning

Teresa Hausmann, Director of Teaching and Learning shared her report. She thanked the board for adopting the FrogStreet Curriculum for preschool, it was very successful. She said the new biology curriculum has been fully implemented. Chemistry is being worked on, and Brooke Kavan, the new director will continue that work. A lot of work has been done on the K-6 math data points based on the updated proficiency scales. Mrs. Hausmann said there have been 2672 touchpoints this year.

XI.B. Director of Special Education

XI.C. Assistant Director for Student Services

XI.D. Director of Human Resources

Jason Schapmann, Director of Human Resources and Fiscal Support, said the budget proposal for 26-27 will be coming in July.

XI.E. Director of Operations

XI.F. Superintendent

XII. DISCUSSION ITEMS

XII.A. Review of the Community Meeting information from Kordica

Chip Kay, Superintendent, shared the feedback from the community meetings regarding the capacity concerns for the growing community. People that came to the meeting may not have been engaged previously.
The biggest concerns are about costs and keeping elementary students together. They have requested more information to be available before a bond vote. The district's concerns are getting information out to all voters and confusion about taxation. Dr. Kay would like to release and plan in September and wait a couple of months to see the feedback.

XII.B. Proposals for Facility Condition and Functional Capacity Data

XII.C. Review of Policy 508.13 School Wellness Policy
There have been no changes to this policy.

XIII. ACTION ITEMS FOR THIS MEETING

XIII.A. Discuss and take all necessary action to increase FTE for Nursing support PK-12
Motion to approve to Increase FTE for Nursing support PK-12. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
Sara Colford, Assistant Director of Student Services, has requested an additional LPN at CHS. She said there are definitely more need with diabetic situations, seizures, illness, sports injuries, etc.

XIII.B. Discuss and take all necessary action to accept the bid from Centegix for a safety and security system that includes mapping, crisis alert and visitor management
Motion to accept the bid from Centegix for a safety and security system. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

Dr. Kay gave information around costs and capabilities of the Centegix Safety and Security System. Some of the discussion was about the timing of this purchase.

XIII.C. Approval of the Athletic Trainer(s) Contract with Columbus Community Hospital

Motion to approve the Athletic Trainer(s) Contract with Columbus Community Hospital. Passed with a motion by Doug Molczyk and a second by Marv Zoucha.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

Dr. Kay gave some information on how the Athletic Trainer Contract has worked in the past. This was a free service CPS received from the hospital. As costs have gone up there will be a cost to the district.

XIII.D. Breakfast/Lunch Price Recommendation for 2026-2027

Motion to approve the Breakfast/Lunch Prices for 2026-2027. Passed with a motion by Candace Becher and a second by Doug Molczyk.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

Mr. Schapmann CPS prices are lower than the recommendation.

XIII.E. Approval of Surplus Requests

Motion to approve Surplus Requests, as submitted. Passed with a motion by Theresa Seipel and a second by Doug Molczyk.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

XIII.F. Discuss and take all necessary action on language support procedures

Motion to approve the Translation Policy, as submitted. Passed with a motion by Doug Molczyk and a second by Candace Becher.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

Dr. Kay said that our French population has dropped. We won't be required to have all documents in French any longer. We will still provide documents in any native language when requested.

XIII.G. Discuss and take necessary action on Graduation Requirements for the Compass Academy at Columbus Public Schools

Motion to approve graduation requirements for the Compass Academy Passed with a motion by Doug Molczyk and a second by Marv Zoucha.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
Dr. Kay discussed and answered questions regarding graduation requirements for the Compass Academy at the Non-Traditional Building. The requirements meet the state and statutory requirements. Diplomas earned will be recognized by the NDE.

XIII.H. Discuss and take all necessary action on all Student Handbooks

Motion to approve all Student Handbooks, as submitted. Passed with a motion by Doug Molczyk and a second by Candace Becher.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
All student handbooks were reviewed, and any additions and changes were discussed. New this year, preschool has their own handbook.

XIII.I. Discuss and take necessary actions on all Staff Handbooks-Certified, Classified and Substitute

Motion to approve all Staff Handbooks for 2026-2027, as submitted. Passed with a motion

by Theresa Seipel and a second by Doug Molczyk.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

Mr. Schapmann said the staff handbooks were basically just cleaned up.

XIII.J. Approval of the Outside Agency Handbook for 2026-2027

Motion to approve the Outside Agency Handbook for 2026-2027, as submitted. Passed with a motion by Theresa Seipel and a second by Candace Becher.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
Mr. Schapmann talked about the Outside Agency Handbook. He highlighted some expectations that people need to know.

XIII.K. 2026-2027 Facilities Usage Handbook

Motion to approve the 2026-2027 Facilities Usage Handbook. Passed with a motion by Theresa Seipel and a second by Candace Becher.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

Leonard Kwapnioski, Director of Operations, said the Facilities Use Handbook is a work in progress to align agreements within board policy. He also shared that we have a new scheduler that should be active on July 1.

XIII.L. Discuss and take necessary action on the Administrator Handbook & Work Agreement

Motion to approve the administrator handbook and work agreement Passed with a motion by Theresa Seipel and a second by Marv Zoucha.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

Dr. Kay said this handbook serves as a work agreement. It is not part of the certified agreement anymore. This handbook applies to 21 people in the district. The information in the handbook defines jobs, and includes evaluation information. Dr. Kay discussed the PTO system for the administrators. All of this information will be presented at the Administrator Retreat in July.

XIII.M. Recommended Admission Prices for 2026-2027

Motion to approve the Recommended Admission Prices for 2026-2027. Passed with a motion by Doug Molczyk and a second by Marv Zoucha.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

Tim Kwapnioski, CHS Activities/Athletics Director, reported that the admission prices are the same as last year.

XIII.N. Athletics and Activities Handbook 2026-2027

Motion to approve the Athletic and Activities Handbook for 2026-2027, as submitted. Passed with a motion by Candace Becher and a second by Doug Molczyk.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
There was a name change made in the handbook, that was the only edit.

XIII.O. Approval of the Continuation of Boys and Girls Swimming and Diving Co-op with Scotus and Lakeview

Motion to approve the Boys and Girls Swimming & Diving Co-op Renewal with Scotus and Lakeview for 2026-2027 & 2027-2028. Passed with a motion by Doug Molczyk and a second by Marv Zoucha.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

XIII.P. Discuss and take necessary action on the Superintendents Contract
Motion to approve the Superintendent's Contract. Passed with a motion by Doug Molczyk and a second by Candace Becher.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

XIII.Q. Discuss and take action on Board Policies by Section
Dr. Kay explained changes that were made for statutory requirements. Also discussion regarding policies that needed to be reviewed because of outdated information.

XIII.Q.1. First Reading of Board Policy Changes for Section 200
Motion to approve the First Reading of Board Policies in Section 200. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

XIII.Q.2. First Reading of Board Policy Changes for Section 400
Motion to approve the First Reading of Board Policies in Section 400. Passed with a motion by Doug Molczyk and a second by Candace Becher.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

XIII.Q.3. First Reading of Board Policy Changes for Section 500
Motion to approve the First Reading of Board Policies in Section 500. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

XIII.Q.4. First Reading of Board Policy Changes for Section 600
Motion to approve the First Reading of Board Policies in Section 600. Passed with a motion by Doug Molczyk and a second by Candace Becher.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

XIII.Q.5. First Reading of Board Policy Changes for Section 700
Motion to approve the First Reading of Board Policies in Section 700. Passed with a motion by Candace Becher and a second by Marv Zoucha.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

XIII.Q.6. First Reading of Board Policy Changes for Section 1000
Motion to approve the First Reading of Board Policies in Section 1000. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea

XIV. BOARD REQUESTS FOR INFORMATION

XIV.A. 2026-2027 Board of Education Schedule

XV. BOARD SHARING

XVI. EXECUTIVE SESSION

The board did not go into Executive Session.

XVII. ADJOURN

Motion to adjourn Passed with a motion by Marv Zoucha and a second by Doug Molczyk.
Candace Becher: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Marv Zoucha: Yea
The meeting was adjourned at 8:41pm.

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 15, 2026.

_____ _____

President Secretary

2026 State Track Qualifiers

Athletes(events):

Ruby Shea – Triple Jump

Paighton Erb – High Jump

Kaylie Fedde – Discus

Joselyn Lara – Shot Put

Esteban Arcos – Triple Jump, 300 lH, 4 x 400

Evvann Daniels – 100m , 4 x 400

Jaxson Vasicek – High Jump

Conrad Renteria – 4 x 400

Alexander Ogle – 110 HH

Michael Voichoskie – Discus

Payten Andresen – Shot Put

Ernesto Ramirez-Ferro – Discus

CJ Sindelar – Discus

Jenry Fuentes-Quelex – 4 x 400

Danilson Gallegos-Luevano – Unified Shot

Alexander Ambriz-Madrigal – Unified Shot

Coaching Staff:

Scott Bethune
Chris Sander
Brett Novak
Dan Steiner
Kortney Riedmiller
Dave Slusarski
Jeri Otten
Koner Hogue

2026 BOYS STATE GOLF QUALIFIER

Bryce Brown

Committee As A Whole
Monday, May 11, 2026 5:30 PM Central

Kramer Education Center
2410 16th Street, Suite A
Columbus, NE 68601

Candace Becher:	Absent
Michael Jeffryes:	Present
Doug Molczyk:	Absent
Theresa Seipel:	Present
Douglas Willoughby:	Present
Marv Zoucha:	Present

Present: 4, Absent: 2.

I. CALL TO ORDER

II. ROLL CALL OF THE BOARD

III. EXCUSE BOARD MEMBERS
Motion to excuse board members. Passed with a motion by Michael Jeffryes and a second by Marv Zoucha.
Candace Becher: Absent, Doug Molczyk: Absent, Michael Jeffryes: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2

IV. PLEDGE OF ALLEGIANCE

V. MEETING COMPLIANCE

V.A. DISTRICT MISSION STATEMENT

V.B. OPEN MEETINGS ACT

V.B.1. President ensures all can hear proceedings

V.C. PUBLICATION OF MEETING NOTICE

VI. RECOGNITIONS BY BOARD

VI.A. Quiz Bowl State Qualifiers

VII. PUBLIC COMMENT

VIII. GUEST PRESENTATIONS

IX. BUILDING OR DISTRICT PRESENTATION

X. CONSENT AGENDA

X.A. Items to be removed from the Consent Agenda

X.B. Meeting Minutes

X.C. Finance Reports

Jason Schapmann, Director of Human Resources and Fiscal Support shared information on all financial reports. He said the Nutrition Fund is currently even with LunchTime Solutions. He explained the Depreciation Fund and the projects taken out.

X.D. Staffing Reports

Mr. Schapmann said there are two positions open at this time. He said we do not hire classified staff at this time because of summer break. There was discussion about leave of absence. He said there is a two-year maximum for those requests.

X.E. Professional Travel

XI. FOUNDATION REPORT

Nicole Anderson, Foundation Director and Director of Communications, reported that the memo shows payments made for post-prom and the After School Program. $15,884.90 for April; $79,068.59 Year to Date.

XII. DIRECTOR & SUPERINTENDENTS REPORTS OR UPDATES

XII.A. Director of Teaching and Learning

Teresa Hausmann, Director of Teaching and Learning, shared that spring accountability testing is finished. She said the Family Literacy Program has shown great progress and has received a very favorable report. The Teaching and Learning Department had 292 touchpoints for the month of April.

XII.A.1. Columbus Family Literacy Program

XII.B. Director of Special Education

XII.C. Assistant Director for Student Services

XII.D. Director of Human Resources

Mr. Schapmann shared the year-to-date expenditures by function report. He shared the progress of choosing a food service company.

XII.E. Director of Operations

XII.F. Superintendent

Dr. Chip Kay, Superintendent, said he would present the Strategic Plan at the meeting next week.

XIII. MONTHLY REVIEW OF POLICIES

XIV. DISCUSSION ITEMS

XIV.A. Administrator Wage & Benefit Recommendation for 2026-2027

Dr. Kay commented on the administrator's wage and compensation recommendation. He said 21 employees are compensated. The recommendation is 2.95%, which is not applied uniformly. Dr. Kay said he tried to keep it close to the teachers' percentage. He also said that they have the hardest jobs in the district, and they are deserving of compensation.

XIV.B. Presence Contract for 2026-2027

Dr. Jason Harris discussed the Presence Contract. This is for online speech services. The school psychologist position has been filled. The contract helps to serve 485 students. $85.00/hour X 36 weeks. Dr. Harris said this is the equivalent of 11 people for 188 days. If a student is absent, the session is made up. Students receive 40 minutes a week. They also provide evaluations for buildings.

XIV.C. B.I.S.T. Service Agreement for 2026-2027

Dr. Harris talked about the BIST Agreement. He said this is how we manage tier 2 behaviors. Dr. Harris said this is our 7th year with BIST. They give CPS 5 consultation days. New this year is K-8 switching to BIST tier 1 and tier 2. Classroom teachers will be trained this summer. High school has chosen to use Well Managed classrooms and one other program.

XIV.D. CMS Grease Trap Replacement

The grease trap at CMS has a leak. Discussion about an inspection process going forward.

XIV.E. CMS Raised Planters-Removal and Replacement of Concrete

CMS planters are falling apart. They will remove the planters and put in flat concrete. This is a more sustainable option.

XIV.F. District Wireless/Network Upgrade from CDWG

The district wireless upgrade is a summer project. Seventy five percent is paid by Erate. This project is a necessity. Erate is a federal program to make sure schools have connectivity.

XIV.G. Surplus

XIV.H. Fundraising Applications

XIV.I. Discoverer Bands Trip Request

XV. ACTION ITEMS FOR THIS MEETING

XV.A. First Reading of Policy 504.07R1 Student Activism-Protests, Walkouts, and Demonstrations

Motion to approve the First Reading of Policy 504.07R1 Student Activism-Protests, Walkouts, and Demonstrations Passed with a motion by Marv Zoucha and a second by Theresa Seipel.
Candace Becher: Absent, Doug Molczyk: Absent, Michael Jeffryes: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2
Dr. Kay talked about Policy 504.07R1 Student Activism. This policy gives CHS Administration some power to get students back into the building. The changes were not made to the policy, the regulation deals with walk out demonstrations.

XV.B. First Reading of Policy 502.09 In District Transfer including R1 and R2
Motion to approve first reading of policy 502.09, including R1 and R2 Passed with a motion by Douglas Willoughby and a second by Theresa Seipel.
Candace Becher: Absent, Doug Molczyk: Absent, Michael Jeffryes: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2
Dr. Kay said the form is part of the approval process. The big change is one transfer request is the limit. If there is a placement, that does not count towards the one transfer.

XV.C. First Reading of Policy 408.02 Certificated Employee Contract Release
Motion to approve the First Reading of Policy 408.02 Certificated Employee Contract Release, as submitted. Passed with a motion by Marv Zoucha and a second by Michael Jeffryes.
Candace Becher: Absent, Doug Molczyk: Absent, Michael Jeffryes: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2

Mr. Schapmann talked about Policy 409.02 and the changes that have been made over the last several years. The later our date, the more people resign and the harder it is to replace them. Mr. Schapmann said this puts CPS at a disadvantage. There is still the superintendent's discretion.

XV.D. First Reading of Policy 402.22 Video Surveillance in the Workplace
Motion to approve the First Reading of Policy 402.22 Video Surveillance, as submitted. Passed with a motion by Michael Jeffryes and a second by Douglas Willoughby.
Candace Becher: Absent, Doug Molczyk: Absent, Michael Jeffryes: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2

Dr. Kay discussed Policy 402.22 Video Surveillance in the Workplace. The policy states certain violations. There must be consent for audio recording. Dr. Kay has concerns that the policy is not being met. Video surveillance should not be for general monitoring. All information is included in the policy to be sure we are compliant. This policy is very comprehensive.

XV.E. Presentation of 2026 Graduation List
Motion to approve the CHS Graduation List for 2026. Passed with a motion by Theresa Seipel and a second by Marv Zoucha.

Candace Becher: Absent, Doug Molczyk: Absent, Michael Jeffryes: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2

XVI. BOARD REQUESTS FOR INFORMATION

XVII. BOARD SHARING

XVIII. EXECUTIVE SESSION
The board did not go into Executive Session.

XIX. ADJOURN
Motion to adjourn Passed with a motion by Theresa Seipel and a second by Michael Jeffryes.
Candace Becher: Absent, Doug Molczyk: Absent, Michael Jeffryes: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 4, Nay: 0, Absent: 2
The meeting was adjourned at 7:23pm.

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, May 11, 2026.

_____ _____

President Secretary

Regular Meeting
Monday, May 18, 2026 5:30 PM Central

Kramer Education Center
2410 16th Street, Suite A
Columbus, NE 68601

Candace Becher:	Present
Michael Jeffryes:	Present
Doug Molczyk:	Present
Theresa Seipel:	Present
Douglas Willoughby:	Present
Marv Zoucha:	Present

Present: 6.

I. CALL TO ORDER

II. ROLL CALL OF THE BOARD

III. EXCUSE BOARD MEMBERS

IV. PLEDGE OF ALLEGIANCE

V. MEETING COMPLIANCE

V.A. DISTRICT MISSION STATEMENT

Mike Jeffryes read the Mission Statement.

V.B. OPEN MEETINGS ACT

V.B.1. President ensures all can hear proceedings

V.C. PUBLICATION OF MEETING NOTICE

VI. PUBLIC COMMENT

VII. GUEST PRESENTATIONS

VIII. RECOGNITIONS BY BOARD

IX. BUILDING OR DISTRICT PRESENTATION

IX.A. CMS - IXL

Amy Haynes, CMS Principal and Mindi Struebing, CMS Teacher, presented the iXL Proposal. Mindi is representing a middle school teacher. Mrs. Haynes explained the why of the proposal. She said iXL will help to strengthen the core. This is an intervention tool to fill in the gaps for students that need it. Mrs. Haynes said math and reading data have seen growth but not near where they want to be. This tool is needed for Tier II at CMS. iXL is connected to the curriculum CMS is using.

X. CONSENT AGENDA

Motion to approve the consent agenda Passed with a motion by Douglas Willoughby and a second by Michael Jeffryes.
Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0

X.A. Items to be removed from the Consent Agenda
There were no items removed from the Consent Agenda.

X.B. Meeting Minutes

X.C. Finance Reports

X.D. Staffing Reports

X.E. Professional Travel

XI. FOUNDATION REPORT
The Superintendent recommends that the board approve the Foundation Report, as submitted.
Passed with a motion by Doug Molczyk and a second by Marv Zoucha.
Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0

XII. DIRECTOR & SUPERINTENDENTS REPORTS OR UPDATES

XII.A. Director of Teaching and Learning

XII.B. Director of Special Education

XII.C. Assistant Director for Student Services

XII.D. Director of Human Resources

XII.E. Director of Operations

XII.F. Superintendent
Dr. Chip Kay, Superintendent, shared the Strategic Plan Report from the 2-year check-in with JNW.
He also shared information on the Centegix Safety System, including the Crisis Alert and Visitor Management System. There was discussion about the COPS Grant, the data tracking costs and the out-of-pocket expenses.

XIII. MONTHLY REVIEW OF POLICIES

XIV. DISCUSSION ITEMS

XV. ACTION ITEMS FOR THIS MEETING

XV.A. Administrator Wage & Benefit Recommendation for 2026-2027
Motion to approve the Administrator Wage & Benefit Recommendation for 2026-2027.
Passed with a motion by Candace Becher and a second by Doug Molczyk.

Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0

XV.B. Presence Contract for 2026-2027
Motion to approve the Presence Contract for 2026-2027. Passed with a motion by Theresa Seipel and a second by Marv Zoucha.
Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0

XV.C. B.I.S.T. Service Agreement for 2026-2027
Motion to approve the B.I.S.T. Service Agreement for 2026-2027. Passed with a motion by Doug Molczyk and a second by Theresa Seipel.
Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0

XV.D. CMS Grease Trap Replacement
Motion to approve the CMS Grease Trap Replacement. Passed with a motion by Marv Zoucha and a second by Doug Molczyk.
Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0

XV.E. CMS Raised Planters-Removal and Replacement of Concrete
Motion to approve the Removal of the CMS Raised Planters and Replacement of Concrete. Passed with a motion by Douglas Willoughby and a second by Doug Molczyk.
Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0

XV.F. District Wireless/Network Upgrade from CDWG
Motion to approve the District Wireless/Network Upgrade from CDWG. Passed with a motion by Michael Jeffryes and a second by Doug Molczyk.
Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0

XV.G. Approval of the Surplus Requests
Motion to approve the Surplus Requests. Passed with a motion by Theresa Seipel and a second by Douglas Willoughby.
Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0

XV.H. Approval of the Fundraising Applications

Motion to approve the Fundraising Applications. Passed with a motion by Marv Zoucha and a second by Theresa Seipel.
Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0

XV.I. Discoverer Bands Trip Request
Motion to approve drum majors to travel out of state. Passed with a motion by Doug Molczyk and a second by Douglas Willoughby.
Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0

XV.J. Second and Final Reading of Policy 504.07R1 Student Activism-Protests, Walkouts, and Demonstrations
Motion to approve the Second and Final Reading of Policy 504.07R1 Student Activism-Protests, Walkouts, and Demonstrations Passed with a motion by Douglas Willoughby and a second by Theresa Seipel.
Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0

XV.K. Second and Final Reading of Policy 502.09 In District Transfer including R1 and R2
Motion to approve the Second and Final Reading of Policy 502.09 In District Transfer including R1 and R2, as submitted. Passed with a motion by Candace Becher and a second by Marv Zoucha.
Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0
Dr. Kay said the forms were made more usable to tidy up the process for the in-district transfers.

XV.L. Second and Final Reading of Policy 408.02 Certificated Employee Contract Release
Motion to approve the Second and Final Reading of Policy 408.02 Certificated Employee Contract Release, as submitted. Passed with a motion by Douglas Willoughby and a second by Theresa Seipel.
Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0
Dr. Kay said this policy moves the date to March 15 for teachers leaving the district.

XV.M. Second and Final Reading of Policy 402.22 Video Surveillance
Motion to approve the Second and Final Reading of Policy 402.22 Video Surveillance - with retention at 14 days, as submitted. Passed with a motion by Theresa Seipel and a second by Michael Jeffryes.
Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas

Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0
The policy will be amended to state a 14-day retention guarantee. With our current system, it will hold that amount of footage. There is no set standard for schools to guarantee retention time.

XV.N. First and Final Reading of Policy 502.01E1 Limited Durable Power of Attorney
Motion to approve the First and Final Reading of Policy 502.01E1 Limited Durable Power of Attorney Passed with a motion by Candace Becher and a second by Douglas Willoughby.
Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0

XV.O. Discuss and take action on the Food Service Management Company.
This agenda item was tabled. Dr. Kay updated the progress of selecting a food service company.

XV.P. Discuss and take action on IXL 3-Year Contract.
Motion to approve the IXL 3-Year Contract. Passed with a motion by Candace Becher and a second by Doug Molczyk.
Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0

XVI. BOARD REQUESTS FOR INFORMATION

XVII. BOARD SHARING

XVIII. EXECUTIVE SESSION

XIX. ADJOURN
Motion to adjourn Passed with a motion by Theresa Seipel and a second by Candace Becher.
Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Theresa Seipel: Yea, Douglas Willoughby: Yea, Marv Zoucha: Yea
Yea: 6, Nay: 0
The meeting adjourned at 7:07pm.

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, May 18, 2026.

_____ _____

President

Secretary

Special Meeting
Thursday, May 21, 2026 4:30 PM Central

Kramer Education Center
2410 16th Street, Suite A
Columbus, NE 68601

Candace Becher:	Present
Michael Jeffryes:	Present
Doug Molczyk:	Present
Theresa Seipel:	Absent
Douglas Willoughby:	Present
Marv Zoucha:	Absent

Present: 4, Absent: 2.

I. CALL TO ORDER

II. ROLL CALL OF THE BOARD

III. EXCUSE BOARD MEMBERS

Motion to excuse board members. Passed with a motion by Doug Molczyk and a second by Douglas Willoughby.
Theresa Seipel: Absent, Marv Zoucha: Absent, Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

IV. PLEDGE OF ALLEGIANCE

V. MEETING COMPLIANCE

V.A. OPEN MEETINGS ACT

V.B. PUBLICATION OF MEETING NOTICE

VI. PUBLIC COMMENT

VII. ACTION ITEMS FOR THIS MEETING

VII.A. Approve Food Service Management Company

Motion to approve the resolution for the Food Service Management Company Agreement between Columbus Public Schools and Lunchtime Solutions, Inc. for operation and management of the District's food service program for the period July 1, 2026 through June 30, 2027, including the contractual financial guarantee provisions, with annual renewal options for up to four additional one-year terms subject to Board approval. Passed with a motion by Doug Molczyk and a second by Candace Becher.
Theresa Seipel: Absent, Marv Zoucha: Absent, Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

VIII. ADJOURN

Motion to adjourn Passed with a motion by Doug Molczyk and a second by Douglas Willoughby. Theresa Seipel: Absent, Marv Zoucha: Absent, Candace Becher: Yea, Michael Jeffryes: Yea, Doug Molczyk: Yea, Douglas Willoughby: Yea
Yea: 4, Nay: 0, Absent: 2

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 Thursday, May 21, 2026.

_____ _____

President Secretary

Columbus Public Schools
Summary of Cash Balances
May 31, 2026

5	DESCRIPTION	BEGINNING BALANCE	MONTH TO DATE RECEIPTS	MONTH TO DATE EXPENDITURES	END OF MONTH BALANCE	YTD BALANCE PRIOR YEAR
General Fund	Attachment M4a			$ 4,729,592.34		
	Attachment M5 (prior Bd Mtg)			$ 259,122.86		
	Transfer to GP ICS Savings		$ (19,000,000.00)			
	Transfer from GP ICS Savings		$ 3,650,000.00			
	Receipts GP checking		$ 14,378,960.18			
	GENERNAL FUND - GREAT PLAINS STATE BANK	$ 10,179,975.53	$ (971,039.82)	$ 4,988,715.20	$ 4,220,220.51	$ 4,379,231.63
	Transfer to GP Checking		$ (3,650,000.00)			
	Transfer from GP Checking		$ 19,000,000.00			
	Interest		$ 14,617.70			
	GEN FUND - GP ICS SAVINGS	$ 1,973,649.01	$ 15,364,617.70	$ -	$ 17,338,266.71	$ 14,516,309.57
	General Fund - Cash Balance				**$ 21,558,487.22**	
Depreciation						
	Amplify Education, Inc.			$ 500,000.00		
	Receipts					
	Interest		$ 8,139.29			
	DEPRECIATION - GREAT PLAINS STATE BANK	$ 3,293,874.42	$ 8,139.29	$ 500,000.00	$ 2,802,013.71	$ 906,150.36
Temporary Funds -GF						
	PAYROLL - PINNACLE BANK	$ 499,869.83	$ 4,075,195.68	$ 4,063,195.95	$ 511,869.56	$ 444,984.60
	HSA/FSA - PINNACLE BANK (Employee Benefit Fund)	$ 81,798.09	$ 13,447.10	$ 11,811.88	$ 83,433.31	$ 72,261.14
Activities						
	Administration	$ 704,734.71	$ 40,331.37	$ 32,855.23	$ 712,210.85	$ 707,204.72
	Middle School	$ 193,735.02	$ 5,582.94	$ 5,911.48	$ 193,736.58	$ 148,784.80
	High School	$ 774,444.55	$ 38,897.42	$ 75,168.43	$ 738,173.54	$ 689,545.18
	ACTIVITY FUNDS - COLUMBUS BANK	$ 1,672,914.28	$ 84,811.73	$ 113,935.14	$ 1,643,790.87	$ -
Nutrition Fund						
	Attachment M6			$ 460,546.13		
	Interest Income		$ 1,059.87			
	State Reimbursement		$ 214,056.94			
	Rct to Expenditures		$ 12,623.65			
	Student/ Staff meals/ alacarte sales		$ 54,549.56			
	NSF		$ -			
	NUTRITION FUND - CORNERSTONE BANK	$ 507,299.90	$ 282,290.02	$ 460,546.13	$ 329,043.79	$ 108,051.85
				$ -		
	Receipts		$ 796,595.42			
	BLDG FUND - BANK OF THE VALLEY	$ 716,410.09	$ 796,595.42	$ -	$ 1,513,005.51	$ 810,946.73
12- Student Fees Fund						
				$ -		
	Receipts		$ 0.23			
	STUDENT FEES FUND - ONE UNITED FEDERAL CREDIT UNION	$ 13,492.35	$ 0.23	$ -	$ 13,492.58	$ 1,975.00

Columbus Public Schools
General Fund Revenue Details
May 31, 2026

Account Number	Description	Budget	Month To Date	Year To Date	Balance	% Bud
01.1.01100.000.000	Property Taxes	($26,625,735.00)	($6,509,273.48)	($16,728,633.76)	($9,897,101.24)	62.83%
01.1.01115.000.000	Carline Taxes	($8,000.00)	($9,119.27)	($11,070.92)	$3,070.92	138.39%
01.1.01120.000.000	Public Power District Sales Tax	($900,000.00)	$0.00	$0.00	($900,000.00)	0.00%
01.1.01125.000.000	Motor Vehicle Taxes	($1,145,000.00)	($200,642.54)	($1,843,712.02)	$698,712.02	161.02%
01.1.01323.000.000	Tuition, SpEd School Age	($3,250.00)	$0.00	$0.00	($3,250.00)	0.00%
01.1.01510.000.000	Interest on Investments	($105,638.00)	($25,773.41)	($173,766.58)	$68,128.58	164.49%
01.1.01911.000.000	Local License Fees	($25,000.00)	$0.00	($17,772.50)	($7,227.50)	71.09%
01.1.01990.000.000	Miscellaneous Local Receipts	($20,000.00)	$0.00	$0.00	($20,000.00)	0.00%
01.1.02110.000.000	County Fines & License Fees	($161,000.00)	($50,524.64)	($194,429.66)	$33,429.66	120.76%
01.1.03110.000.000	State Aid	($18,156,653.00)	($1,803,103.00)	($16,353,546.00)	($1,803,107.00)	90.07%
01.1.03120.000.000	SpEd Receipts from the State	($6,500,000.00)	($1,257,898.00)	($5,983,555.00)	($516,445.00)	92.05%
01.1.03130.000.000	Homestead Exemption Allocation	$0.00	($191,120.47)	($573,361.41)	$573,361.41	#DIV/0!
01.1.03131.000.000	Property Tax Credit	$0.00	($4,262,701.29)	($8,502,274.07)	$8,502,274.07	#DIV/0!
01.1.03180.000.000	Pro-Rate Motor Vehicle	($32,000.00)	$0.00	($57,334.45)	$25,334.45	179.17%
01.1.03400.000.000	State Apportionment	($1,000,000.00)	$0.00	($1,109,548.74)	$109,548.74	110.95%
01.1.03535.000.000	High Ability Learners Allocation	($25,599.00)	$0.00	($20,309.00)	($5,290.00)	79.34%
01.1.03540.000.000	State Early Childhood Grant	($130,730.00)	$0.00	($194,467.00)	$63,737.00	148.75%
01.1.03541.000.000	Early Childhood Endowment Grant	($174,500.00)	$0.00	($106,898.00)	($67,602.00)	61.26%
01.1.03551.000.000	CTE Grant	$0.00	$0.00	($17,056.00)	$17,056.00	#DIV/0!
01.1.03590.000.000	Extended Learning Opportunity	$0.00	$0.00	($1,423.04)	$1,423.04	#DIV/0!
01.1.03599.000.000	State Categorical Programs	$0.00	($584.35)	($2,084.35)	$2,084.35	#DIV/0!
01.1.04505.000.000	ESSA Title I Part A: Improving	($700,176.00)	$0.00	($389,619.00)	($310,557.00)	55.65%
01.1.04509.000.000	ESSA Title II Part A Supporting	($113,178.00)	$0.00	($168,399.00)	$55,221.00	148.79%
01.1.04516.000.000	IDEA Preschool Enrollment/Poverty	($25,599.00)	$0.00	($25,237.00)	($362.00)	98.59%
01.1.04518.000.000	IDEA Part B (611) Base Enrollment	($1,350,000.00)	$0.00	($1,346,396.00)	($3,604.00)	99.73%
01.1.04521.000.000	IDEA Part-B Proportionate Share	($164,500.00)	$0.00	($144,379.00)	($20,121.00)	87.77%
01.1.04525.000.000	Carl Perkins Grants	($41,471.00)	$0.00	($49,309.00)	$7,838.00	118.90%
01.1.04527.000.000	ESSA Title III Part A English	($96,146.00)	$0.00	($48,355.00)	($47,791.00)	50.29%
01.1.04528.000.000	ESSA Title III Immigrant	($28,744.00)	$0.00	($35,112.00)	$6,368.00	122.15%
01.1.04531.000.000	ESSA Title IV Part B 21st Century	($117,000.00)	$0.00	($81,066.00)	($35,934.00)	69.29%
01.1.04708.000.000	Medicaid in Public Schools	($164,500.00)	($29,973.62)	($152,746.58)	($11,753.42)	92.86%
01.1.04709.000.000	Medicaid Administrative Activity	$0.00	$0.00	($13,812.27)	$13,812.27	#DIV/0!
01.1.04969.000.000	ESSA Title IV-A Sudent Support	($48,269.00)	$0.00	($41,853.00)	$41,853.00	86.71%
01.1.05300.000.000	Proceeds from Disposal of Real	$0.00	$0.00	($27,490.00)	$27,490.00	#DIV/0!
01.1.05690.000.000	Other Non-Revenue Receipts (RtE)	$0.00	($23,027.00)	($23,027.00)	$23,027.00	#DIV/0!
01.1.09001.000.000	Repayment of Interfund Loan from General Fund	$0.00	$0.00	($50,000.00)	$50,000.00	#DIV/0!
		($57,862,688.00)	**($14,363,741.07)**	($54,488,043.35)	($3,374,644.65)	94.17%
	Transfers		$15,350,000.00			
	Reimbursements/Refunds		($30,922.71)			
	Interest - other accounts		$15,703.60			
	Total Revenue		**($971,039.82)**			

Check Number	Payee	Amount
22684	SCHOOL DISTRICT #1-PAYROLL	$3,932,810.12
22685	AUGUSTA LAWN CARE OF COLUMBUS	$12,602.00
22686	BLAZERWORKS, LLC	$13,007.50
22687	BOSWELL, ETHAN	$46.08
22688	COLUMN SOFTWARE PBC	$35.72
22689	DAYLIGHT DONUTS	$42.75
22690	ESU #6	$60.00
22691	ESU #7	$16,804.88
22692	GODFATHERS -COLUMBUS	$545.00
22693	JACKSON SERVICES INC.	$111.25
22694	OCCUPATIONAL HEALTH SERVICES	$180.00
22695	PITNEY BOWES GLOBAL FINANCIAL SERVICES L	$991.32
22696	PIZZA HUT -COLUMBUS	$70.00
22697	SAPP BROS PETROLEUM	$131.45
22698	SWEET HARVEST POPCORN SHOP	$707.50
22699	VALENTINOS OF COLUMBUS	$482.50
22700	WOODRIVER ENERGY LLC	$12,717.14
22701	ASSOCIATED STAFFING, INC	$4,909.25
22702	FIRST NATIONAL BANK OMAHA	$1,377.01
22703	FIRST NATIONAL BANK OMAHA	$2,963.43
22704	FIRST NATIONAL BANK OMAHA	$1,662.23
22705	FIRST NATIONAL BANK OMAHA	$321.00
22706	FIRST NATIONAL BANK OMAHA	$897.89
22707	FIRST NATIONAL BANK OMAHA	$945.47
22708	FIRST NATIONAL BANK OMAHA	$927.41
22709	FIRST NATIONAL BANK OMAHA	$3,451.15
22710	FIRST NATIONAL BANK OMAHA	$182.51
22711	FIRST NATIONAL BANK OMAHA	$1,221.63
22712	FIRST NATIONAL BANK OMAHA	$296.41
22713	AMPLIFY EDUCATION, INC.	$274,656.20
22714	ANDERSON AUTO BODY	$2,500.00
22715	BIG APPLE BAGELS	$149.97
22716	BLAZERWORKS, LLC	$36,763.50
22717	COLUMN SOFTWARE PBC	$211.50
22718	CROWNE PLAZA KEARNEY	$335.90
22719	ESU #7 SPECIAL EDUCATION	$40,210.33
22720	JNW CONSULTING, LLC	$6,550.88
22721	KRACL, NICOLE	$95.07
22722	LOUP POWER DISTRICT	$33.76
22723	LOUP POWER DISTRICT	$110.73
22724	May, Ryan A	$117.45
22725	MURPHY, DAWN	$2,030.00
22726	NEBRASKA LITERACY ASSOCIATION	$150.00
22727	NORFOLK PUBLIC SCHOOLS	$3,921.25
22728	PARENTSQUARE, INC	$3,000.00
22729	PITNEY BOWES - RESERVE ACCOUNT	$4,312.89
22730	PLUNKETTS PEST CONTROL	$919.80
22731	SERVICEMASTER BY SHEVLIN	$44,529.78

Check Number	Payee	Amount
22732	U AND I SANITATION LLC	$2,235.00
22733	UNIVERSITY OF NE STATE MUSEUM	$324.00
22734	AMAZON CAPITAL SERVICES	$5,804.69
22735	HY-VEE FOOD STORES	$1,068.47
22736	SUPER SAVER	$937.42
22737	TREVIPAY-WALMART	$451.85
22738	ARNOLD MOTOR SUPPLY-COLUMBUS	$164.79
22739	AWARDS & ENGRAVING	$553.75
22740	BATES, LINDSEY	$214.90
22741	BERTRAND, KATIE	$24.50
22742	BLASER, TASHA	$161.17
22743	BOMBERGER, KYLA	$82.94
22744	BOMGAARS	$249.16
22745	BOS, JENNY	$241.76
22746	CENTRAL INSULATION & ROOFING	$340.00
22747	COBLE, MELISSA	$173.57
22748	COLE, KEVIN	$173.57
22749	CONTROL DEPOT	$428.80
22750	DONOGHUE, TRACY	$198.36
22751	DUSH, REGINA	$371.92
22752	EAKES OFFICE SOLUTIONS	$2,331.87
22753	FAST LINE STRIPPING SYSTEMS, LTD	$2,000.00
22754	FATHER FLANAGAN'S BOYS' HOME	$43,680.00
22755	FOLLETT CONTENT SOLUTIONS, LLC	$1,994.31
22756	GALLEY, SHANNON	$188.03
22757	GERHOLD CONCRETE CO. INC.	$176.09
22758	GO PHYSICAL THERAPY, LLC	$82,320.74
22759	GRAFE, TARA	$214.90
22760	GREAT PLAINS BUILDING SUPPLY CO.	$22.04
22761	HAYS, ALISHA	$41.47
22762	HD SUPPLY	$256.07
22763	IMAGE TECH & PRINTING	$212.23
22764	JARECKI, KAY	$892.64
22765	JARESKE, KELSEY	$188.03
22766	KOCH EXCAVATING CO.	$867.83
22767	KUSH, DENISE	$241.75
22768	LEVATA US LLC	$1,129.98
22769	MARKING, LORI	$200.97
22770	MENARDS-COL	$407.42
22771	MUELLER, PAM	$134.31
22772	NOSWETT FENCING AND DECKS	$78.90
22773	NOYD, BECCA	$18.27
22774	PACZOSA, MEGAN	$198.36
22775	PAPER101	$12,695.40
22776	PRESENCELEARNING INC	$131,053.00
22777	REALLY GOOD STUFF, INC.	$21.94
22778	ROBERTSON, KATIE	$188.03
22779	ROSALES, MARIA	$574.20

Check Number	Payee	Amount
22780	ROSAS, AMANDA	$214.90
22781	SEIPEL, JORDAN	$229.68
22782	STEMPEK, SHELLEY	$874.05
22783	STEMPEK, STACI	$214.90
22784	TWOREK, DANIEL	$214.90
22785	WRIGHT, ABBEY	$214.90
	Total Expenditures	**$4,729,592.34**

Check Number	Payee	Amount
22786	BLAZERWORKS, LLC	$11,614.00
22787	MANDT SYSTEM, THE	$2,995.00
22788	POSTMASTER	$45.80
22789	SWANK MOVIE LICENSING USA	$288.00
22790	ALLO COMMUNICATIONS	$197.50
22791	ASSOCIATED STAFFING, INC	$6,666.96
22792	AXE IN THE BOX	$580.00
22793	BARO, AZEAL	$244.06
22794	CITY OF COLUMBUS WATER & SANITATION DEPA	$6,320.60
22795	CITY OF COLUMBUS-TRANSFER STATION	$143.52
22796	CLINE WILLIAMS	$59.40
22797	COLLEGE BOARD	$630.00
22798	COLUMN SOFTWARE PBC	$18.33
22799	CULLIGAN	$56.00
22800	ESU #2	$3,084.25
22801	GILMORE & BELL P.C.	$2,000.00
22802	HOMETOWN LEASING	$20,249.94
22803	HOMETOWN LEASING	$536.01
22804	JACKSON SERVICES INC.	$111.66
22805	KSB SCHOOL LAW	$123.00
22806	LOUP POWER DISTRICT	$73.45
22807	LOUP POWER DISTRICT	$8.93
22808	LOUP POWER DISTRICT	$59,202.71
22809	NIPPON SANSO MATHESON INC	$41.45
22810	NSTA NEBRASKA SCHOOL TRANSPORTATION ASSO	$300.00
22811	ONE SOURCE	$35.50
22812	PARENTS AS TEACHERS	$420.00
22813	PERRY, GUTHERY, HAASE, & GESSFORD, P.C.	$1,007.00
22814	PITNEY BOWES - RESERVE ACCOUNT	$1,000.00
22815	POSTMASTER	$370.00
22816	SAPP BROS PETROLEUM	$4,012.26
22817	T-BONE TRUCK STOP	$3,226.13
22818	THRYV	$27.10
22819	VERIZON WIRELESS	$357.36
22820	AMAZON CAPITAL SERVICES	$14,149.86
22821	HY-VEE FOOD STORES	$55.29
22822	SUPER SAVER	$45.21
22823	TREVIPAY-WALMART	$61.05
22824	ACE HARDWARE-COLUMBUS	$36.88
22825	ARNOLD MOTOR SUPPLY-COLUMBUS	$213.21
22826	AVIVE SOLUTIONS	$2,014.71
22827	BOMGAARS	$47.96
22828	BSN SPORTS	$116.40
22829	CENTRAL COMM COLLEGE-COL	$520.00
22830	CNC REPAIR LLC	$104.95
22831	COFFEY, ALANNAH	$134.31
22832	COLUMBUS MUSIC	$213.74
22833	COLUMBUS SCHOOL LUNCH FUND-CHS	$446.69
22834	DAS STATE ACCTG-CENTRAL FINANCE OCIO	$660.00
22835	DEMCO, INC	$314.42
22836	EAKES OFFICE SOLUTIONS	$2,176.38
22837	EVANS CUSTOM APPAREL	$1,514.00
22838	FAS-BREAK	$110.00
22839	FATHER FLANAGAN'S BOYS' HOME	$27,040.00

Columbus Public Schools
General Fund Expenditures
June 1 - 12, 2026

Check Number	Payee	Amount
22840	FREEMAN, TYLER	$134.07
22841	GASCON, RAUL	$63.04
22842	GO PHYSICAL THERAPY, LLC	$51,583.51
22843	GREAT PLAINS BUILDING SUPPLY CO.	$22.04
22844	GUTIERREZ, ARIANA	$24.65
22845	HIGH POINT NETWORKS INC	$28,736.00
22846	HILTON OMAHA	$1,391.00
22847	HOESING, KRISTIN	$115.71
22848	HOMAN, KELLY	$70.25
22849	JENSEN, VALERIE	$290.15
22850	JONSON, AMANDA	$70.18
22851	KOHL, CHELSEY	$214.90
22852	LAKEVIEW SMALL ENGINE INC	$45.54
22853	LUNCHTIME SOLUTIONS, INC	$124.00
22854	MADDEN THERAPY LLC	$3,702.31
22855	MATCO TOOLS CORPORATION	$174.96
22856	MCPHILLIPS, BRIDGET	$9.14
22857	MENARDS-COL	$366.18
22858	MUCHMORE, KELLY	$231.43
22859	NIPPON SANSO MATHESON INC	$42.50
22860	Olcott, Caitlin L	$74.39
22861	OMAHA MUSIC THERAPY LLC	$2,497.50
22862	PITNEY BOWES - RESERVE ACCOUNT	$998.84
22863	PRESENCELEARNING INC	$107,407.00
22864	Q-GRAPHIX	$600.00
22865	SCHOOL HEALTH CORPORATION	$37.57
22866	SERVICEMASTER BY SHEVLIN	$28,621.88
22867	SETTLES, ERIN	$214.90
22868	SHERWIN-WILLIAMS	$544.74
22869	STAPLES	$885.12
22870	STAROSCIK, KRISTINE	$165.30
22871	STELLING BRASS & WINDS INC.	$2,808.00
22872	T-BONE TRUCK STOP	$2.61
22873	TEACHING STRATEGIES FOR EARLY CHILDHOOD	$3,962.00
22874	TRANSITION CURRICULUM, INC	$3,000.00
22875	UBT - OMNIFY FSA	$332.00
22876	VENTRIS LEARNING LLC	$774.00
22877	ZYWIEC, GARY	$16.00
22878	FREEMAN, TYLER	$180.00
	Total Expenditures	$416,554.39

Check Number	Vendor		Amount
3464	ASSOCIATED STAFFING, INC	$	299.94
3465	CASH	$	220.00
3466	JACKSON SERVICES INC.	$	68.30
3467	LUNCHTIME SOLUTIONS, INC	$	138,785.87
3468	MAJOR REFRIGERATION	$	1,070.88
3469	VERIZON WIRELESS	$	32.89
3470	ALEXANDER, DOUG	$	38.95
3471	ASSOCIATED STAFFING, INC	$	445.02
3472	DEWINE, TAMI	$	35.55
3473	GOC, MELISSA	$	31.45
3474	HY-VEE FOOD STORES	$	2,950.00
3475	JACKSON SERVICES INC.	$	68.21
3476	KAPELS, MARIE	$	272.20
3477	LANTIS, KRISTY	$	14.70
3478	LUNCHTIME SOLUTIONS, INC	$	172,893.61
3479	ROBERTS, ERYN	$	43.90
3480	SANDER, JILL	$	39.45
3481	SCHRANT, ELZBIETA	$	71.83
3482	SHEA, JONATHAN	$	10.65
3483	VILLANUEVA, ANA	$	54.60
3484	WEMHOFF, CHRIS	$	32.80
3485	SCHOOL DISTRICT #1-PAYROLL	$	141,299.66
3486	AMAZON CAPITAL SERVICES	$	197.13
3487	ASSOCIATED STAFFING, INC	$	930.29
3488	DONOGHUE, TRACY	$	54.06
3489	KNOEPFLE, MELANIE	$	45.35
3490	MAYA, YADIRA	$	286.00
3491	MEDINA-MAR, KAREN	$	99.20
3492	MENDEZ, FILBERTO	$	86.55
3493	PASTRANA-GARCIA, FROYLAN	$	50.70
3494	TREVIPAY-WALMART	$	16.39
	Total Fund Expenditures	$	460,546.13

Columbus Public Schools
Summary of Cash Balance -QCPUF
May 31, 2026

M9	DESCRIPTION	BEGINNING BALANCE	MONTH TO DATE RECEIPTS	MONTH TO DATE EXPENDITURES	END OF MONTH BALANCE	YTD BALANCE PRIOR YEAR
	Amazon			$ 460.80		
	Clark & Enersen			$ 7,373.64		
	Eakes Office Solutions			$ 58,503.68		
	First National Bank Omaha			$ 2,688.03		
	Receipts					
	Transfers					
	Interest		$ 2,714.33			
	QCPUF OPERATING -- COLUMBUS BANK	**$ 934,189.32**	**$ 2,714.33**	**$ 69,026.15**	**$ 867,877.50**	
	Transfers					
	Receipts		$ 350,457.84			
	Interest		$ 913.29			
	QCPUF BOND-- COLUMUBUS BANK	**$ 321,502.60**	**$ 351,371.13**	**$ -**	**$ 672,873.73**	

*Totals are the Operating and ICS Savings combined for each account

COLUMBUS PUBLIC SCHOOLS
ADMINISTRATION OFFICE

The Administration has hired the following Classified employees:

NAME	TITLE	LOCATION	HIRE DATE
Angela Wemhoff	Health Aide (LPN)	High School	8/3/2026
Diego Alonso Ludena Castillo	Information Technology Associate (Hybrid)	Admin	6/10/2026
Tiffany Blades	Guidance Secretary	Middle School	7/6/2026
Alisha Schuettler	Para Altern Educ	NTLSC	8/5/2026

The Administration has accepted the following Classified resignations/retirements:

NAME	TITLE	LOCATION	TERM DATE
Tayler Merrill	Para Title 1 & ASP Lead	West Park	5/22/2026
Kathleen Cyza	Para Sped High Needs & Crossing Guard	Lost Creek	5/22/2026
Alissa Pacheco	ASP Lead Staff	North Park	5/22/2026 (drop to sub only)
Jared Engel	ASP Lead Staff	Lost Creek	5/22/2026
Melanie Mendoza	Para Sped & ASP Lead	Emerson	5/22/2026
Mikayla Walker	Para Sped/Cashier & ASP Lead	West Park	5/22/2026
Catherine Smith	Food Service Cook/Server	West Park	5/18/2026
Desiree Shepard	Para Sped & AM Supervision	Lost Creek	5/22/2026 (drop to sub only)
Carla Eberhardt	Para Sped	Lost Creek	5/22/2026
Traci Seim	Guidance Secretary	Middle School	6/11/2026
Elena DeArcos	Para Title 1	West Park	5/22/2026
Stacy Coughtry	Food Service Head Cook	High School	5/22/2026

Jennifer Salazar	Para Educator	Middle School	5/22/2026 (drop to sub only)
Lezly Zayas	Para Sped	Middle School	5/22/2026

Last Update 6/11/2026

Columbus Public Schools

Professional Leave Report • May 2026

Employee Name	Date(s)	Event / Location
Aaron Rose	Apr 30, 2026 – May 1, 2026	**NETA Perkins**
Tory Gilson	Apr 30, 2026 – May 1, 2026	**NETA Conference**
Kimberly Schoenberner	Apr 30, 2026 – May 1, 2026	**Neb. Educational Technology Conference**
Adrianne Didier	May 1, 2026	**NETA Conference** *Day 2*
Leonard Kwapnioski	May 6, 2026	**NE IT Leadership Forum 2026** *Lincoln*
Leonard Kwapnioski	May 8, 2026	**NATA Meeting** *Omaha*
Nicole Anderson	May 8, 2026	**NebSPRA Monthly Meeting** *Waverly*
Jhonny Beltran	May 19, 2026	**State Soccer Finals — Personal/Professional**
Chip Kay	May 22, 2026	**ALICAP Board Meeting** *Lincoln*
Valerie Brown	May 27, 2026 – May 28, 2026	**School Mental Health Conference** *Omaha*
Kim Loeffelholz	May 27, 2026 – May 28, 2026	**School Mental Health Conference** *Omaha*
Sara Colford	May 27, 2026 – May 28, 2026	**School Mental Health Conference** *Omaha*

COLUMBUS PUBLIC SCHOOLS FOUNDATION

2410 16th Street, Suite A, P.O. Box 947, Columbus, NE 68602-0947 Phone: 402-563-7000, Ext. 13033 Fax: 402-563-7005

June 1, 2026

Mike Jeffryes
Board of Education
Columbus Public Schools

Dear President Jeffryes and Members of the Board:

The Foundation contributed the following items to Columbus Public Schools during the month of May. 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
$10,283.12 - Columbus After School Program
$500.00 - Operations Employee of the Year Award

Centennial PAC
$1,394.98 - Staff Appreciation
$853.42 - Family Picnic
$1,801.00 - Field Trips
$114.97 - ELPA Ice Cream
$22.50 - AR Top Readers Awards
$100.90 - Track & Field Day Supplies
$249.00 - Popcorn and Oil

North Park PTO
$412.68 - Staff Appreciation

Sports Boosters
$168.94 - Postage
$768.59 - Printing
$3,840.00 - Spring 2026 Support

West Park PTO
$84.83 - Retirement Gift
$1,316.70 - Staff Appreciation
$682.08 - School Picnic
$600.00 - Field Trip
$926.25 - End of Year Celebration

$1,500.00 - Educator of the Year Awards
$1,164.00 - Para to Teacher Scholarship

Post Prom
$275.00 - Insurance
$412.46 - Post Prom Prizes and Activities

Emerson PTO
$1,059.54 - Staff Appreciation
$425.40 - End of Year Celebration

Lost Creek PTO
$39.24 - Track & Field Day Supplies
$1,046.15 - Staff Appreciation
$355.25 - Classroom Support Supplies

Vocal Music Boosters
$251.00 - Acapella Trophies
$26.45 - Printing
$358.82 - Graduation Gifts
$3,000.00 - Neptune Angels & Bakers Dozen Directors

The total contributions for the month of May was $34,033.27
The total contributions for the FY 2026 total is **$113,101.86**
**CPS Foundation's fiscal year is January 1 through December 31.*

Thank you for your consideration.
Sincerely,

Nicole Anderson

Nicole Anderson
Communication & Foundation Director

Department of Teaching & Learning Updates

June 2026

Preschool Excellence

Implementation Success

- The 2025-26 academic year marked the full implementation of the Frogstreet curriculum resource for our PreK program.
- Ms. Erin Meyer has fantastic achievement and growth results to share with you.

Secondary Science

"Engaging All Learners to Achieve Success"

Open SciEd Expansion - Our commitment to inquiry-based science continued with the successful 2025-26 implementation phase

- Full implementation at CMS and High School Biology

New Curriculum Resources for 2026-27

"Engaging All Learners to Achieve Success"

Chemistry

Experience Chemistry by Savvas

Implementation plans are a work in progress and professional development is still being finalized

K-6 Math

Amplify Desmos, mCLASS Math & BOOST

- 253 Summer working hours by teachers with our team
- 193 math data points refined and or created
- Grades K-4 & 6 pacing guides created and proficiency scales updated
- Grade 5 is a work in progress
- All professional development has been scheduled for the 2026-27 school year

August 2025 - May 2026 Teacher/Principal Support

"Engaging All Learners to Achieve Success"

2,672 Touch Points

We track engagement through dialogue, collaboration, and classroom visits.

"Engaging All Learners to Achieve Success"

Allie Goering - Instructional Reading Coach
Mindi Struebing - EL/Curriculum Coordinator
Emily Duerst - Student Information System (Student Services)
Brooke Kavan - Director of Teaching & Learning

March - April
Initial Transition Meetings Begin

May - June 8
Bi-weekly One-on-One Planning Sessions

June 18 - 24
Intensive Office & Role Transition

June 29 & 30
Final Transition Handover

July 1
New Director Full-Time Start

Executive Summary
Community Forum Theme Analysis

Summary of Major Findings

1. The need for additional space is broadly accepted.
Very few comments questioned whether growth or space needs exist. Most discussion centered on *which solution is best*, not whether a solution is needed.

2. Option 1 (4-5 Building at the Current Middle School Site) received the strongest support.
When votes were taken, Option 1 received significantly more support than either Option 2 or Option 3. Participants repeatedly cited cost effectiveness, existing infrastructure, central location, and keeping 5th graders separate from older middle school students as primary reasons for support.

3. Option 2 (4-5 Building on a New Site) received little support.
Across all groups, participants struggled to identify advantages significant enough to justify purchasing land and creating another drop-off location.

4. Option 3 (New Elementary School + Additions) generated meaningful support but concerns about cost.
Many participants preferred maintaining neighborhood K-5 schools and keeping elementary-aged students together. However, the higher cost created concern.

5. Traffic remains the single most consistent concern regardless of solution.

6. Participants want more information before a bond vote.
Questions focused on enrollment projections, capacity, finances, staffing, traffic, and long-term planning.

OPTION 1: New 4-5 School at Current Middle School Site

Voting Results

Room	Vote
Group #1	6 of 6 support
Group #2	7 yes, 1 no
Group #3	4 of 8 support
Group #4	8 of 9 support
Group #5	No formal vote
Group #6	No formal vote

Strength Themes

Cost Effective / Uses Existing Infrastructure
Participants consistently viewed this as the most fiscally responsible option because the district already owns the property and infrastructure is in place.

Keeps 5th Graders Out of Middle School
Participants liked separating 5th graders from 7th and 8th graders while still creating age-appropriate programming.

Central Location / Parent Convenience
Many felt the current middle school site was centrally located and avoided creating another drop-off location.

Operational Efficiency
Participants cited opportunities for sharing staff, curriculum, specialized programs, and resources with the middle school.

Concern Themes

Traffic & Safety (HIGH CONSENSUS)
This was the most consistent concern. Participants raised issues involving traffic congestion, drop-off procedures, parking, and interaction between younger and older students.

Long-Term Capacity Questions
Participants questioned whether the solution would fully address future growth or if another building would eventually be needed.

Cost / Taxpayer Impact
Even supporters wanted assurances regarding costs and tax impacts.

OPTION 2: New 4-5 School on a New Site

Voting Results

Room	Vote
Group #1	0 of 6 support
Group #2	1 support
Group #3	0 of 0 voted
Group #4	No vote recorded
Group #5	No formal vote
Group #6	No formal vote

Strength Themes

Reduced Congestion at Middle School Site
The primary advantage identified was moving traffic away from the middle school area.

Separate Elementary Environment
Some participants liked having elementary-aged students completely separated from middle school students.

Concern Themes

Additional Drop-Off Location (HIGH CONSENSUS)
Participants consistently disliked creating another drop-off site for families.

Additional Land and Infrastructure Costs
Many questioned why the district would purchase land and build infrastructure when existing property is available.

Loss of Access to Middle School Resources
Participants expressed concern about losing opportunities to share staff, STEM programs, and resources.

OPTION 3: New Elementary School + Elementary Additions

Voting Results

Room	Vote
Group #1	0 of 6 support
Group #2	1 support
Group #3	4 of 8 support
Group #4	No vote recorded
Group #5	No formal vote; discussion favored this option
Group #6	No formal vote; mixed discussion

Strength Themes

Preserves Neighborhood K-5 Schools (HIGH CONSENSUS)
This was the strongest argument for Option 3. Participants liked keeping younger students in neighborhood elementary schools.

Most Comprehensive Long-Term Solution
Participants saw this as creating the most seats and potentially addressing future growth longer.

Keeps 5th Graders in Elementary Setting
Participants liked allowing 5th graders to remain elementary students and leaders within their schools.

Concern Themes

Higher Cost (HIGH CONSENSUS)
Cost was the dominant concern. Many believed the price would make voter approval difficult.

Boundary Changes
Participants questioned attendance boundaries and neighborhood impacts.

Construction Complexity
Participants worried about managing multiple simultaneous construction projects.

Additional Information Requested

Enrollment & Growth Data

- Current capacities
- Enrollment trends
- Future projections
- Community growth assumptions

Financial Information

- Existing bond obligations
- Cost impacts
- Land ownership
- Taxpayer impacts

Traffic Information

- Traffic studies
- Busing possibilities
- Release schedules
- Parking impacts

Bond Election Strategy & Communication

- More transparency
- Better voter education
- More outreach
- General election timing

Final Question: Should the District Pursue a Bond?

Voting Results		
Room	**Yes**	**No**
Group #1	10	0
Group #2	7	1
Group #3	5	4
Group #4	No formal vote; sentiment was "not yet" pending more information	
Group #5	No vote recorded	
Group # 6	No Vote recorded	

Overall Sentiment

Support exists for pursuing a bond, but many participants attached conditions to that support.

Common Conditions Before Supporting a Bond

1. More transparency on enrollment and capacity data.
2. Better explanation of why a particular solution is preferred.
3. More information about financial impacts.
4. Continued community engagement before a final decision.
5. Conduct the election during a major general election rather than a special election.

Overall Conclusion

- **Option 1 emerged as the preferred solution among participants who voted**, largely because it balances cost, efficiency, and educational benefits.
- T**raffic concerns remain the major obstacle** and should be addressed directly.
- **Option 3** retains meaningful support because of its neighborhood-school model, but its higher cost creates resistance.
- **Option 2** generated the least support and no clear constituency emerged advocating for it.

Proposal for

COLUMBUS PUBLIC SCHOOLS

Capacity Study for
Columbus Public Schools

May 28, 2026

Columbus Public Schools
2410 16th Street, Suite A
PO Box 947
Columbus, Nebraska 68601

1128 Lincoln Mall,
Suite 103
Lincoln, NE 68508

May 26th, 2026

DLR Group inc.
a Nebraska corporation
1128 Lincoln Mall, Suite 103
Lincoln, NE 68508

Columbus Public Schools
800 S. 24th Street
Columbus, Nebraska 68510

Re: Proposal for Architectural Services – Columbus Public Schools Capacity Study.

Attn. Dr. Chip Kay

Dear Columbus Public Schools:

Thank you for the opportunity to partner with Columbus Public Schools in evaluating the capacity and functionality of your existing school facilities. This proposal is intended to support the district through a comprehensive assessment of each building's current functional capacity while thoughtfully planning for future enrollment growth and evolving instructional needs.

Our team is well-positioned to analyze how existing spaces—whether underutilized or over capacity—can be reimagined to better support learning opportunities, operational efficiency, flexibility, and the day-to-day realities of active school environments. The purpose of this study is to clearly identify and illustrate the capacity challenges currently facing the district while helping establish a data-driven foundation for future planning discussions.

In addition, this process is intended to help Columbus Public Schools communicate a clear and compelling narrative to the community regarding existing facility needs and the importance of providing adequate space to support students and staff. Our goal is to build upon the district's previously identified priorities and translate those needs into a thoughtful, community-centered vision for the future.

The following proposal outlines our approach, scope of services, and the team members who will support the district throughout the process. We appreciate your consideration and look forward to the opportunity to work alongside Columbus Public Schools on this important effort.

Thank you again for considering DLR Group as your partner for this study.

Sincerely,
DLR Group

Darin Hanigan, AIA, ALEP
Principal | K-12 Design Leader
dhanigan@dlrgroup.com | 402.730.2216

Proposed Project Team

Leadership

Heather Hughes AIA, LFA
Project Manager
DLR Group

Darin Hanigan, AIA, ALEP
Principal in Charge
DLR Group

Educational Planning + Design

Tonya Merrigan
Educational Learning Designer
DLR Group

Stephanie Morales Ostasuc, AIA, NCARB
Project Architect
DLR Group

This is your dedicated core team for the duration of this project. These proposed project team members represent the very best of DLR Group's staff. Our proposed team will be assigned to your projects for the full duration, providing valuable consistency, continuity, and efficiency. We pledge that this team is available to begin immediately.

We carefully gauge our workload to meet each milestone in a project's schedule. All assigned key staff are currently licensed to perform the services and hold all proper business or other related licenses and registrations.

This Group will meet all the goals of Columbus Public Schools.

Darin Hanigan, AIA, ALEP

DLR Group | Principal | Client Leader + K-12 Design Leader

27 years of experience in educational programming and school facility planning and design.

4 years with DLR Group.

Darin is a great fit for this project because:

- Capital planning + funding experience
- Extensive programming experience
- School family liaison

Darin has over 27 years of experience as a designer and has dedicated his career to K-12 educational design. He is passionate about how the design of learning environments affects teaching and learning outcomes. Darin thrives on working with different disciplines and stakeholders in order to achieve visioning goals and desired outcomes. As the K-12 Design Leader for this project, Darin will ensure all voices are heard and the design produces innovative spaces that promote community and collaboration.

Select Experience

Douglas School District; Siouxfalls, SD
Elementary School 1
High School

Arlington Public Schools; Arlington, NE
Master Plan

Scribner-Snyder Public Schools; Scribner, NE
Master Plan

Skutt Catholic Schools; Omaha, NE
Skutt High School Auditorium Addition

Lincoln Public Schools; Lincoln, NE
Schoo Middle School Gym Addition & Enhancements
Campbell Elementary

Fremont Bergan Catholic School; Fremont, NE
Fremont Bergan MS HS Expansion
Fremont Bergan Educational Assessment

Waverly School District; Waverly, NE
Master Plan

Conestoga Public Schools; Murray, NE
Master Plan
Conestoga Middle/High School Addition
Conestoga PreK-5 Elementary School Addition

Education

Master of Architecture
University of Nebraska-Lincoln

Bachelor of Business Management
Peru State College

Registration, Accreditations, Affiliations

Architect: NE, IA, SD
American Institute of Architects
Board Member, Educare Early Childhood Lincoln Nebraska

Board Member, Association for Learning Environments (A4LE)
Adjunct Professor, University of Nebraska-Lincoln College of Architecture

Heather Hughes, AIA, LFA

DLR Group | Principal | Project Manager

15 years of experience in educational programming and school facility planning and design.

15 years with DLR Group.

Heather is a great fit for this project because:

- Deep experience leading K-12 projects
- Positive ties to many Nebraska school districts
- Strong commitment to client engagement

Heather brings her collaborative spirit and deep expertise in K-12 educational design to every phase of development. She plays a pivotal role in shaping learning environments that are not only functional and inspiring but also sustainable and forward-thinking. With a strong commitment to client engagement, Heather ensures stakeholders fully understand the extensive benefits of sustainable design—ranging from cost savings and reduced environmental impact to enhanced indoor air quality and student well-being. By integrating energy-efficient strategies, durable materials, and adaptable spaces, she strives to create schools that support current and future educational needs.

Select Experience

Bennington Public Schools; Bennington, NE
Bennington New High School #2

Elkhorn Public Schools; Elkhorn, NE
Elkhorn North High School

Omaha's Henry Doorly Zoo & Aquarium; Omaha, NE
Robert B. Daugherty Education Center

Storm Lake Community School District; Storm Lake, IA
Storm Lake Early Childhood Center

Gretna Public Schools; Gretna, NE
Gretna East High School

Lincoln Public Schools; Lincoln, NE
Schoo Middle School Gym Addition & Enhancements
Campbell Elementary School Educational Assessment

Waverly School District; Waverly, NE
Master Plan

Education

Master of Architecture
Bachelor of Science in Design
University of Nebraska-Lincoln

Registration, Accreditations, Affiliations

Architect: NE, IA

American Institute of Architects

AIA Nebraska Past President

LEED Accredited Professional

Living Futures Accreditation (LFA)

NCARB Certification

Tonya Merrigan,

DLR Group | Associate | Educational Learning Designer

36 years of experience in educational programming and school facility planning and design.

Tonya is a great fit for this project because:

- Over 30 years of experience
- Extensive master planning experience
- Specializes in stakeholder engagement
- Recognized for advancing district strategic plans
- Focus on student health, wellbeing, educator retention, and student success

With over 30 years of experience in education, Dr. Tonya Merrigan brings deep expertise in helping school districts leverage their spaces to create positive and effective educational environments. Dr. Merrigan supports the firm's K-12 Education partners through its BOLD Services. She works with districts to ensure educators have the resources and confidence to leverage their space to create a positive educational environment. Since joining DLR Group, she has been actively involved in supporting K-12 educational design initiatives and has contributed to integrated practice teams such as the BOLD team, working closely with educators to maximize the impact of learning spaces.

Select Experience

Southeast Polk Community School District; Pleasant Hill, IA
SE Polk CSD - New Elementary School

Arlington Public School; Arlington, NE
Master Plan

Fremont Bergan Catholic School; Fremont, NE
Fremont Bergan MS HS Expansion
Fremont Bergan Educational Assessment

Central DeWitt Community School District; DeWitt, IA
Master Planning

U.S. Virgin Islands Department of Education; St. Croix, USVI
Charlotte Amalie High School

Columbia Public Schools; Columbia, MO
Columbia Master Planning

Education

Bachelor of Arts—Mathematics
Masters of Arts —Mathematics and Counseling
University of South Dakota School of Education

Doctor of Education, Educational Leadership and Administration
St. Louis University

Registration, Accreditations, Affiliations

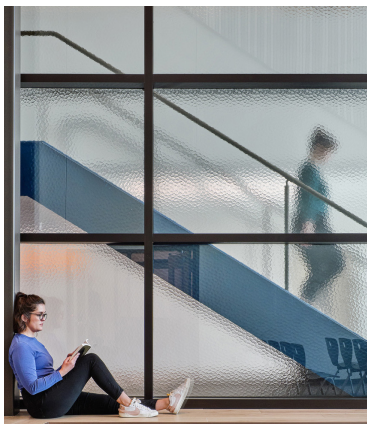
Association for Learning Environments (A4LE)

AASA, The School Superintendents Association

National Superintendent Certification

Stephanie Morales Ostasuc, AIA, NCARB

DLR Group | Senior Associate | Project Architect



11 years of experience in educational programming and school facility planning and design.

11 years with DLR Group.

Stephanie is a great fit for this project because:

- Community engagement facilitator
- Facilitator in the design process
- Integrated design coordinator and leader

Stephanie has worked with DLR Group exclusively on K-12 schools in an architect and designer capacity for the past 11 years. Her creativity and problem solving allows her to engage in design meetings with fresh ideas and develop architectural concepts that incorporate functional planning and client goals. Stephanie acts as a facilitator in the design process and will work closely with team members from all disciplines to ensure concurrent and comprehensive projects that are on schedule and within budget.

Select Experience

Conestoga Public Schools; Conestoga, NE
Middle School/High School Bond
Elementary Bond

Fremont Bergan Catholic School; Fremont, NE
Fremont Bergan School Educational Assessment

Denver Public Schools; Denver, CO
Ceylon K-8 Campus

Boulder Valley School District; Broomfield, CO
Broomfield High School Improvements
Arapahoe Ridge High School
Sombrero Marsh Center

Eagle County School District; Eagle, CO
Eagle Valley Middle School Renovation

Eagle Valley High School Addition & Remodel

Thompson School District; Loveland, CO
Ferguson High School + Thompson Career Center

Education

Master of Architecture
University of Nebraska - Lincoln

Registration, Accreditations, Affiliations

Architect: CO, NE

NCARB

American Institute of Architects

National Superintendent Certification

Scope of Services

DLR Group will provide a district-wide Functional Capacity Study for Columbus Public Schools to evaluate the current utilization, operational efficiency, and educational functionality of existing school facilities. The study will assist the district in understanding current and future space needs while providing data-driven information to support long-range planning and community discussions

Project Initiation & Data Collection

DLR Group will conduct an initial kickoff meeting with district leadership to confirm project goals, establish communication protocols, review the project schedule, and identify known facility challenges and district priorities.

The team will collect and review available district information including:

- Existing floor plans and site plans
- Current and historical enrollment data
- Program descriptions (master schedules)
- Portable classroom usage (if applicable)
- Previous facility assessments or planning studies
- Educational specifications and strategic planning documents

Facility Assessments & Building Walkthroughs

DLR Group will conduct on-site assessments and walkthroughs at each facility to evaluate

- Current Classroom Utilization
- Functional capacity versus core building capacity
- Specialized program space needs
- General operational functionality and space efficiency

The assessments will focus on how existing facilities support current educational programming and identify opportunities or limitations related to enrollment pressures and instructional delivery.

Enrollment & Capacity Analysis

DLR Group will analyze each facility's capacity based on:

- Exisitng educational programming
- Classroom sizes and utilization rates
- Specialized instructional and support space needs
- Scheduling and operational considerations
- Availability of support spaces

The study will also include a review of:

- Historical enrollments trends
- Current enrollment distribution
- Grade-level enrollment patterns
- Anticipated enrollment growth or decline

Final Report & Deliverables

DLR Group will prepare a Functional Capacity Study Report summarizing findings and observations for each facility. The report will include:

- Executive Summary
- Facility-by-facility assessment findings
- Functional capacity calculations
- Enrollment and utilization analysis

Deliverables

- Digital PDF Final Report
- Executive presentation to district leadership and/or Board of Education (if desired)

DLR Group appreciates the opportunity to assist Columbus Public Schools with this important planning effort and looks forward to partnering with the district to better understand and communicate its current and future facility needs.

Compensation

DLR Group would like to donate this portion of our typical study and pre-bond services at no cost to the district. Our schedule would propose this work to start over this summer with a goal of being complete by the start of the 2026 school year.

DLR Group Representative:
Darin Hanigan, Principal

ELEVATE *the*
HUMAN EXPERIENCE
THROUGH DESIGN

DLRGROUP.COM ›

BVH
ARCHITECTURE

June 10, 2026

Mr. Chip Kay, Ed. D., Superintendent
Columbus Public Schools
2410 16th Street, Suite A, Columbus, NE 68601
Email: kayc@discoverers.org

Letter of Agreement
Master Planning & Community Engagement

Dear Dr. Kay & Board of Education,

BVH Architecture, "BVH" or "Architect", is pleased to work with Columbus Public Schools, "CPS" or the "Owner", on your facilities planning process.

Following is our proposed process to help your schools and learning community determine your future needs and find lasting facility solutions. Our process can be adapted to your needs while providing the base services that have created a high success rate on school bond votes over the past 20+ years.

I. DESCRIPTION OF WORK

BVH will assist Columbus PS to conduct community engagement, establish potential project conceptual master plan designs, budgets, schedules and phasing plans.

II. SCOPE OF WORK

The Architect shall furnish and perform the following Basic Professional Services during the project:

Basic Design Services:

The BVH planning process consists of the following time-tested phases. These phases each have their own processes and deliverables that are interrelated and yield the best results when performed together.

The scope of work is understood to include the following sites:

- Centennial Park Elementary
- Emerson Elementary
- Lost Creek Elementary
- North Park Elementary

- West Park Elementary
- Columbus Middle School

TASK A - Facility Assessment and Educational Alignment are provided in a separate agreement.

TASK B - Master Planning

Through this phase of work, the BVH team will use the information learned from Task A to help the Owner set the vision for potential future projects. A three to four meeting sequence typically suffices to explore multiple options, understand project costs, work through phasing, and determine a preferred solution. These sessions are typically attended by the project leadership committee. Oftentimes, an advisory citizens committee is formed to help the leadership committee gain insight and perspective from community members.

Duration: 6-12 months is recommended. Timeline will depend on participant availability and the school's decision-making process.

Deliverables:
The following information will be prepared throughout the process:

- Master Planning Site & Floor Plans
- Estimate Of Probable Cost
- Phasing Plan (As Needed)

Community Engagement

BVH recommends engaging the community numerous times throughout the phases above. From our experience, consensus is built by working with the community and sharing the information learned throughout the process. We recommend the following community engagement sessions:

- Informational session at the conclusion of the facility audit and educational alignment process to educate the community on the facility and educational needs.
- 3 to 4 sessions throughout the master planning process. These help the community to understand the potential solutions and cost implications while also conveying an understanding to the school of the community's sentiments of the solution options.

Other Potential Services

1) Graphic Design and Informational Materials
   Once the preferred design solution for the project(s), cost estimate, and potential phasing plans are determined, the BVH team can assist the school with

information materials that can be used to help educate the community on the cost and benefits of the proposed project(s). These materials can include the following:

Included in Basic Design Services:
- Fact Sheets, Flyers, Brochures
- Display Boards

Can be added as Additional Services:
- Informational Website, Videos, etc
- Educational Social Media and/or Email Campaign
- Additional Community or Key Individual Presentations (beyond the community engagement sessions noted above)

2) The BVH team usually works alongside the school district's fiscal agent to help determine potential bond levy impacts, bond referendum or other financing mechanism. Some fiscal agents will lead this process , while others will look to BVH or the school to lead these processes. We can support others or lead should these processes be needed.

III. PROJECT TEAM AND BACKGROUND INFORMATION NEEDED

Design Team Members Anticipated:In recognition that the services provided by the Architect are personal in nature, changes to the key staff assigned to the project shall not be changed without the written approval of the Owner. Should circumstances beyond the control of the Architect compel changes to the project team, the Architect shall submit the credentials of the proposed replacement team member(s) for the Owner's approval.
- Master Planning Lead & Architectural Design: BVH Architecture
  Key Staff: Cleve Reeves & Mark Shepard
- Mechanical, Electrical, and Plumbing Engineering: Morrissey Engineering
  Key Staff: Andy Lang

Design services not anticipated for this scope of work, these can be added as an additional service if needed:
- Structural Engineering
- Civil Engineering
- Detailed Estimating
- Detailed Food Service Consulting
- Acoustical, AV/IT, and other specialized engineering or consulting services

Owner Background Information Needed:

- Existing Facility Drawings in DWG or RVT format. Without this information provided, BVH will need to create background drawings for our work as an additional service.
- Current Enrollment & 5-10 year projections
- Utility data for the past 3-5 years (billing statements usually suffice)
- Reports for known hazardous materials (Asbestos, lead paint, soil contamination, etc)
- Other information may be needed as the need is discovered

IV. COMPENSATION FOR PROFESSIONAL SERVICES

1. The basic professional design services described above will be completed for the stipulated sum of:

   $43,000.00 (forty-three thousand dollars, no cents).

   Our cost for this work is typically 2-3 times this amount or more. We will absorb the cost beyond the amount noted above as an investment in the relationship with Columbus Public Schools as well as your future project as a marketing investment in the relationship with the district provided BVH is retained as the Architect for any projects resulting from the anticipated bond.

2. Reimbursable Expenses, which may include but not be limited to printing, mileage, photography, reproduction of drawings, postage, delivery/messenger service, lodging, meals, filing fees, miscellaneous supplies, etc. are in addition to the basic professional design services listed above and will be billed at our invoice cost times 1.1.

3. Consulting Engineers & other consultants not already included, should they be required, are in addition to the basic professional design services and fees listed above and will be billed at our invoice cost times 1.1 or negotiated prior to performing the work.

4. Any additional work not included in this Letter-Agreement will be performed at our standard hourly rates or negotiated prior to performing the work.

5. Billing is done on a four-week schedule. Payment is due upon receipt of the invoice and will be made via electronic funds transfer (EFT). Bank account information will be provided upon execution of this document. A late fee of 1.25% (15% annualized) will be made on unpaid balances twenty-eight (28) days past due.

V. MISCELLANEOUS PROVISIONS

1. Services required for governmental agency reviews, securing approvals, etc., other than normal review by the City Building Department and the State Fire Marshal will be considered as an Additional Service.

2. It is understood and agreed that this Agreement does not contemplate a design involving in any way any type of hazardous waste material. The Owner hereby agrees to indemnify the Architect for any claims, lawsuits, expenses or damages arising from or relating to the handling, use, treatment, purchase, sale, storage or disposal of any type of hazardous waste materials.

3. The Architect shall maintain the following insurance for the duration of this Agreement. The Architect shall submit proof of such insurance to the Owner before submission of the first invoice to the Owner, at the anniversary date(s) of the submittal, and at any time when a material change in coverage, carriers, or underwriters occurs. The maintenance of such coverage shall be a condition precedent to the Owner's obligation to pay under this Agreement. The insurance policies shall incorporate a provision requiring written notice to the Owner at least thirty days prior to any cancellation, nonrenewal, or material modification of a policy. Insurance coverage shall be written on an occurrence basis and shall be maintained for benefit of the Owner without interruption from the date of commencement of this Agreement until at least through any warranty period covering the Project but in no case for less than thirty-six (36) months after the Date of Substantial Completion of the Project or after the date of Termination of this Agreement, whichever period ends later.
    a. General Liability with policy limits of not less than one million dollars ($1,000,000) per claim and two million dollars ($2,000,000) in the aggregate for bodily injury and property damage.
    b. Automobile Liability covering vehicles owned by the Architect and non-owned vehicles used by the Architect with policy limits of not less than one million dollars ($1,000,000) per claim and in the aggregate for bodily injury, death of any person, and property damage, along with any other statutorily required automobile coverage.
    c. Workers' Compensation at statutory limits.
    d. Professional Liability in the amount of not less than two million dollars ($2,000,000) per claim and two million dollars ($2,000,000) in the aggregate.
    e. The Architect shall have an endorsement added to its General Liability policy naming the Owner as an additional insured.
    f. The Architect may use umbrella or excess liability insurance to achieve the required coverage for any coverage listed above, provided that such umbrella or excess insurance results in the same type of coverage as required for the individual policies.

g. The Architect agrees to require Subconsultants to comply with the insurance provisions required of the Architect pursuant to this Agreement unless the Architect and Owner mutually agree to modify these requirements for Subconsultants whose work is of relatively small scope. The Architect agrees that it will contractually obligate its Subconsultants to advise Architect promptly of any changes or lapses of the requisite insurance coverages and Architect agrees to promptly advise Owner of any such notices Architect receives from its Subconsultants. The Architect agrees that it will contractually obligate its Subconsultants to indemnify and hold harmless Owner to the same extent that Architect is required to do so as provided in this Agreement. The Architect assumes all responsibility for monitoring Subconsultant contracts and insurance certificates for compliance with the insurance and other provisions of this Agreement until final completion of the Project.

4. If the Owner authorizes deviations, recorded or unrecorded, from the documents prepared by the Architect without written agreement of the Architect, the Owner shall indemnify and hold harmless the Architect, Architect's consultants and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting in whole or in part from such deviations, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

5. The Architect's services shall be provided to assist the Owner in making changes to an existing facility for which the Owner shall furnish, in a timely manner, documentation and information upon which the Architect may rely for its accuracy and completeness. Unless specifically authorized or confirmed in writing by the Owner, the Architect shall not be required to perform or to have others perform destructive testing or to investigate concealed or unknown conditions. In the event documentation or information furnished by the Owner is inaccurate or incomplete, any resulting damages, losses and expenses, including the cost of the Architect's Additional Services, shall be borne by the Owner.

6. Inasmuch as the remodeling and/or rehabilitation of the existing structure requires that certain assumptions be made by the Architect regarding existing conditions, and because some of these assumptions may not be verifiable without the Owner expending substantial sums of money or destroying otherwise adequate or serviceable portions of the structure, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, directors, employees and subconsultants (collectively, Architect) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with this Project, excepting only those damages, liabilities or costs attributable to the

sole negligence and willful misconduct by the Architect.

7. The Owner acknowledges that the requirements of the Americans with Disabilities Act (ADA), Fair Housing Act (FHA) and other federal, state and local accessibility laws, rules, codes, ordinances and regulations will be subject to various and possibly contradictory interpretations. The Architect, therefore, will use its reasonable professional efforts and judgment to interpret applicable accessibility requirements in effect as of the date of completion of the design phase and as they apply to the Project. The Architect, however, cannot and does not warrant or guarantee that the Owner's Project will comply with all interpretations of the accessibility requirements and/or the requirements of other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the Project.

8. Corporate Protection Clause: It is intended by the parties to this Agreement that the Architect's services in connection with the Project shall not subject the Architect's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Owner agrees that as the Owner's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against BVH Architecture, a Nebraska corporation, and not against any of the Architect's individual employees, officers or directors.

9. The Drawings, Specifications, and other documents, whether in hard copy or machine readable form, prepared by the Architect and marked with the copyright symbol for this project are instruments of the Architect's service for use solely with respect to this Project and, unless otherwise provided, the Architect shall be deemed the author of these documents and shall retain all copyright interests. This is to include all sketches and renderings, hand-drawn or computer-generated, and the use or reproduction of the same for news releases or any other purposes is to be done only with the permission of and with credit given to the Architect.

10. The Architect shall use a federal immigration verification system to determine the work eligibility of employees hired on or after October 1, 2009 and who are physically performing services within the State of Nebraska.

11. The Architect shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of race, color, religion, sex, disability or national origin.

12. If the Architect employs or contracts with any Subcontractor or Consultant in connection with this agreement, the Subcontactor or Consultant shall be held to the same requirements of this agreement as a condition of their agreement with the Architect.

We trust this Letter-Agreement meets with your approval. Please sign and return one copy to our office, and retain another copy for your records. If you have any questions, please contact me.

Sincerely,
BVH Architecture

Cleve Reeves, AIA, ALEP
Principal

Accepted:
Columbus Public Schools

By: _____

Name:_____

Date:_____

Enclosure:
Exhibit A Billing Rates

BILLING RATES

Standard Hourly Rates

Senior Principal	$325
Principal	$305
Senior Project Manager	$265
Project Manager	$235
Senior Architect	$200
Architect	$195
Senior Interior Designer	$170
Graphic Designer	$145
Project Coordinator	$130
Interior Designer	$125
Administrative	$120
Student Intern	$85

These rates are in effect through December 31, 2026.

BVH
ARCHITECTURE

June 10, 2026

Mr. Chip Kay, Ed. D., Superintendent
Columbus Public Schools
2410 16th Street, Suite A, Columbus, NE 68601
Email: kayc@discoverers.org

Letter of Agreement
Facility Assessment & Educational Alignment

Dear Dr. Kay & Board of Education,

BVH Architecture, "BVH" or "Architect", is pleased to work with Columbus Public Schools, "CPS" or the "Owner", on your facilities planning process.

Following is our proposed process to help your schools and learning community determine your future needs and find lasting facility solutions. Our process can be adapted to your needs while providing the base services that have created a high success rate on school bond votes over the past 20+ years.

I. DESCRIPTION OF WORK

BVH will assist Columbus PS to analyze existing facilities, determine the facilities educational alignment for current and future educational programs, curriculum and delivery and assist CPS with a capacity study.

II. SCOPE OF WORK

The Architect shall furnish and perform the following Basic Professional Services during the project:

Basic Design Services:

The BVH planning process consists of the following time-tested phases. These phases each have their own processes and deliverables that are interrelated and yield the best results when performed together.

The scope of work is understood to include the following sites:

- Centennial Park Elementary
- Emerson Elementary
- Lost Creek Elementary

- North Park Elementary
- West Park Elementary
- Columbus Middle School

TASK A - Develop Needs Understanding

1) Facility Audit of Existing Facilities
   During this phase, the BVH team will conduct objective on-site assessments of the physical condition of the existing school and grounds. The team will assess and compile a report of findings including the following:
   - Existing building, site and engineering systems conditions
   - Deferred maintenance issues
   - Code, life safety, zoning and utilities review (Includes meeting with City of Columbus staff as needed)
   - Existing energy utilities analysis

   Deliverable: High-level slide deck report of findings

   Duration: Typically 3-6 months

2) Educational Alignment Process: In this task, the BVH team will assist the Owner in understanding the current facilities' alignment for teaching and learning as well as looking into the future for what needs and best practices require facilities changes. These items will be explored through the following engagements.

   a) Capacity Study: The BVH team will advise on the creation of a detailed capacity study to be created by CPS staff. BVH will review and advise on the findings.

   For 2b & 2c following, BVH will create the engagement instruments, instruct CPS staff, gather and analyze the results and provide a slide deck report of the findings.

   b) Heat Mapping: Engaging teachers and administrators, this exercise provides insight on where the buildings & grounds at each site have needs for improvements from staff perspectives. A floor plan and site plan map is provided along with dots for staff to provide feedback on issues location and description. After +/-2 weeks, the BVH team meets with the site staff to understand the information provided.

   c) Staff Surveys: A short 5-10 minute survey is conducted to compile quantitative feedback from staff at each site as a comparison to the qualitative information provided in the heat mapping exercise above.

Deliverables: Educational Alignment Understanding

- Capacity Study Input by BVH and Final Report by CPS
- Heat Maps of each facility and accompanying list of facility technical and space issues
- Staff survey results and feedback on facility issues.

Duration: Typically 2-6 months

Normally, the results of the Facility Audit and Educational Alignment process are presented together as these two independent processes provide great insight when the findings are combined.

3) Needs & Themes Development: Following the results of the Facility Assessment and Educational Alignment, BVH will integrate all of the results into a finding of needs with recommendations for master plan design. At the same time common themes that the Board of Education and the community at large can relate to are developed for approval.

Task B - Master Planning & Community Engagement phases usually follows the services described above. These can be added as a separate service agreement.

III. PROJECT TEAM AND BACKGROUND INFORMATION NEEDED

Design Team Members Anticipated:In recognition that the services provided by the Architect are personal in nature, changes to the key staff assigned to the project shall not be changed without the written approval of the Owner. Should circumstances beyond the control of the Architect compel changes to the project team, the Architect shall submit the credentials of the proposed replacement team member(s) for the Owner's approval.

- Master Planning Lead & Architectural Design: BVH Architecture
  Key Staff: Cleve Reeves & Mark Shepard
- Mechanical, Electrical, and Plumbing Engineering: Morrissey Engineering
  Key Staff: Andy Lang

Design services not anticipated for this scope of work; these can be added as an additional service if needed:

- Structural Engineering
- Civil Engineering
- Detailed Estimating
- Detailed Food Service Consulting
- Acoustical, AV/IT, and other specialized engineering or consulting services

Owner Background Information Needed:

- Existing Facility Drawings in DWG or RVT format. Without this information provided, BVH will need to create background drawings for our work as an additional service.
- Current Enrollment & 5-10 year projections
- Utility data for the past 3-5 years (billing statements usually suffice)
- Reports for known hazardous materials (Asbestos, lead paint, soil contamination, etc)
- Other information may be needed as the need is discovered

IV. COMPENSATION FOR PROFESSIONAL SERVICES

1. The basic professional design services described above will be completed for the stipulated sum of:

   $29,000 (twenty-nine thousand dollars, no cents).

   Our cost for this work is typically 2-3 times this amount or more. We will absorb the cost beyond the amount noted above as an investment in the relationship with Columbus Public Schools as well as your future project as a marketing investment in the relationship with the district, provided BVH is retained as the Architect for any projects resulting from the anticipated bond.

2. Reimbursable Expenses, which may include but not be limited to printing, mileage, photography, reproduction of drawings, postage, delivery/messenger service, lodging, meals, filing fees, miscellaneous supplies, etc. are in addition to the basic professional design services listed above and will be billed at our invoice cost times 1.1.

3. Consulting Engineers & other consultants not already included, should they be required, are in addition to the basic professional design services and fees listed above and will be billed at our invoice cost times 1.1 or negotiated prior to performing the work.

4. Any additional work not included in this Letter-Agreement will be performed at our standard hourly rates or negotiated prior to performing the work.

5. Billing is done on a four-week schedule. Payment is due upon receipt of the invoice and will be made via electronic funds transfer (EFT). Bank account information will be provided upon execution of this document. A late fee of 1.25% (15% annualized) will be made on unpaid balances twenty-eight (28) days past due.

V. MISCELLANEOUS PROVISIONS

1. Services required for governmental agency reviews, securing approvals, etc., other than normal review by the City Building Department and the State Fire Marshal will be considered as an Additional Service.

2. It is understood and agreed that this Agreement does not contemplate a design involving in any way any type of hazardous waste material. The Owner hereby agrees to indemnify the Architect for any claims, lawsuits, expenses or damages arising from or relating to the handling, use, treatment, purchase, sale, storage or disposal of any type of hazardous waste materials.

3. The Architect shall maintain the following insurance for the duration of this Agreement. The Architect shall submit proof of such insurance to the Owner before submission of the first invoice to the Owner, at the anniversary date(s) of the submittal, and at any time when a material change in coverage, carriers, or underwriters occurs. The maintenance of such coverage shall be a condition precedent to the Owner's obligation to pay under this Agreement. The insurance policies shall incorporate a provision requiring written notice to the Owner at least thirty days prior to any cancellation, nonrenewal, or material modification of a policy. Insurance coverage shall be written on an occurrence basis and shall be maintained for benefit of the Owner without interruption from the date of commencement of this Agreement until at least through any warranty period covering the Project but in no case for less than thirty-six (36) months after the Date of Substantial Completion of the Project or after the date of Termination of this Agreement, whichever period ends later.
    a. General Liability with policy limits of not less than one million dollars ($1,000,000) per claim and two million dollars ($2,000,000) in the aggregate for bodily injury and property damage.
    b. Automobile Liability covering vehicles owned by the Architect and non-owned vehicles used by the Architect with policy limits of not less than one million dollars ($1,000,000) per claim and in the aggregate for bodily injury, death of any person, and property damage, along with any other statutorily required automobile coverage.
    c. Workers' Compensation at statutory limits.
    d. Professional Liability in the amount of not less than two million dollars ($2,000,000) per claim and two million dollars ($2,000,000) in the aggregate.
    e. The Architect shall have an endorsement added to its General Liability policy naming the Owner as an additional insured.
    f. The Architect may use umbrella or excess liability insurance to achieve the required coverage for any coverage listed above, provided that such umbrella or excess insurance results in the same type of coverage as required for the individual policies.

g. The Architect agrees to require Subconsultants to comply with the insurance provisions required of the Architect pursuant to this Agreement unless the Architect and Owner mutually agree to modify these requirements for Subconsultants whose work is of relatively small scope. The Architect agrees that it will contractually obligate its Subconsultants to advise Architect promptly of any changes or lapses of the requisite insurance coverages and Architect agrees to promptly advise Owner of any such notices Architect receives from its Subconsultants. The Architect agrees that it will contractually obligate its Subconsultants to indemnify and hold harmless Owner to the same extent that Architect is required to do so as provided in this Agreement. The Architect assumes all responsibility for monitoring Subconsultant contracts and insurance certificates for compliance with the insurance and other provisions of this Agreement until final completion of the Project.

4. If the Owner authorizes deviations, recorded or unrecorded, from the documents prepared by the Architect without written agreement of the Architect, the Owner shall indemnify and hold harmless the Architect, Architect's consultants and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting in whole or in part from such deviations, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

5. The Architect's services shall be provided to assist the Owner in making changes to an existing facility for which the Owner shall furnish, in a timely manner, documentation and information upon which the Architect may rely for its accuracy and completeness. Unless specifically authorized or confirmed in writing by the Owner, the Architect shall not be required to perform or to have others perform destructive testing or to investigate concealed or unknown conditions. In the event documentation or information furnished by the Owner is inaccurate or incomplete, any resulting damages, losses and expenses, including the cost of the Architect's Additional Services, shall be borne by the Owner.

6. Inasmuch as the remodeling and/or rehabilitation of the existing structure requires that certain assumptions be made by the Architect regarding existing conditions, and because some of these assumptions may not be verifiable without the Owner expending substantial sums of money or destroying otherwise adequate or serviceable portions of the structure, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, directors, employees and subconsultants (collectively, Architect) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with this Project, excepting only those damages, liabilities or costs attributable to the

sole negligence and willful misconduct by the Architect.

7. The Owner acknowledges that the requirements of the Americans with Disabilities Act (ADA), Fair Housing Act (FHA) and other federal, state and local accessibility laws, rules, codes, ordinances and regulations will be subject to various and possibly contradictory interpretations. The Architect, therefore, will use its reasonable professional efforts and judgment to interpret applicable accessibility requirements in effect as of the date of completion of the design phase and as they apply to the Project. The Architect, however, cannot and does not warrant or guarantee that the Owner's Project will comply with all interpretations of the accessibility requirements and/or the requirements of other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the Project.

8. Corporate Protection Clause: It is intended by the parties to this Agreement that the Architect's services in connection with the Project shall not subject the Architect's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Owner agrees that as the Owner's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against BVH Architecture, a Nebraska corporation, and not against any of the Architect's individual employees, officers or directors.

9. The Drawings, Specifications, and other documents, whether in hard copy or machine readable form, prepared by the Architect and marked with the copyright symbol for this project are instruments of the Architect's service for use solely with respect to this Project and, unless otherwise provided, the Architect shall be deemed the author of these documents and shall retain all copyright interests. This is to include all sketches and renderings, hand-drawn or computer-generated, and the use or reproduction of the same for news releases or any other purposes is to be done only with the permission of and with credit given to the Architect.

10. The Architect shall use a federal immigration verification system to determine the work eligibility of employees hired on or after October 1, 2009 and who are physically performing services within the State of Nebraska.

11. The Architect shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of race, color, religion, sex, disability or national origin.

12. If the Architect employs or contracts with any Subcontractor or Consultant in connection with this agreement, the Subcontactor or Consultant shall be held to the same requirements of this agreement as a condition of their agreement with the Architect.

We trust this Letter-Agreement meets with your approval. Please sign and return one copy to our office, and retain another copy for your records. If you have any questions, please contact me.

Sincerely,
BVH Architecture

Cleve Reeves, AIA, ALEP
Principal

Accepted:
Columbus Public Schools

By: _____

Name:_____

Date:_____

Enclosure:
Exhibit A Billing Rates

BILLING RATES

Standard Hourly Rates

Senior Principal	$325
Principal	$305
Senior Project Manager	$265
Project Manager	$235
Senior Architect	$200
Architect	$195
Senior Interior Designer	$170
Graphic Designer	$145
Project Coordinator	$130
Interior Designer	$125
Administrative	$120
Student Intern	$85

These rates are in effect through December 31, 2026.

SCHOOL WELLNESS POLICY

A goal of the Columbus Public Schools ("District") is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

1. District Wellness Committee

Committee Role and Membership

The District will convene a representative District Wellness Committee ("DWC") or work within an existing school health committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

Leadership

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District's website.

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's office and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's schools are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

The District will notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

3. Nutrition

School Meals

All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs. The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Promote healthy food and beverage choices in ways such as:
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
  - Sliced or cut fruit is available daily.

- Daily fruit options are displayed in a location in the line of sight and reach of students.
- All available vegetable options have been given creative or descriptive names.
- Daily vegetable options are bundled into all grab-and-go meals available to students.
- All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
- Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
- Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
- Student artwork is displayed in the service and/or dining areas to create a welcoming environment.
- Daily announcements are used to promote and market menu options.

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

School Sponsored Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. Celebrations and parties. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. The District will retain traditional celebration activities such as Halloween and Valentine's Day and will encourage non-food celebration ideas for events such as birthdays.
3. Classroom snacks brought by parents. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
4. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.

Nutrition Promotion

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.

Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion in ways such as:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods; and
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise).

Food and Beverage Marketing in Schools

Food and beverage marketing is defined as advertising and other promotions in schools. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment

when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)

- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

4. Physical Activity

Physical activity during the school day (including activities such as recess, classroom physical activity breaks or physical education) should not be withheld as punishment unless all other approaches have been tried. The District will provide teachers and other school staff with a list of ideas or resources for alternative ways to discipline students.

Health and Physical Education

The District will provide students with health and physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for health and physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All elementary students in each grade will receive physical education for at least 125 minutes per week throughout the school year. Exceptions may be made as appropriate, such as on early dismissal days or shortened weeks.

All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

The District's physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

Recess (Elementary)

All elementary schools will offer at least 20 minutes of recess on all days during the school year. Exceptions may be made as appropriate, such as on early dismissal days or shortened weeks.

Classroom Physical Activity Breaks (Elementary and Secondary)

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

Before and After School Activities

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs and physical activity in aftercare, intramurals or interscholastic sports.

Active Transport

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior through activities such as:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week and National Walk and Bike to School Week
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Use crossing guards
- Use crosswalks on streets leading to schools

5. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC.

Community Partnerships

The District will develop, enhance, or continue relationships with community partners in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Glossary

School Campus: areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day: the time between midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

Policy Adopted: 2018 COLUMBUS PUBLIC SCHOOLS:

Reviewed: 6/17/24

Proposal for Additional Staff for the CHS Health Office

Submitted to: Dr. Kay and CPS Board of Education

Submitted by: Sara Colford, Assistant Director for Student Services

Date: June 11, 2026

The purpose of this proposal is to request the addition of an LPN for CHS. CHS has historically been served by one RN. Having only one person serving the vast needs of 1300+ students has become increasingly demanding. Our students' medical needs in the areas of medicine distribution, seizure interventions, diabetic monitoring, surgical and major accidents follow ups, sports injuries, health plans and 504s continue to grow. By adding an additional staff member, the daily office visits will be better served. Wait time will decrease so students can return quicker to the classroom. There will be more flexibility when the RN needs to leave the health office to serve the Cassette House or respond to medical emergencies within the building. There would no longer be a gap of service time that needs to be covered by other CHS staff members during lunch breaks or when the RN needs to attend parent meetings.

Health Services 2024 - 25		Health Services 2025 - 26		Proposed Health Services 2026 - 27	
Kramer	CNA	Kramer	CNA	Kramer	CNA
Centennial	LPN	Centennial	LPN	Centennial	LPN
Emerson	CNA	Emerson	CNA	Emerson	CNA
Lost Creek	CNA	Lost Creek	CNA	Lost Creek	CNA
North Park	LPN	North Park	LPN	North Park	LPN
West Park	CNA	West Park	CNA	West Park	CNA
PreK – 4 Coordinator	RN	PreK – 4 Coordinator	RN	PreK – 4 Coordinator	RN
CMS	RN & LPN	CMS	RN & LPN	CMS	RN & LPN
CHS	RN	CHS	RN	CHS	RN & LPN

CENTEGIX®

Quote

Sales Rep: Justin Masek

Bill To:
Columbus Public Schools
2508 27th St
Columbus, NE 68601

Submitted: 5/18/2026
(Valid 45 days)
Quote # JM04302026CPS

Term: 5 Year Price Lock

Annual Services	Sites*	Annual Rate (Per Site)	Term Total Cost
SAFETY PLATFORM with CrisisAlert™	**10**		**$72,000**
Wireless Backup - Tri-SIM Carrier Backup providing immediate failover in case of network outage	10	**$200**	**$2,000**
Discreet Wearable Badge for Every Staff Member and Substitutes (No Recharging Required for Badges)		**Included**	**Included**
Wireless Strobes in Every Classroom, Hallways, Gyms, Cafeterias, Common Areas, Doors		**Included**	**Included**
Wireless Beacons in Parking Lots, Playgrounds - Full Campus Coverage Indoor and Outdoor		**Included**	**Included**
Safety Blueprint - Dynamic Mapping with Safety Asset(s) Visibility		**Included**	**Included**
Centegix Digitizes Maps to ensure accurate location of badge alerts		**Included**	**Included**
Precise Incident Alert Locating Works Indoors / Outdoors (Differentiates what floor / room a person is in)		**Included**	**Included**
Hardware as a Service (HaaS) Package - Includes Hardware Maintenance, Monitoring, Warranty		**Included**	**Included**
Includes All Strobe, Beacon, and Badge Equipment and Battery Replacements		**Included**	**Included**
Intercom Integration via API or CENTEGIX provided Integration Device via dry contact / relay - Included		**Included**	**Included**
Desktop Application to integrate visual screen notification across all staff devices - Included		**Included**	**Included**
Price Lock for length of Agreement - No Annual Increases		**Included**	**Included**
Visitor Management	**10**	**Included**	**Included**
		Annual Fees Sub-total:	**$74,000**

One Time Services	Sites*	One Time Rate (per site)	Total
Installation & Setup	10	**$3,000**	**$30,000**
CENTEGIX Gateway Cabling & Installation (Optional)	10	**$2,000**	**$20,000**
Implementation	10	**$2,000**	**$20,000**
Shipping	10	**$400**	**$4,000**
On-Site CrisisAlert Responder Training	10	**$1,000**	**$10,000**
Safety Blueprint Remote Installation and Remote Training	10	**Included**	**Included**
Visitor Management Remote Installation and Remote Training	10	**Included**	**Included**
		One Time Fees Sub-total:	**$84,000**
		5 Year Total	**$454,000**

NOTES:
Quote includes site mapping and training, along with software licensing and hardware warranty based on the term selected. *Preliminary site count listed pending a final site list from customer.

All invoices are payable on Net 30 terms.

Annual contract will renew after the selected term expires at CENTEGIX then current pricing.

Any remaining fees (if applicable) will be invoiced annually upon the anniversary date.

COLUMBUS PUBLIC SCHOOLS

Office of the Superintendent

BOARD MEMORANDUM

TO: Board of Education, Columbus Public Schools

FROM: Dr. Chip Kay, Superintendent

DATE: June 15, 2026

RE: Request for Approval — Centegix Safety Blueprint, Crisis Alert, and Visitor Management System

RECOMMENDATION

That the Board of Education approve an initial investment of **$158,000** to engage Centegix for the implementation of its **Safety Blueprint, Crisis Alert (CrisisAlert badge system), and Visitor Management System** across all Columbus Public Schools facilities, with implementation targeted for the 2026–2027 school year. The 5-year project cost of $454,000 will be substantially offset through a forthcoming application to the U.S. Department of Justice **COPS School Violence Prevention Program (SVPP)** grant, which provides up to a **75% federal share** with a **25% local cash match** over a 36-month period of performance. The maximum federal award is $500,000 per applicant. Successful award could reduce the district's net 5-year cost to approximately **$224,500**, a federal reimbursement of approximately $229,500.

ABOUT THE CENTEGIX SOLUTION

The proposed solution is a fully integrated platform deployed across all CPS sites and backed by a 5-year price lock and Hardware as a Service (HaaS) coverage that includes all equipment, batteries, warranty, monitoring, and replacements:

- **Safety Blueprint —** Dynamic digital mapping of every CPS facility with safety asset visibility (AEDs, utility shutoffs, room numbers, entry points). Centegix digitizes our maps to ensure accurate location of badge alerts, with precise indoor/outdoor incident locating that differentiates the exact floor and room of an alert.
- **CrisisAlert Badge System —** Discreet wearable badges for every staff member and substitute (no recharging required) that silently trigger alerts. Wireless strobes are installed in every classroom, hallway, gym, cafeteria, common area, and at doors, with wireless beacons providing full campus coverage in parking lots and on playgrounds. Tri-SIM carrier wireless backup provides immediate failover in case of any network outage, ensuring alerts get through. The system enables instant communication with 911 dispatch and local responders, eliminating the lag between an incident occurring and help being summoned.

- **Visitor Management —** Comprehensive check-in and visitor tracking that strengthens access control at every CPS building entrance, included at no additional per-site cost under the quoted package. ($1,000 per building district cost for equipment)
- **Integration & Notifications —** Intercom integration via API or Centegix-provided integration device, plus a desktop application that delivers visual screen notifications across all staff devices.

Additional product details and case studies are available at **www.centegix.com**.

FINANCIAL SUMMARY

The financial details below are drawn directly from the formal Centegix quote *(Quote # JM04302026CPS, dated May 18, 2026, Sales Representative Justin Masek)*, which establishes a **5-year price lock with no annual increases**. The quote covers 10 district sites pending final site list confirmation.

Line Item	Per Site	Total
ONE-TIME FEES (10 sites)		
Installation & Setup	$3,000	$30,000
CENTEGIX Gateway Cabling & Installation	$2,000	$20,000
Implementation	$2,000	$20,000
Shipping	$400	$4,000
On-Site CrisisAlert Responder Training	$1,000	$10,000
One-Time Fees Subtotal		**$84,000**
ANNUAL FEES (10 sites)		
Safety Platform with CrisisAlert (includes badges, strobes, beacons, Safety Blueprint, Visitor Management, HaaS)	$7,200	$72,000
Wireless Backup — Tri-SIM Carrier Failover	$200	$2,000
Annual Fees Subtotal (Year 1 and each year thereafter)		**$74,000**
5-YEAR INVESTMENT SUMMARY		
Year 1 Investment (One-Time + Year 1 Annual) — Board approval requested - QCPUF		**$158,000**
Years 2–5 Annual Fees ($74,000 × 4)		$296,000

Line Item	Per Site	Total
Total 5-Year Project Cost (Price-Locked)		**$454,000**
COPS SVPP GRANT IMPACT (36-MONTH PERIOD OF PERFORMANCE)		
SVPP-Eligible Costs: One-Time Fees ($84,000) + Years 1–3 Annual Fees ($74,000 × 3 = $222,000)		**$306,000**
Federal Share (75%) — maximum award (well under $500,000 cap)	**75%**	**($229,500)**
District Cash Match on SVPP-Eligible Costs (25%)	**25%**	**$76,500**
Years 4–5 Annual Fees (outside SVPP performance period — 100% district)	**100%**	**$148,000**
Net District 5-Year Cost (if maximum SVPP award) – To be paid with QCPUF funds		**$224,500***

*Year 1 includes the full $84,000 in one-time installation, implementation, cabling, shipping, and on-site responder training, plus the first $74,000 annual service fee — totaling the **$158,000** approval request. Years 2 through 5 carry only the locked $74,000 annual fee. This amount is included in the Net District 5-Year Cost.

The Hardware as a Service (HaaS) structure means all badges, strobes, beacons, batteries, warranty, monitoring, and equipment replacement are included for the full term — there are no surprise hardware refresh costs.

REQUESTED BOARD ACTION

Consider a special meeting to approve the initial Year 1 investment of **$158,000** for the installation and Year 1 annual fees of the Centegix Safety Blueprint, CrisisAlert, and Visitor Management System; to commit the district to the 5-year price-locked agreement totaling $454,000; and to authorize the Superintendent to execute the related agreements and to submit a corresponding application to the COPS School Violence Prevention Program seeking the 75% federal share, with the district providing the required 25% local cash match.

Respectfully submitted,

Dr. Chip Kay
Superintendent
Columbus Public Schools

Order Acknowledgement

Customer:	Columbus Public Schools
Location:	2410 16th St Suite A, Columbus, NE 68601
Project:	CENTEGIX Safety Platform: CrisisAlert, Safety Blueprint, and Visitor Management
Billing Contact:	Jason Schapmann - schapmannj@discoverers.org

Thank you for your purchase of the CENTEGIX® Safety Platform™

CENTEGIX® will install, program, configure, and commission the CENTEGIX Safety Platform™ Equipment and Software at sites listed on ***Exhibit A*** to this Order Acknowledgement.

Alignment of expectations and responsibilities between all parties, including third parties (e.g., your intercom provider) are required for a superior experience and successful deployment. This Order Acknowledgement includes expectations, assumptions, and responsibilities for all parties in order to deliver rapid and successful deployment of the CENTEGIX Safety Platform.

NOTES

- The CENTEGIX® Safety Platform™ is comprised of the following solutions:
    - **CrisisAlert™** is the badge-based incident response solution worn by every staff member that empowers staff to get help from school administrators or put the entire campus in lockdown with the push of a button. Used 98% of the time for medical emergencies, physical altercations, and behavioral situations the badge is always on for notification of extreme threats to safety. CrisisAlert can notify 911 dispatch— including room-level location details—and initiate visual and audio notifications so that everyone on campus knows that a site has been locked down.
    - **Visitor Management** makes monitoring who's coming in and out of your schools easy, ensuring that only authorized visitors are allowed on campus. Screen all school visitors, create custom banned person lists, monitor custody issues, log student tardies and early releases, send security alerts to staff, and create detailed reports on all activities tracked.
    - **Safety Blueprint** provides dynamic, digital mapping that elevates safety management, planning, and preparedness. With every building and safety asset mapped in one system, responders are fully equipped for immediate action.

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- Note: 1 CrisisAlert badge allocated per staff member and additional CrisisAlert badges included as set forth in the quote for sites purchased. Additional CrisisAlert badges beyond original allocation are available via CENTEGIX Customer Support for an additional fee and delivered to a central location for the Customer to distribute. Replacement CR2032 badge batteries will be provided at no additional cost, as required, for the term of the agreement.

CUSTOMER & CENTEGIX RESPONSIBILITIES

Project Planning	
CUSTOMER	• Designate a core team that has primary responsibility for overseeing the CENTEGIX Safety Platform™ implementation, policy, and all communication. • Provide a detailed map of each site (as outlined in the Safety Blueprint section below) showing all buildings and rooms where the Safety Platform will be installed. • Be responsible for distributing all badges, which are delivered to a central location, to the individual site locations.
CENTEGIX	• Provide an install schedule for each solution for all site locations provided that all maps have been loaded to the application and approved/signed off by the customer. The schedule is subject to change. Customer will accommodate adjustments for the project to remain on track.

Gateway	
CUSTOMER	• Provides network information for the CrisisAlert Gateway(s) to be configured. • If required, two (2) Power-Over-Ethernet (POE) drops at exterior locations defined by CENTEGIX. • Connecting the Gateway(s) that CENTEGIX will monitor.
CENTEGIX	• All gateways/wireless back-up equipment must be installed and confirmed online by the CENTEGIX Command Center for all locations before a target install date for the rest of the solution can be confirmed.

Visitor Management (if applicable)	
CUSTOMER	• Purchases or provides compatible scanner(s), printer(s), and consumables for use at entry points and all computers on which the system will be used. • Provide network information for the Visitor Management System to be connected. • Maintain computers and all other peripherals. Computers will need to be connected to either the WiFi or network before installation. • Perform all required OS, driver, and browser updates for all computers, scanners, and printers used with Visitor management.

Safety Blueprint	
CUSTOMER	• Provide scaled floor plan drawings of the facility buildings to be mapped in Safety Blueprint in either a PDF or DWG format. Drawings must include rooms, walls, and doors. • Provide an assets list and map labels to identify on the Safety Blueprint map, if purchased. • Verify the accuracy of the Safety Blueprint map including the final floor plan drawings, asset locations, and map labels.
CENTEGIX	• Review the customer's submitted floorplan drawings for approval and render the floorplans in Blueprint.

Intercom Integration (if applicable)	
CUSTOMER	• Customer and its third-party intercom provider(s) are responsible for the operation of the intercom system(s), along with any additional costs associated with upgrading or alterations to the customers intercom software, hardware and network connections. • Provide a site-specific URL or other API for each message for sites that have IP-based intercom systems with virtual triggers. • Provide network information for the CrisisAlert Intercom Integration Device to be programmed. Customer will ensure its intercom system(s) is/are connected to the device.

Additional 3rd Party Software Integration (if applicable)	
CUSTOMER	• Customer and its third-party software provider(s) are responsible for the operation of the additional software capabilities, along with any additional costs associated with upgrading or alterations to the third-party software. • Provide a site-specific URL or other API for sites that have 3rd party software integrations that CENTEGIX supports.
CENTEGIX	• Integrations (if applicable) purchased through CENTEGIX are supported by CENTEGIX and our third-party partners.

Onsite Access	
CUSTOMER	• Provide 2 sets of district/organization-wide master keys per site. • Provide evening and weekend access to sites for install team flexibility. • Override the security system when the installation team is onsite. • Provide guest Wi-Fi information if available. • If CENTEGIX installation team is unable to access a room or building, or a map is inaccurate causing a delay in the installation, the Customer will incur a minimum revisit fee of $500/site per revisit, dependent upon remaining work.

	• If CENTEGIX installation team is unable to locate a suitable stationary element to install exterior equipment, the Customer will need to install a pole or other suitable structure for this equipment to be located.
CENTEGIX	• The installation team designated by CENTEGIX will install hardware equipment at each facility/site purchased.

Software	
CUSTOMER	• Deploy the CrisisAlert Desktop Application software to supported equipment, including laptops, desktops, tablets, and mobile equipment using the files provided by the CENTEGIX Onboarding Specialist. • Allow Public DNS for the CENTEGIX Wireless Back-up equipment.

Implementation and Training	
CUSTOMER	• Provide the information necessary to enable Active Directory syncing (if applicable). • Responsible for the configuration of the Safety Platform™ system (including CrisisAlert, Safety Blueprint, and if utilized Visitor Management) with reasonable guidance from CENTEGIX. • Conduct site testing, with guidance from CENTEGIX to ensure the system is functioning properly. Both parties will sign-off in agreement that site testing has been verified. • Identifying individuals who can deliver end-user training for its organization on how to use the CrisisAlert badge (and Visitor Management badge if applicable), including requiring each staff member with a badge to complete a "Badge Training" session in which they, at minimum, activate a badge alert. • Assist CENTEGIX in obtaining the necessary support from the selected public safety answering point (PSAP) agency, if applicable.
CENTEGIX	• Provide remote training for system configuration. • Provide onsite training for Responders and Badge Managers unless opted out on the quote (CrisisAlert) • Provide training for school administrators and front office staff based on the training method purchased (Visitor Management). • Provide the requirements for user access to the Safety Blueprint map features. • Provide remote training for Safety Blueprint asset and map management. • Recommend other optional services are available to assist with deployment

Communications	
CUSTOMER	• Share communications with your stakeholders (Parents, Teachers, Staff, and Students) during the different stages of your CrisisAlert process. You can do so via internal emails, district-wide newsletters, school communications, morning announcements, creating a webpage on your website, and on social media. • **During sign-up:** Inform all stakeholders about the decision to implement CrisisAlert.

	• **During installation:** Keep stakeholders updated on the progress. Staff will want to know what to expect during this process. Students may wonder why new equipment is now appearing throughout the building. • **Operational Phase:** Your community will want to see how your CrisisAlert solution works. One way to do this is by hosting a demo day where you can invite speakers to participate, provide answers to frequently asked questions, and demonstrate how your new solution works. • **Ongoing Communication:** Keep your stakeholders informed by communicating with them on how you have utilized your CrisisAlert solution and how it has impacted your school community.
CENTEGIX	• Provide a communications kit to help customers communicate with their communities about CrisisAlert. Customer will coordinate a call between CENTEGIX point of contact and the Communications Director for the customer to review best practices for communicating about CrisisAlert.

Post Implementation	
CUSTOMER	• Provide general troubleshooting of the system and its equipment with the site. District technical support can escalate an issue to be addressed through their account manager or support manager. • Managing and maintaining all users and their permissions for the software through the term of the contract. • Providing Badge Training and training documentation to new users of the system. • Customer acknowledges that Badge batteries are consumable items requiring periodic replacement, and Customer is responsible for timely replacement in accordance with CENTEGIX's maintenance recommendations. • Conducting test drills of CrisisAlert at the beginning of each semester. • Managing and maintaining all Visitor Management hardware through the term of the contract. • Report structural changes to the building floorplans and layout to Centegix.
CENTEGIX	• Onsite assistance is available to assist the customer regarding all purchased solutions. Contact CENTEGIX Support at support@centegix.com for more information.

CONTRACT TERMS (QUOTE)

CENTEGIX®

Quote

Sales Rep: Justin Masek

Bill To:
Columbus Public Schools
2508 27th St
Columbus, NE 68601

Submitted: 5/18/2026
(Valid 45 days)
Quote # JM04302026CPS

Term: 5 Year Price Lock

Annual Services	Sites*	Annual Rate (Per Site)	Term Total Cost
SAFETY PLATFORM with CrisisAlert™	10		$72,000
Wireless Backup - Tri-SIM Carrier Backup providing immediate failover in case of network outage	10	$200	$2,000
Discreet Wearable Badge for Every Staff Member and Substitutes (No Recharging Required for Badges)		Included	Included
Wireless Strobes in Every Classroom, Hallways, Gyms, Cafeterias, Common Areas, Doors		Included	Included
Wireless Beacons in Parking Lots, Playgrounds - Full Campus Coverage Indoor and Outdoor		Included	Included
Safety Blueprint - Dynamic Mapping with Safety Asset(s) Visibility		Included	Included
Centegix Digitizes Maps to ensure accurate location of badge alerts		Included	Included
Precise Incident Alert Locating Works Indoors / Outdoors (Differentiates what floor / room a person is in)		Included	Included
Hardware as a Service (HaaS) Package - Includes Hardware Maintenance, Monitoring, Warranty		Included	Included
Includes All Strobe, Beacon, and Badge Equipment and Battery Replacements		Included	Included
Intercom Integration via API or CENTEGIX provided Integration Device via dry contact / relay - Included		Included	Included
Desktop Application to integrate visual screen notification across all staff devices - Included		Included	Included
Price Lock for length of Agreement - No Annual Increases		Included	Included
Visitor Management	10	Included	Included
		Annual Fees Sub-total:	**$74,000**

One Time Services	Sites*	One Time Rate (per site)	Total
Installation & Setup	10	$3,000	$30,000
CENTEGIX Gateway Cabling & Installation (Optional)	10	$2,000	$20,000
Implementation	10	$2,000	$20,000
Shipping	10	$400	$4,000
On-Site CrisisAlert Responder Training	10	$1,000	$10,000
Safety Blueprint Remote Installation and Remote Training	10	Included	Included
Visitor Management Remote Installation and Remote Training	10	Included	Included
		One Time Fees Sub-total:	**$84,000**
		5 Year Total	**$454,000**

NOTES:
Quote includes site mapping and training, along with software licensing and hardware warranty based on the term selected. *Preliminary site count listed pending a final site list from customer.

All invoices are payable on Net 30 terms.

Annual contract will renew after the selected term expires at CENTEGIX then current pricing.

Any remaining fees (if applicable) will be invoiced annually upon the anniversary date.

BILLING AND PAYMENT TERMS

(Standard) Annual Payments with Year One Billing Milestones:

Upon execution of this Order Acknowledgement, CENTEGIX will invoice the Customer as follows:

1. Year One* to be invoiced with the following billing milestones:
    - 50% of Year 1 cost invoiced upon the earlier of the PO date or signed OA date
    - 50% of Year 1 cost invoiced 120 days after the earlier of the PO date or the signed OA date (Anniversary Date)

2. The remaining fees will be invoiced annually upon the Anniversary Date.

Schedule Item	Billing Milestone	Due Upon	Amount
Year One	50%	Execution of Purchase Order or signed OA	$79,000
Year One	50%	120 days after the Purchase Order or signed OA	$79,000
Year Two	100%	Anniversary Date	$74,000
Year Three	100%	Anniversary Date	$74,000
Year Four	100%	Anniversary Date	$74,000
Year Five	100%	Anniversary Date	$74,000

* Year One includes annual platform total and one-time Professional Services fees (3).

All invoices are payable on Net 30 terms.

OTHER INFORMATION

CENTEGIX standard terms and conditions https://www.centegix.com/legal-tc3/ are incorporated by reference and are a part of this Order Acknowledgement.

- If applicable, the supplemental terms on ***Exhibit*** B (the **"Special Terms"**) are incorporated by reference and are a part of this Order Acknowledgement.

We look forward to working with you to achieve a successful deployment of the CENTEGIX Safety Platform™. If you have any questions or concerns, please don't hesitate to contact your Onboarding Specialist. Thank you for the trust you have placed in CENTEGIX to protect your students and staff.

ACCEPTANCE OF ORDER ACKNOWLEDGEMENT

AUTHORIZED CUSTOMER REPRESENTATIVE

Acknowledged and agreed.

Signature:	
Name:	
Title:	
Date:	

AUTHORIZED CENTEGIX REPRESENTATIVE

Acknowledged and agreed.

Signature:	
Name:	
Title:	
Date:	

EXHIBIT A

Site(s) Purchased:

#	Site Name	Address	City	ST	Zip	Phone (required if integrating with PSAP)
1	Kramer Preschool/District Office	2410 16th Street Suite C	Columbus	NE	68601	402-563-7950
2	Centennial Elementary	500 Centennial St.	Columbus	NE	68601	402-563-8180
3	Emerson Elementary	2410 20th St.	Columbus	NE	68601	402-563-7030
4	Lost Creek Elementary	3772 33rd Ave.	Columbus	NE	68601	402-563-7045
5	North Park Elementary	2200 31st. St.	Columbus	NE	68601	402-563-7070
6	West Park Elementary	4100 Adamy St.	Columbus	NE	68601	402-563-7075
7	Columbus Middle School	2200 26th St.	Columbus	NE	68601	402-563-7060
8	Columbus High School	3434 Discoverer Dr.	Columbus	NE	68601	402-563-7050
9	Transportation and Maintenance Building	2458 48th Avenue	Columbus	NE	68601	402-563-7010
10	Warehouse	2058 43rd Avenue	Columbus	NE	68601	NA

COLUMBUS COMMUNITY HOSPITAL
SPORTS INJURY SERVICES AGREEMENT

THIS SPORTS INJURY SERVICES AGREEMENT (the "Agreement") is entered into this _____ day of _____, 2026 by and between Columbus Community Hospital, a Nebraska nonprofit corporation (hereafter "Hospital") and Columbus Public Schools, located in Columbus, Nebraska (hereafter "School").

RECITALS

A. Hospital, in furtherance of its mission and commitment to providing services to enhance the health of the community, desires to improve the quality, accessibility and timing of services for the prevention, physical evaluation and physical reconditioning of injuries incurred through sport-induced trauma occurring during or in preparation for sports competition or the training of individuals involved in athletics at School.

B. In order to carry out the above, Hospital has developed a sports injury program (the "Services") and employs or contracts with licensed health care professionals to oversee, on a limited basis, the evaluation and care of injuries to athletes, and is willing to provide such Services to School.

C. School is an educational institution located in _____, Nebraska that conducts programs of various interschool sports activities. School desires to arrange with Hospital for the provision of sports injury Services.

NOW, THEREFORE, the parties hereby agree as follows:

1. **Sports Injury Services**. Hospital shall provide, through licensed and/or certified health care professionals (as applicable), the sports injury Services as described on Exhibit A attached hereto. Hospital shall provide sports injury Services for athletes participating in a School-sanctioned sport, as described at Section 4(b) below. The parties agree that the list of Services provided by Hospital and the terms of their provision may be amended from time to time by mutual agreement of the parties and execution of a new Exhibit A.

Deleted: exclusively

Deleted: Hospital shall provide the Services at no cost to School.…

2. **Responsibilities of Hospital**. Throughout the term of this Agreement, in addition to the Services described above and set forth at Exhibit A, Hospital shall have the following responsibilities:

a. Program Coordinator. Hospital shall appoint a Program Coordinator to oversee Services provided by Hospital under this Agreement. The initial Program Coordinator at Hospital shall be: _____, _____. Any questions or concerns from School regarding Services provided under this Agreement shall be addressed to the Program Coordinator.

b. Sports Injury Professionals. Hospital shall provide appropriately qualified professionals to provide Services hereunder. Such professionals shall provide services in accordance with generally accepted standards and appropriate scope of practice rules regarding the prevention, examination, diagnosis, treatment and rehabilitation of injuries incurred during or in preparation for sports competition.

c. Insurance. Throughout the term of this Agreement, Hospital shall maintain in full force and effect, a policy of professional liability insurance covering Hospital and its health care professionals provided hereunder for all claims or liabilities arising out of their acts or omissions in providing Services under this Agreement, in an amount not less than one million dollars ($1,000,000) annual aggregate, through an insurer licensed or approved to do business in the state of Nebraska. Upon request of School, Hospital shall provide School with a certificate of insurance demonstrating that such coverage is in full force and effect. If such insurance is issued on a "claims made" basis, then in the event such insurance is for any reason terminated, cancelled or not renewed, Hospital shall obtain "tail" coverage, and provide a certificate of such coverage to School, which duty shall survive termination or expiration of this Agreement.

d. Non-Discrimination. Hospital shall provide Services to School without regard to race, color, sex, age, handicapping condition, or other factors unrelated to the student athlete's need for Services.

3. **Responsibilities of School**. Throughout the term of this Agreement, School shall have the following responsibilities:

a. Program Coordinator. School shall appoint a Program Coordinator of Services provided hereunder. The initial Program Coordinator at School shall be: _____, Athletic Director. Any questions or concerns from Hospital regarding Services provided hereunder shall be addressed to the Program Coordinator.

b. Eligible Student Athletes. School agrees that the Services provided hereunder shall only be provided to student athletes participating in a School - sanctioned sport.

c. Facilities. School shall provide Hospital with adequate and appropriate space, facilities, supplies, equipment, services, transportation to away events, and assisting personnel to perform the Services hereunder.

d. Recommendations from Hospital. School shall abide by recommendations made by the health care professionals providing Services hereunder that a student athlete should not be permitted to play or participate in athletics due to injury.

e. Informed Consent and HIPAA Authorization. As part of the School's annual athletic participation enrollment, each year School shall be responsible for obtaining and retaining parental consent to treatment (Exhibit B) and an

authorization to disclose protected health information (Exhibit C) for any student athlete receiving services under this Agreement.

f. Insurance. Throughout the term of this Agreement, School shall maintain in full force and effect, a policy of comprehensive general liability insurance in an amount not less than one million dollars ($1,000,000) per occurrence, one million dollars ($1,000,000) annual aggregate, through an insurer licensed or approved to do business in the state of Nebraska. Upon request of Hospital, School shall provide Hospital with a certificate of insurance demonstrating that such coverage is in full force and effect.

5. **General Terms and Conditions**.

a. Fees. Beginning on August 1, 2026, Hospital will charge School an annual fee of Twenty Thousand Dollars ($20,000.00), payable in four (4) quarterly installments. Payment shall be made from School District to Hospital within thirty (30) days of receipt of an invoice from Hospital.

b. No Fees to Students. The Services of Hospital are provided as a community service to School and its student athletes. Hospital will not assess any fees individually to student athletes receiving Services hereunder. This Agreement is not intended to induce or encourage students to receive services beyond the scope of this Agreement from Hospital or its affiliated physicians. Students are encouraged to receive necessary medical services from medical providers of their choice. If requested by the student athlete, the student athlete may be referred to an appropriate provider by a Hospital health care professional providing Services hereunder.

c. Independent Contractor Status. Hospital, School, and the health care professionals provided herein are independent contractors in their relationship to one another and are not, by virtue of this Agreement or otherwise made agents, employees, or joint venturers of the others. Hospital shall be responsible for paying all compensation and other charges or fees related to the separate agreements between the health care professionals and Hospital. While providing services at School, the health care professionals shall comply with School's policies and procedures as applicable to the health care professionals. The health care professionals provide services consistent with the policies of Hospital. School shall promptly notify Hospital of any significant performance or personal conduct problems involving the health care professionals and cooperate fully with Hospital in discussing, documenting and resolving any such problems. School does not have the power to dismiss the health care professionals or in any other way affect the contractual rights, duties and obligations existing between the health care professionals and Hospital.

d. Confidentiality of Student Athletes' Records; HIPAA Compliance. The parties agree that student athletes' records are confidential and shall be handled in compliance with all state and federal laws governing such records including

the Family Educational Rights and Privacy Act ("FERPA"), as amended. The parties understand and agree that any exchange of records and data will be conducted in a manner that prudently balances the interest of the School, the applicable athlete and his/her family, Hospital, and state or federal government representatives (if applicable). Furthermore, Hospital recognizes its role in providing agreed upon services to School's athletes and agrees to comply with those provisions of the Health Insurance Portability and Accountability Act of 1996 as set forth in Title XI, Part C of the Social Security Act (42 U.S.C. § 1320d – 1329d-9) and the regulations thereunder (45 C.F.R. Parts 160, 162 and 164) as amended, or any successor law, if and to the extent applicable, which set forth standards for security and privacy of individually identifiable health information. All medical records and other individually identifiable health information disclosed to the parties, in any form, whether communicated electronically, on paper, or orally, shall be protected from unlawful disclosure in accordance with applicable federal and state law.

e. Limitations on Liability. Each party agrees to accept and is responsible for its own acts and omissions in providing Services under this Agreement as well as those acts or omissions of its employees and agents and nothing in this Agreement shall be construed as placing any responsibility for such acts or omissions onto the other party.

f. No Intent to Induce Referrals. Nothing in this Agreement is intended to induce either party to make referrals of patients or business to the other.

6. **Term and Termination**. This Agreement shall be for a term of _____ (__) years (the "Initial Term") commencing on _____, 20__ and ending on _____, _____. Each year of this Agreement shall be considered a "Contract Year." Either party may terminate this Agreement prior to the end of the Initial Term by furnishing no less than 180 days' advance written notice to the other party prior to the end of a Contract Year. Following the Initial Term, this Agreement shall automatically renew for successive one (1) year terms unless either party furnishes notice of non-renewal to the other at least ninety (90) days prior to the end of the Initial Term or any subsequent renewal term. Notwithstanding the stated term, this Agreement may be terminated as follows:

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a. For Cause. For cause by either party upon giving the other party not less than thirty (30) days' advance written notice specifying the alleged breach or default; provided, that in the event of termination for cause under this subparagraph, the party receiving notice shall have the notice period in which to correct or cure the alleged breach of default to the reasonable satisfaction of the party giving notice. Cause consists of a material breach or default in performance or terms of this Agreement by the party receiving notice.

b. Without Cause. Either party may terminate this agreement, without cause, at any time by giving the other party not less than thirty (30) days' written notice.

c. Mutual Agreement to Terminate. This Agreement may also be terminated at any time upon mutual agreement, in writing, of the parties.

d. Supervening Law. By either party upon not less than ten (10) days' advance written notice to the other party specifying the date on which termination will become effective in the event of any action or threatened action by local, state, or federal governmental or accrediting bodies, or any opinion by legal counsel to the effect that any provision of state or federal law or regulation creates a serious risk of assessment, sanction, penalty, or other significant consequence to the party giving such notice.

7. **Miscellaneous**. The following additional conditions apply to this Agreement:

a. Assignment. This Agreement may not be assigned or transferred without the written approval of the other party.

b. Waiver. The failure of either party to insist in any one or more instances upon performance of any terms or conditions of this Agreement shall not be construed as a waiver of future performance of any such term, covenant, or condition; but the obligations of such party with respect thereto shall continue in full force and effect.

c. Recitals. The recitals are intended to describe the intent of the parties and the circumstances under which this Agreement is executed and shall be considered in the interpretation of this Agreement.

d. Amendment. This Agreement may be amended only by written agreement of Hospital and School.

e. Applicable Law. This Agreement shall be interpreted according to the laws of the state of Nebraska.

f. Entire Agreement. This Agreement constitutes the entire agreement between the parties and subsumes and incorporates all prior written and oral statements and understandings.

g. Third Party Beneficiaries. This Agreement shall not be construed as creating any third party beneficiary rights on behalf of the health care professionals providing services hereunder, student athletes or any other party or entity.

h. Severability. If any term, provision, covenant, or condition of this Agreement is found to be invalid, void, or unenforceable, the remainder of the terms, provisions, covenants, or conditions, and the remainder of the Agreement shall remain in full force and effect and shall in no way be affected, impaired, or invalidated, unless to do so would materially destroy the underlying purpose of the Agreement.

i. Notices. Any notices required by this Agreement shall be sufficient if in writing and personally delivered or mailed, United States mail, first class, postage prepaid, to the addressee at its current business address.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate on the dates set opposite their respective names.

COLUMBUS COMMUNITY HOSPITAL	_____
By: _____	By: _____
Its: _____	Its: _____
Date: _____	Date: _____

EXHIBIT A

SPORTS INJURY SERVICES

Athletic Training Services

Subject to availability, Hospital will provide to School a Certified Athletic Trainer for the following Services:

1. Help prevent injuries through pre-practice taping and identification of hazards on the playing field.

2. Provide immediate first aid and emergency care to student athletes at the time of injury during varsity home football game coverage; additional home athletic event coverage as mutually agreed upon by the parties; and daily attendance at athletic practice sessions as coordinated between the Athletic Trainer and School. Coverage and scheduling shall prioritize sports and activities with the highest risk of catastrophic injury.

3. Coordinate with the School's Athletic Director as needed to ensure an inventory of supplies is maintained by School.

The Certified Athletic Trainer will provide the above-listed Services according to a schedule mutually agreed to by the parties,

School may request additional services (game or practice coverage or other). These requests will be evaluated by Hospital on a case-by-case basis according to the availability of trainers.

All Services will be provided in accordance with applicable regulations of the National Athletic Trainers Association and within the scope of the Certified Athletic Trainer's license.

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Deleted: each week and

Commented [A1]: See revised language.

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Deleted: Maintain an inventory of athletic training supplies and equipment and c…

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Commented [A2]: Historically the school district has maintained an inventory of supplies (for example, braces). CCH prefers that the school district continue to purchase those supplies.

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EXHIBIT B

CONSENT FOR TREATMENT

I hereby authorize licensed sports injury staff acting on behalf of Columbus Community Hospital to evaluate and treat any injury that occurs as a result of my participation in athletics at School. This includes all reasonable and necessary preventive care, treatment and rehabilitation for these injuries.

_____ _____
Printed Name Date

_____
Signature of Student Athlete (or Parent/Guardian, where required)

EXHIBIT C
to
Sports Injury Services Agreement

AUTHORIZATION FOR RELEASE OF HEALTH INFORMATION - MINOR

Name _____

D.O.B. _____ **Address** _____

Phone _____

I hereby authorize Columbus Community Hospital (the "Hospital") to disclose to _____ School District athletic coaches and/or other School District officials my child's protected health information created or obtained by the Hospital in the course of conducting sports injury services. This disclosure is made at my request.

The Hospital may disclose any and all information which it has created or obtained regarding my care through the athletic training services.

***I understand and acknowledge that*:**

1. I can revoke this Authorization at any time by giving my written revocation to the Hospital at the following address: Columbus Community Hospital, 4600 38th Street, Columbus, Nebraska 68602. My revocation is not effective as to disclosures already made and actions already taken in reliance upon this Authorization.

2. The Hospital may NOT condition treatment, enrollment, or eligibility for benefits on whether I sign this Authorization.

3. I am authorizing disclosure of information protected under federal law. This information, once disclosed, may be subject to re-disclosure by the recipient and no longer be protected by state or federal law.

4. This Authorization is effective for one (1) year from the date on which it is signed.

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A photocopy or exact reproduction of this signed Authorization shall have the same force and effect as the original.

_____ _____
Printed Parent/Guardian Name Date

_____
Signature of Parent/Guardian

7168600.2

COLUMBUS PUBLIC SCHOOLS

TO: Columbus Public Schools Board of Education

FROM: Jason Schapmann, Director of Human Resources and Fiscal Support

DATE: June 15, 2026

SUBJECT: 2026-2027 Breakfast/Lunch Price Recommendations

Based on the Paid Lunch Equity (PLE) calculation tool provided by the NDE's Nutrition Services we are permitted to increase prices by the full allowable amount of $0.10 per meal.

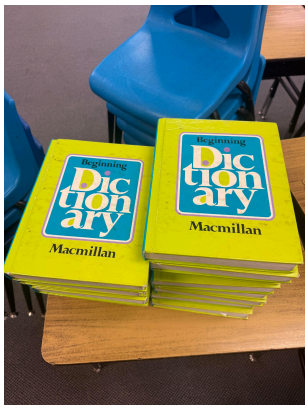
I am requesting board approval for the following prices for the 2026-2027 school year which includes increases to regular paid breakfast and lunch prices. The increase is meant as an adjustment to the District's paid costs and PLE calculation.

The reduced breakfast/lunch amount is set by the Federal Food Program.

2026-27	Pre-K	Elementary	Middle & High School	Adult
Reduced Breakfast	$0.30	$0.30	$0.30	N/A
Paid Breakfast	$2.35	$2.35	$2.35	$3.05
Reduced Lunch	$0.40	$0.40	$0.40	N/A
Paid Lunch	$3.20	$3.30	$3.50	$5.10

LSI sets the price for al carte and snack items to cover their cost of the items.
LSI accepts the milk bid and prices for milk are set based on that bid process.
NDE sets the reimbursement meal allowance for free and reduced meals.
USDA allocations are applied to our LSI invoice as a reduction.
No cost to students for our Fresh Fruit and Vegetable Program or After School Snack Program.

DATE	5/20/26
BUILDING	North Park
PROGRAM	
PRINCIPAL/DIRECTOR SIGNATURE	Sarah Bird
Description of materials to surplus: 15 Student Dictionaries	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
To insert an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.	Give a description and the reason the item is being declared surplus property.	Examples: trash, recycle, donated, etc. Items being moved to other CPS locations should not be declared surplus property.
	15 Student Dictionaries - in one 2nd grade classroom, not used in current curriculum.	Trash

School Name

Columbus Middle School

DATE	May 21, 2026
BUILDING	CMS
PROGRAM	Library
PRINCIPAL/DIRECTOR SIGNATURE	*Amy Haynes*
Description of materials to surplus: Withdrawn library books.	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
To insert an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.	Give a description and the reason the item is being declared surplus property.	Examples: trash, recycle, donated, etc. Items being moved to other CPS locations should not be declared surplus property.
List of withdrawn books	Damaged, outdated, or duplicated books that we no longer have room to store,	Some salvaged for classrooms. The rest will be thrown away.

School Name

Columbus Middle School

School Name

Columbus Middle School

DATE	May 19, 2026
BUILDING	CMS
PROGRAM	Yearbook
PRINCIPAL/DIRECTOR SIGNATURE	*Amy Haynes*
Description of materials to surplus: Broken camera	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
To insert an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.	Give a description and the reason the item is being declared surplus property.	Examples: trash, recycle, donated, etc. Items being moved to other CPS locations should not be declared surplus property.
	The camera was dropped by a yearbook student earlier this year. We have replaced it with Yearbook funds.	Throw away

School Name

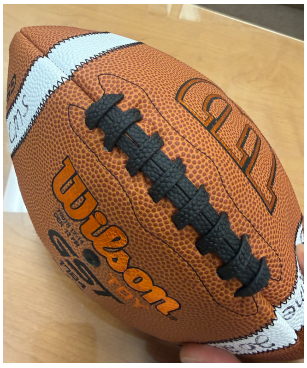
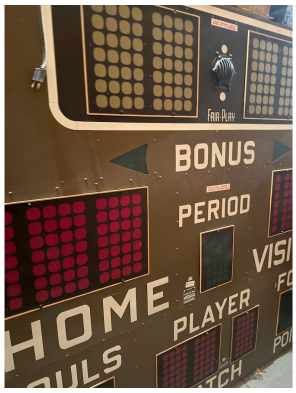
Columbus Middle School

DATE	Jun 4, 2026
BUILDING	Columbus Middle School
PROGRAM	Activities
PRINCIPAL/DIRECTOR SIGNATURE	
Description of materials to surplus: Various pieces of equipment from the CMS athletic department or concession stand.	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
To insert an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.	Give a description and the reason the item is being declared surplus property.	Examples: trash, recycle, donated, etc. Items being moved to other CPS locations should not be declared surplus property.
	25 Football Helmets - Expired	Disassembled and Discarded. Facemasks are sold for scrap metal; then funds will be deposited into the CMS football account.
	18 Football pants - seams have ripped out. Tried to sewn	Discarded

	1 Basketball backboard	Discarded and sold for scrap metal; then funds will be deposited into the CMS basketball account.
	11 Basketballs- will not hold air or are deformed	Discarded

	1 7-person blocking sled	Discarded and sold for scrap metal; then funds will be deposited into the CMS football account.
	1 Popcorn machine - worn out	Sold for scrap metal; then funds will be deposited into the CMS concession account
	9 Starting Blocks - Rusty, not functioning properly.	Discarded and sold for scrap metal; then funds will be deposited into the CMS track account.

	7 Volleyballs will not hold air or are deformed	Discard
	3 footballs will not hold air or are deformed	Discard
	4 scoreboards - replaced parts not working	Sell; then funds will be deposited into the CMS athletic account.
	6 VB net cranks - replaced gears stripping	Discarded and sold for scrap metal; then funds will be deposited into the CMS volleyball account.

DATE	5/26/26
BUILDING	CN
PROGRAM	Library
PRINCIPAL/DIRECTOR SIGNATURE	Andrew Luebbe

Description of materials to surplus:
Library books to be removed from the library.
They are being weeded due to being old and outdated (we have replaced with newer copies), not frequently circulated, or due to damage. They are being discarded.

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
To insert an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.	Give a description and the reason the item is being declared surplus property.	Examples: trash, recycle, donated, etc. Items being moved to other CPS locations should not be declared surplus property.
	174 library books	Discarded

Deleted D	Title	Author	Standard	Published Call Num	Barcode	Price	Currency	Acquisitio	Removed	Subbocatic	Reason	Funding S	Last Circul	Disposal R	Total Circ	Status
5/26/2021	The Aesop with pictur	ISBN: 0-51	19984	398.2 AES T	73383	12.95	USD	11/15/200	1/3/14	INFORMA	Outdated		11/10/201	Discard	5	Was Available -- Weeded
5/26/2021	The arr i ls Kalman, B	ISBN: 0-38	1993	533.6 KAL T	76502	15.95	USD	11/15/200	1/3/14	INFORMA	Outdated		3/22/2011	Discard	1	Was Available -- Weeded
5/26/2021	Automobil Wilkinson,	ISBN: 0-51	1982	629.222 WT	73926	8.45	USD	11/15/200	1/3/14	INFORMA	Outdated		6/22/2010	Discard	10	Was Available -- Weeded
5/26/2021	Chicken sc Jack Cranfo	ISBN: 0-41	2002	394.266 CT	234313	12.95	USD	11/15/200	1/3/14	INFORMA	Outdated		12/7/2010	Discard	4	Was Available -- Weeded
5/26/2021	Children's Hopke, Wi	ISBN: 1-56	1992	331.7 HOP T	38329	18.70	USD	11/15/200	1/3/14	INFORMA	Outdated		12/31/200	Discard	4	Was Available -- Weeded
5/26/2021	Chris Burk Lee, Gregc	ISBN: 0-38	1993	791.450927	36951	10.95	USD	11/15/200	1/3/14	INFORMA	Outdated		4/8/2013	Discard	1	Was Available -- Weeded
5/26/2021	The first T Hayward,	ISBN: 0-41	1990	E 394.26 T	76780	7.00	USD	11/15/200	1/3/14	INFORMA	Outdated		11/21/200	Discard	21	Was Available -- Weeded
5/26/2021	Four good Hillert, Ma	ISBN: 0-81	1981	E 398.2 HE T	80793	6.55	USD	11/15/200	1/3/14	INFORMA	Outdated		2/9/2021	Discard	5	Was Available -- Weeded
5/26/2021	The four s Parramón,	ISBN: 0-81	1982	E 508.2 PR T	76767	11.00	USD	11/15/200	1/3/14	INFORMA	Outdated		12/2/2020	Discard	10	Was Available -- Weeded
5/26/2021	Great chil Richardson	ISBN: 0-51	1994	398.2 RIC T	31057	13.95	USD	11/15/200	1/3/14	INFORMA	Outdated		10/29/200	Discard	6	Was Available -- Weeded
5/26/2021	The intern translation	ISBN: 1-86	1998	398.2 INT T	39297	40.00	USD	11/15/200	1/3/14	INFORMA	Outdated		12/18/201	Discard	55	Was Available -- Weeded
5/26/2021	Kites : ma Demi.	ISBN: 0-51	1999	394.269 DT	230595	17.00	USD	11/15/200	1/3/14	INFORMA	Outdated		3/3/2021	Discard	4	Was Available -- Weeded
5/26/2021	Little Red Heller, Ber	ISBN: 0-38	1995	398.2 HEL T	75354	6.50	USD	11/15/200	1/3/14	INFORMA	Outdated		8/19/2021	Discard	11	Was Available -- Weeded
5/26/2021	Mind your Parish, Pey	ISBN: 0-68	1978	395 PAR T	30124	5.75	USD	11/15/200	1/3/14	INFORMA	Outdated		10/23/201	Discard	2	Was Available -- Weeded
5/26/2021	Mother Goose	ISBN: 0-79	2002	398.8 MOT	232190	19.95	USD	11/15/200	1/3/14	INFORMA	Outdated		4/21/2021	Discard	9	Was Available -- Weeded
5/26/2021	My tricks : Dewhirst,	ISBN: 0-80	1993	394.26 WHT	80802	14.95	USD	11/15/200	1/3/14	INFORMA	Outdated		11/7/2020	Discard	8	Was Available -- Weeded
5/26/2021	Paul, tl Rounds, G ISBN: 0-41		1976	398.22 RIC T	31084	10.15	USD	11/15/200	1/3/14	INFORMA	Outdated		9/30/2011	Discard	3	Was Available -- Weeded
5/26/2021	One-minu Lewis, Shar ISBN: 0-38		1995	398.2 LEW T	80759	7.65	USD	11/15/200	1/3/14	INFORMA	Outdated		3/27/2020	Discard	18	Was Available -- Weeded
5/26/2021	Richard Scarry's best ISBN: 0-3		1970	398.8 MID T	71947	10.95	USD	11/15/200	1/3/14	INFORMA	Outdated		11/18/201	Discard	2	Was Available -- Weeded
5/26/2021	Ripley's Ba Packard, N ISBN: 0-41		2004	031.02 PA T	234311	17.95	USD	11/15/200	1/3/14	INFORMA	Outdated		1/27/2020	Discard	108	Was Available -- Weeded
5/26/2021	Ripley's believe it or ISBN: 0-78		2008	031.02 NA T	234785	16.00	USD	2/11/2000	1/3/14	INFORMA	Outdated		2/12/2020	Discard	80	Was Available -- Weeded
5/26/2021	There's a Alley, Zoe ISBN: 978		2010	398.22 ALT	271551	24.00	USD	3/8/2012	1/3/14	INFORMA	Outdated		4/11/2021	Discard	26	Was Available -- Weeded
5/26/2021	Three Axe Galdone, Ti LCCN: 71		1971	398.24 GAT	75660	9.80	USD	11/15/200	1/3/14	INFORMA	Outdated		2/17/2020	Discard	7	Was Available -- Weeded
5/21/2021	Richard Sc Scarry, Ric ISBN: 0-3		1982	E SCA	T 31887	5.50	USD	11/15/201	11664	EVERYBOD	Poor Condition/Dam		12/17/201	Discard	32	Was Available -- Weeded
5/21/2021	Taking my Vogel, Elis ISBN: 0-82		2000	E VOG	T 232301	13.70	USD	11/15/201	11664	EVERYBOD	Poor Condition/Dam		11/25/201	Discard	18	Was Available -- Weeded
5/11/2021	Dog Man: Pilkey, Dav ISBN: 978		2018	GN F PIL	T 273655	13.00	USD	9/26/2011	13164	GRAPHIC I	Poor Condition/Dam		12/17/201	Discard	215	Was Available -- Weeded
5/8/2021	Amelia Be Parish, Pey ISBN: 0-68		1981	E PAR	T 34180	10.10	USD	11/15/200	13164	EVERYBOD	Infrequent Circulatio		6/5/2021	Discard	29	Was Available -- Weeded
5/8/2021	The case c Erickson, JISBN: 978		2010	F ERI	T 270605	19.00	USD	9/22/2010	13164	FICTION	Infrequent Circulatio		4/23/2010	Discard	25	Was Available -- Weeded
5/8/2021	The case c Erickson, JISBN: 978		2009	F ERI	T 233074	18.00	USD	9/14/2009	13164	FICTION	Infrequent Circulatio		4/24/2011	Discard	24	Was Available -- Weeded
5/8/2021	The case c Erickson, JISBN: 0-41		1989	F ERI	T 235209	20.00	USD	11/15/200	13164	FICTION	Infrequent Circulatio		4/5/2022	Discard	99	Was Available -- Weeded
5/8/2021	The case c Erickson, JISBN: 0-41		1992	F ERI	T 232855	18.00	USD	11/15/200	13164	FICTION	Infrequent Circulatio		4/21/2012	Discard	66	Was Available -- Weeded
5/8/2021	The case c Erickson, JISBN: 0-41		2002	F ERI	T 232369	18.00	USD	11/15/200	13164	FICTION	Infrequent Circulatio		4/8/2022	Discard	67	Was Available -- Weeded
5/8/2021	The case o John R. Erick ISBN: 0-41		2006	F ERI	T 235403	19.00	USD	11/7/2000	13164	FICTION	Infrequent Circulatio		4/19/2021	Discard	58	Was Available -- Weeded
5/8/2021	The case c Erickson, JISBN: 1-41		2007	F ERI	T 235993	20.00	USD	10/25/200	13164	FICTION	Infrequent Circulatio		1/30/2021	Discard	73	Was Available -- Weeded
5/8/2021	The case c Erickson, JISBN: 0-41		1996	F ERI	T 232852	18.00	USD	11/15/200	13164	FICTION	Infrequent Circulatio		8/19/2021	Discard	98	Was Available -- Weeded
5/8/2021	The case c Erickson, JISBN: 978		2012	F ERI	T 271753	19.00	USD	8/27/2011	13164	FICTION	Infrequent Circulatio		4/22/2021	Discard	20	Was Available -- Weeded
5/8/2021	The case c Erickson, JISBN: 978		2013	F ERI	T 272641	14.00	USD	2/24/2011	13164	FICTION	Infrequent Circulatio		4/20/2021	Discard	20	Was Available -- Weeded
5/8/2021	The case c Erickson, JISBN: 0-41		2000	F ERI	T 231815	18.00	USD	5/29/2007	13164	FICTION	Infrequent Circulatio		4/21/2021	Discard	41	Was Available -- Weeded
5/8/2021	The case c Erickson, JISBN: 978		2010	F ERI	T 270389	19.00	USD	4/30/2011	13164	FICTION	Infrequent Circulatio		5/10/2021	Discard	20	Was Available -- Weeded
5/8/2021	The case c Erickson, JISBN: 978		2006	F ERI	T 235402	19.00	USD	11/7/2000	13164	FICTION	Infrequent Circulatio		4/18/2021	Discard	48	Was Available -- Weeded
5/8/2021	The case c Erickson, JISBN: 0-41		2005	F ERI	T 234432	19.00	USD	11/15/200	13164	FICTION	Infrequent Circulatio		11/20/201	Discard	58	Was Available -- Weeded
5/8/2021	The case c Erickson, JISBN: 0-41		2004	F ERI	T 233452	19.00	USD	11/15/200	13164	FICTION	Infrequent Circulatio		12/7/2010	Discard	65	Was Available -- Weeded
5/8/2021	The count Heyward, ISBN: 0-3		1974	E HEY	T 33805	9.45	USD	11/15/200	13164	EVERYBOD	Infrequent Circulatio		2/8/2016	Discard	27	Was Available -- Weeded
5/8/2021	Dog man : Pilkey, Dav ISBN: 978		2019	GN F PIL	T 273707	13.00	USD	3/22/2011	13164	GRAPHIC I	Poor Condition/Dam		4/9/2021	Discard	207	Was Available -- Weeded
5/8/2021	Drover's a Erickson, JISBN: 978		2009	F ERI	T 237073	19.00	USD	9/14/2009	13164	FICTION	Infrequent Circulatio		4/11/2021	Discard	69	Was Available -- Weeded
5/8/2021	The dunga Erickson, JISBN: 0-41		2004	F ERI-1	T 233453	19.00	USD	11/15/200	13164	FICTION	Infrequent Circulatio		6/8/2022	Discard	67	Was Available -- Weeded
5/8/2021	Hank the c Erickson, JISBN: 0-41		2001	F ERI	T 231816	13.99	USD	11/15/200	13164	FICTION	Infrequent Circulatio		3/30/2021	Discard	62	Was Available -- Weeded
5/8/2021	Hank the c Erickson, JISBN: 0-41		1999	F ERI	T 270345	14.00	USD	3/22/2010	13164	FICTION	Infrequent Circulatio		4/6/2022	Discard	24	Was Available -- Weeded
5/8/2021	Hank the c Erickson, JISBN: 0-41		2001	F ERI	T 231775	13.99	USD	11/15/200	13164	FICTION	Infrequent Circulatio		4/6/2022	Discard	72	Was Available -- Weeded
5/8/2021	The jack-o-Patterson, ISBN: 0-81		1979	E PAT	T 34055	4.60	USD	11/15/200	13164	EVERYBOD	Infrequent Circulatio		10/8/2021	Discard	33	Was Available -- Weeded
5/8/2021	Let sleepin Erickson, JISBN: 0-41		1989	F ERI	T 232857	18.00	USD	11/15/200	13164	FICTION	Infrequent Circulatio		2/7/2021	Discard	68	Was Available -- Weeded
5/8/2021	Lost in the Erickson, JISBN: 0-41		1991	F ERI	T 232856	18.00	USD	11/15/200	13164	FICTION	Infrequent Circulatio		10/11/201	Discard	69	Was Available -- Weeded
5/8/2021	Mary-ann Peek, Mer ISBN: 0-81		1985	E PEE	T 76498	11.90	USD	11/15/200	13164	EVERYBOD	Infrequent Circulatio		8/16/2016	Discard	8	Was Available -- Weeded
5/8/2021	Mealworm Mason, Ar ISBN: 1-55		1998	638.57 MA T	38817	9.35	USD	11/15/200	13164	INFORMA	Infrequent Circulatio		11/12/201	Discard	2	Was Available -- Weeded
5/8/2021	Milo and t Pilster, Mi ISBN: 1-57		1999	E PFI	T 77280	18.95	USD	11/15/200	13164	EVERYBOD	Infrequent Circulatio		1/1/2020	Discard	23	Was Available -- Weeded
5/8/2021	Ponies	Hudak, He ISBN: 0-51	2007	636.16 HU T	235576	20.10	USD	1/28/2000	13164		Infrequent		3/21/2021	Discard	42	Was Available -- Weeded
5/8/2021	A song for Dell, Pame ISBN: 1-55		2003	F DEL	T 237233	32.00	USD	11/5/2000	13164	FICTION	Infrequent Circulatio		4/1/2026	Discard	8	Was Available -- Weeded
5/8/2021	Teach us, , Parish, Pey ISBN: 0-68		1977	E PAR	T 73194	5.25	USD	11/15/200	13164	EVERYBOD	Infrequent Circulatio		9/12/2010	Discard	24	Was Available -- Weeded
5/8/2021	The year o Houston, ISBN: 0-81		1988	E HOU	T 35981	5.95	USD	11/15/200	13164	EVERYBOD	Infrequent Circulatio		12/15/201	Discard	17	Was Available -- Weeded
5/8/2021	The year o Houston, ISBN: 0-81		1988	E HOU	T 77067	5.95	USD	11/15/200	13164	EVERYBOD	Infrequent Circulatio		12/18/201	Discard	28	Was Available -- Weeded
4/29/2021	The fightin Av, 1937- ISBN: 0-31		1984	F AVI	T 273731	18.00	USD	12/12/201	13164	FICTION	Outdated		1/7/2026	Discard	10	Was Available -- Weeded
4/10/2021	Dragon tro Lively, Pen ISBN: 0-7		2002	F LIV	T 233893	17.95	USD	11/15/200	13164	FICTION	Poor Condition/Dam		12/17/201	Discard	16	Was Available -- Weeded
4/2/2026	The key to Banks, Lyn ISBN: 0-38		1998	F BAN	T 78028	16.00	USD	11/15/200	13164	FICTION	Outdated		3/20/2020	Discard	16	Was Available -- Weeded
2/25/2021	The alpha Lionni, Le LCCN: 61		1968	E LIO	T 76169	7.00	USD	11/15/200	13164	EVERYBOD	Outdated		2/24/2020	Discard	23	Was Available -- Weeded
2/25/2021	Frog went Langstaff, John.		1955	E LAN	T 74298	4.50	USD	11/15/200	13164	EVERYBOD	Outdated		2/7/2025	Discard	3	Was Available -- Weeded
2/25/2021	On Market Lobel, Ari ISBN: 0-68		1981	E LOB	T 76504	13.95	USD	11/15/200	13164	EVERYBOD	Outdated		12/3/2020	Discard	22	Was Available -- Weeded
2/18/2021	La casa de Zhang, Vic ISBN: 978		2023	SP E DOL	T 371435	9.00	USD	2/3/2025	13164	SPANISH/R	Poor Condition/Dam		9/4/2025	Discard	4	Was Available -- Weeded
2/3/2021	Bad kitty g Bruel, Nick ISBN: 978		2017	F BRU	T 371235	20.00	USD	9/26/2020	13164	FICTION	Poor Condition/Dam		11/17/202	Discard	27	Was Checked Out to Maslenka, Aubree N (Student: 10021049) Due 11/17/2025 -- Weeded
1/16/2021	Guinness ' [editor-in- ISBN: 978		2009	R 031.02 GT	237113	32.00	USD	10/13/200	13164	REFERENC	Poor Condition/Dam		12/4/2021	Discard	126	Was Available -- Weeded
1/16/2021	Ivor twor Seuss, Dr. ISBN: 978		2004	E SEU	T 237427	18.00	USD	12/4/2000	13164	EVERYBOD	Poor Condition/Dam		12/16/201	Discard	172	Was Available -- Weeded
12/4/2021	The last lit Brallier, Mi ISBN: 978		2018	F BRA	T 273778	20.00	USD	4/29/2011	13164	FICTION	Poor Condition/Dam		11/26/201	Discard	140	Was Available -- Weeded
12/4/2021	If Masks. Testa, Mag ISBN: 978		2022	E FIM	T 371518	8.00	USD	1/30/2021	13164	EVERYBOD	Poor Condition/Dam		11/13/201	Discard	1	Was Available -- Weeded
12/1/2021	The Easter Adams, Ar ISBN: 0-68		1976	E ADA	T 34986	12.95	USD	11/15/200	13164	EVERYBOD	Poor Condition/Dam		11/24/201	Discard	48	Was Available -- Weeded
12/1/2021	Super she Dolphin, Cl ISBN: 978		2011	E ESS-3 DET	272191	19.00	USD	3/18/2011	13164	INFORMA	Poor Condition/Dam		11/6/2020	Discard	52	Was Available -- Weeded
11/24/2021	Dog Man : Pilkey, Dav ISBN: 978		2017	GN F PIL	T 273630	13.00	USD	1/1/2018	13914	GRAPHIC I	Poor Condition/Dam		9/8/2025	Discard	213	Was Available -- Weeded
11/24/2021	We're ver Hallinan, I ISBN: 0-51		1989	E HAL	T 75265	8.95	USD	11/15/200	13914	EVERYBOD	Outdated		11/14/201	Discard	6	Was Available -- Weeded
11/23/2021	Book Scav Chambliss ISBN: 978		2015	F BER	T 371707	13.00	USD	11/13/201	13914	FICTION	Outdated			Discard	0	Was Available -- Weeded
11/11/2021	7 African-: Hayden, R ISBN: 0-68		1992	509.2 HAY T	76485	12.95	USD	11/15/200	13914	INFORMA	Outdated		10/15/201	Discard	5	Was Available -- Weeded
11/11/2021	9 African-: Hayden, R ISBN: 0-68		1992	509.2 HAY T	76484	12.95	USD	11/15/200	13914	INFORMA	Outdated		10/15/201	Discard	5	Was Available -- Weeded
11/11/2021	Abraham Ir Aulaire, I ISBN: 0-38		1957	B LIN	T 73082	12.10	USD	11/15/200	13914	BIOGRAPH	Outdated		9/9/2021	Discard	8	Was Available -- Weeded
11/11/2021	Abraham : Sullivan, G ISBN: 0-41		2000	B LIN	T 231298	17.95	USD	11/15/200	13914	BIOGRAPH	Outdated		2/24/2010	Discard	8	Was Available -- Weeded
11/11/2021	Air pollutio Stille, Darl ISBN: 0-51		1990	363.7392 T	74787	9.95	USD	11/15/200	13914	INFORMA	Outdated		10/31/201	Discard	1	Was Available -- Weeded
11/11/2021	All about r Chambers ISBN: 0-51		1997	912 CHA T	39378	19.00	USD	11/15/200	13914	INFORMA	Outdated		3/12/2014	Discard	2	Was Available -- Weeded
11/11/2021	All kinds o Simon, Nor ISBN: 0-68		1976	301.42 SIM T	30057	3.20	USD	11/15/200	13914	INFORMA	Outdated		10/20/201	Discard	8	Was Available -- Weeded
11/11/2021	Amazing r Shea, Gene ISBN: 0-41		1992	363.1 SHE T	30566	9.00	USD	11/15/200	13914	INFORMA	Outdated		4/17/2010	Discard	6	Was Available -- Weeded
11/11/2021	At home	Carter, Kyri ISBN: 1-51	1994	363.13 CAT	37747	9.95	USD	11/15/200	13914	INFORMA	Outdated		12/9/2011	Discard	5	Was Available -- Weeded
11/11/2021	Baby amin Weeo, Joh ISBN: 0-88		1986	590 WEX T	36446	14.95	USD	11/15/200	13914	INFORMA	Outdated		9/12/2020	Discard	17	Was Available -- Weeded
11/11/2021	Baseball	Brookel, R ISBN: 0-51	1995	796.357 BT	76824	14.25	USD	11/15/200	13914	INFORMA	Outdated		9/11/2020	Discard	20	Was Available -- Weeded
11/11/2021	Bears	Barrett, Ne ISBN: 0-51	1988	599.78 BAT	71489	11.00	USD	11/15/200	13914	INFORMA	Outdated		2/27/2010	Discard	5	Was Available -- Weeded
11/11/2021	California Heinrichs, ISBN: 0-51		1998	979.4 HEI T	77818	32.00	USD	11/15/200	13914	INFORMA	Outdated		8/26/2020	Discard	5	Was Available -- Weeded
11/11/2021	Can you fi Holmes, A ISBN: 0-79		2001	E 591.472 T	270118	19.95	USD	11/15/200	13914	INFORMA	Outdated		9/12/2020	Discard	7	Was Available -- Weeded
11/11/2021	The Cheri Schulz, Ch ISBN: 0-39		1973	423 SCH T	75104	8.60	USD	11/15/200	13914	INFORMA	Outdated		9/29/2020	Discard	18	Was Available -- Weeded
11/11/2021	The children's Bible : the Old Te 1965			220.5 BIB T	74897	8.95	USD	11/15/200	13914	INFORMA	Outdated		10/7/2020	Discard	24	Was Available -- Weeded
11/11/2021	The Christ Bird, Mabs ISBN: 0-51		1986	394.268 BT	36452	19.95	USD	11/15/200	13914	INFORMA	Outdated		12/6/2010	Discard	2	Was Available -- Weeded
11/11/2021	Christmas in Italy.		1979	394.268 CT	73411	8.00	USD	11/15/200	13914	INFORMA	Outdated		12/6/2010	Discard	3	Was Available -- Weeded
11/11/2021	Christmas in Mexico.		1976	394.268 CT	73409	8.00	USD	11/15/200	13914	INFORMA	Outdated		11/30/201	Discard	6	Was Available -- Weeded
11/11/2021	Colorado Blashfield, I ISBN: 0-51		1999	978.8 BLA T	77976	32.00	USD	11/15/200	13914	INFORMA	Outdated		11/20/201	Discard	4	Was Available -- Weeded
11/11/2021	Coyotes	Lepthien, ISBN: 0-51	1993	599.7725 T	38371	11.45	USD	11/15/200	13914	INFORMA	Outdated		2/8/2021	Discard	28	Was Available -- Weeded
11/11/2021	Coyotes	Lepthien, ISBN: 0-51	1993	599.7725 T	71135	11.45	USD	11/15/200	13914	INFORMA	Outdated		4/5/2024	Discard	26	Was Available -- Weeded
11/11/2021	Creatures Bender, Lin ISBN: 0-51		1989	591.92 BE T	75592	11.90	USD	11/15/200	13914	INFORMA	Outdated		10/20/201	Discard	19	Was Available -- Weeded
11/11/2021	Dinosaurs.	ISBN: 0-68	1989	567.91 DIT	31489	19.95	USD	11/15/200	13914	INFORMA	Outdated		2/7/2019	Discard	9	Was Available -- Weeded
11/11/2021	Dinosaurs Gibbons, C ISBN: 0-82		1987	567.91 GIT	71951	11.70	USD	11/15/200	13914	INFORMA	Outdated		11/7/2010	Discard	25	Was Available -- Weeded
11/11/2021	Discover v contributo ISBN: 1-56		1992	551.5 DIS T	71206	14.95	USD	11/15/200	13914	INFORMA	Outdated		10/16/201	Discard	20	Was Available -- Weeded
11/11/2021	Discoverin Florian, Dr ISBN: 0-68		1986	582.16 FLT	73296	10.95	USD	11/15/200	13914	INFORMA	Outdated		5/1/2019	Discard	4	Was Available -- Weeded
11/11/2021	Draw 50 v Ames, Lee ISBN: 0-38		1977	743.8 AMT	36936	10.00	USD	12/19/201	13914	INFORMA	Outdated			Discard	0	Was Available -- Weeded
11/11/2021	Eco-volun Owen, Oliv ISBN: 1-56		1993	363.7 OWT	76957	16.00	USD	11/15/200	13914	INFORMA	Outdated		11/7/2010	Discard	2	Was Available -- Weeded
11/11/2021	Ellis Island Stein, R. C ISBN: 0-51		1992	325.73 STT	77016	13.50	USD	11/15/200	13914	INFORMA	Outdated		4/17/2011	Discard	2	Was Available -- Weeded
11/11/2021	Explorers	Fradin, De ISBN: 0-51	1984	910.92 FR T	32321	7.95	USD	11/15/200	13914	INFORMA	Outdated		1/16/2020	Discard	5	Was Available -- Weeded
11/11/2021	Exploring: Ballard, Ro ISBN: 0-51		1988	910.916 BT	36505	13.65	USD	11/15/200	13914	INFORMA	Outdated		1/10/2020	Discard	37	Was Available -- Weeded
11/11/2021	Field	Ward, Tom ISBN: 1-51	1996	796.42 WT	37742	11.30	USD	11/15/200	13914	INFORMA	Outdated		9/14/2011	Discard	2	Was Available -- Weeded
11/11/2021	The fir tre Andersen, LCCN: 71		1970	398.2 ANE T	30469	4.15	USD	11/15/200	13914	INFORMA	Outdated		12/11/201	Discard	2	Was Available -- Weeded
11/11/2021	Fire Statio Fortney, N ISBN: 0-51		1998	363.37 FOT T	39295	16.95	USD	11/15/200	13914	INFORMA	Outdated		2/27/2010	Discard	3	Was Available -- Weeded
11/11/2021	First thou Amery, He ISBN: 0-81		1979	468 AME T	72472	10.95	USD	11/15/200	13914	INFORMA	Outdated		9/18/2020	Discard	28	Was Available -- Weeded
11/11/2021	Florida	Heinrichs, ISBN: 0-51	1998	975.9 HEI T	77289	32.00	USD	11/15/200	13914	INFORMA	Outdated		10/21/201	Discard	8	Was Available -- Weeded
11/11/2021	Focus on r Friedman, ISBN: 0-96		1990	362.29 FRT	30526	14.95	USD	11/15/200	13914	INFORMA	Outdated		10/9/2014	Discard	1	Was Available -- Weeded
11/11/2021	Football	Brookel, R ISBN: 0-51	1982	796.332 BT	36455	11.45	USD	11/15/200	13914	INFORMA	Outdated		10/6/2020	Discard	53	Was Available -- Weeded
11/11/2021	From crim Carter, Kyri ISBN: 1-51		1994	362.88 CAT	37748	9.95	USD	11/15/200	13914	INFORMA	Outdated		5/8/2018	Discard	22	Was Available -- Weeded
11/11/2021	Garfield at Davis, Jim. ISBN: 0-34		1980	GN 741.5 T	34262	10.75	USD	11/15/200	13914	GRAPHIC I	Outdated		4/4/2025	Discard	48	Was Available -- Weeded
11/11/2021	Garfield ga Davis, Jim ISBN: 0-34		1987	GN 741.5 T	72009	10.65	USD	11/15/200	13914	GRAPHIC I	Outdated		4/28/2021	Discard	59	Was Available -- Weeded
11/11/2021	Garfield lo Davis, Jim ISBN: 0-34		1984	GN 741.5 T	34263	15.00	USD	11/15/200	13914	GRAPHIC I	Outdated		4/4/2025	Discard	51	Was Available -- Weeded
11/11/2021	Garfield tr Davis, Jim. ISBN: 0-34		1985	GN 741.5 T	35075	11.30	USD	11/15/200	13914	GRAPHIC I	Outdated		4/4/2025	Discard	55	Was Available -- Weeded
11/11/2021	Global cha Snow, The ISBN: 0-51		1990	363.73 SNT	38314	9.95	USD	11/15/200	13914	INFORMA	Outdated		10/31/201	Discard	2	Was Available -- Weeded
11/11/2021	Gymnasti Washington, ISBN: 0-81		1979	796.4 WAT	32279	7.45	USD	11/15/200	13914	INFORMA	Outdated		8/31/2017	Discard	3	Was Available -- Weeded
11/11/2021	The Hallo Thayer, Mi ISBN: 0-51		1976	394.26 HAT	30387	7.95	USD	11/15/200	13914	INFORMA	Outdated		9/28/2010	Discard	9	Was Available -- Weeded
11/11/2021	Hearts, cu Barth, Edn ISBN: 0-81		1974	394.26 VAT	30519	6.95	USD	11/15/200	13914	INFORMA	Outdated		11/22/201	Discard	15	Was Available -- Weeded
11/11/2021	Helga's do De Paola,	ISBN: 0-51	1977	398.2 DEP T	75080	12.95	USD	11/15/200	13914	INFORMA	Outdated		3/3/2014	Discard	2	Was Available -- Weeded
11/11/2021	Helping Pi Duden, Jan ISBN: 0-79		1998	362.4 DUE T	77940	13.95	USD	11/15/200	13914	INFORMA	Outdated		11/29/201	Discard	4	Was Available -- Weeded
11/11/2021	Here come Davis, Jim.		1982	GN 741.5 T	35074	11.00	USD	11/15/200	13914	GRAPHIC I	Outdated		4/11/2020	Discard	45	Was Available -- Weeded
11/11/2021	Hiking anc Neimark, I ISBN: 0-51		1981	796.5 NEI T	75325	6.95	USD	11/15/200	13914	INFORMA	Outdated		8/19/2011	Discard	2	Was Available -- Weeded
11/11/2021	Honor the Radlauer, I ISBN: 1-81		1992	929.92 RAT	77079	12.95	USD	11/15/200	13914	INFORMA	Outdated		9/22/2010	Discard	2	Was Available -- Weeded
11/11/2021	Houdini	Alden, Lau ISBN: 0-51	1989	B HOU	T 73144	10.95	USD	11/15/200	13914	BIOGRAPH	Outdated			Discard	0	Was Available -- Weeded
11/11/2021	Hurricane Erdoch, A ISBN: 0-51		1993	551.552 ET	72442	12.45	USD	11/15/200	13914	INFORMA	Outdated		4/11/2020	Discard	20	Was Available -- Weeded
11/11/2021	I pledge al Swanson, ISBN: 0-81		1990	323.65 SWT	80063	9.95	USD	11/15/200	13914	INFORMA	Outdated		9/23/2014	Discard	1	Was Available -- Weeded
11/11/2021	Illinois	Santella, A ISBN: 0-51	1998	977.3 SAN T	77288	32.00	USD	11/15/200	13914	INFORMA	Outdated		5/4/2009	Discard	1	Was Available -- Weeded
11/11/2021	Indiana	Heinrichs, ISBN: 0-51	2000	977.2 HEI T	78267	32.00	USD	11/15/200	13914	INFORMA	Outdated		5/16/2010	Discard	3	Was Available -- Weeded
11/11/2021	Iowa	Hintz, Mar ISBN: 0-51	2000	977.7 HIN T	78268	32.00	USD	11/15/200	13914	INFORMA	Outdated		9/23/2021	Discard	5	Was Available -- Weeded
11/11/2021	Kansas	Robinson ISBN: 0-51	1999	978.1 ROB T	78129	32.00	USD	11/15/200	13914	INFORMA	Outdated		4/21/2021	Discard	2	Was Available -- Weeded
11/

DATE	5/20/26
BUILDING	Kramer
PROGRAM	Vision
PRINCIPAL/DIRECTOR SIGNATURE	

Description of materials to surplus:
Enabling technologies Juliet Pro- about 15 years old

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
To insert an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.	Give a description and the reason the item is being declared surplus property.	Examples: trash, recycle, donated, etc. Items being moved to other CPS locations should not be declared surplus property.
	Braille embosser- no longer supported by the manufacturer and doesn't work with Mac's.	Donate

DATE	6/9/26
BUILDING	West Park
PROGRAM	Elementary
PRINCIPAL/DIRECTOR SIGNATURE	Paula Lawrence
Description of materials to surplus: Conference Room Chairs	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
To insert an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.	Give a description and the reason the item is being declared surplus property.	Examples: trash, recycle, donated, etc. Items being moved to other CPS locations should not be declared surplus property.
	2 blue conference room chairs	Dispose
	that are broken—hydraulics don't	
	work	

a friend
TOUGH
WEST PARK

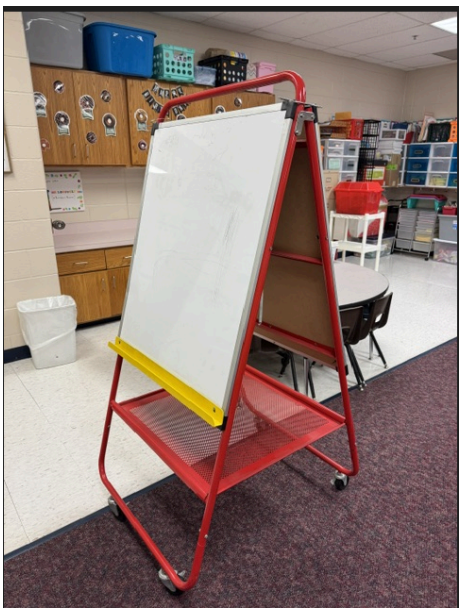
DATE	6/11/2026
BUILDING	Maintenance/Warehouse
PROGRAM	District
PRINCIPAL/DIRECTOR SIGNATURE	Mike Grutsch / Leonard Kwapnioski
This is an old sand/salt spreader that the district doesn't have a use for anymore.	

DATE	May 22, 2026
BUILDING	North Park
PROGRAM	Library
PRINCIPAL/DIRECTOR SIGNATURE	Sarah Bird
Description of materials to surplus: Library books and DVDs	

IMAGE INSERTED (If available)	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
To insert an image here, place your cursor in this box and select insert from the menu bar, then select image and choose the appropriate image.	Give a description and the reason the item is being declared surplus property.	Examples: trash, recycle, donated, etc. Items being moved to other CPS locations should not be declared surplus property.
	From August 1 2025-May 22, 2026 214 materials were withdrawn from library collection. Items too worn or have not been checked out in over 5 or more years.	1. Items put on island in workroom for teachers to take and keep in their classroom 2. Use Swap and Shop to get materials to other teachers in the district if they want them 3. Put them on the tables during PTO's Book Bingo night for kids to win. 4. Items will be put in the hallway for kids to take for free. 5. Anything that remains will be thrown away

DATE	6-15-26
BUILDING	Emerson
PROGRAM	Classroom/Office Furniture
PRINCIPAL/DIRECTOR SIGNATURE	
Description of materials to surplus: Classroom or building items that are no longer needed or usable.	

IMAGE INSERTED	DESCRIPTION	HOW WILL ITEMS BE DISPOSED OF
	27 weeded library books	given to teachers for classroom libraries
	3 Music Risers	Not sure.

	Magnetic whiteboard/rolling easel	
	Large brown shelf	
	Magnetic whiteboard/rolling easel	

	2-charging ports for Walkie-Talkie 15-Walkie Talkies (Retevis RTC21)	
	HVAC Maintenance Desk	Maintenance Dept.
	HVAC Maintenance Chairs	Maintenance Dept.

	Shelving with No Home	Maintenance Dept.
	Floor Waxer	Maintenance Dept.
	Metal Carts	Maintenance Dept.

	Student Chairs	

COLUMBUS PUBLIC SCHOOLS

Office of the Superintendent

BOARD MEMORANDUM

TO:	Columbus Public Schools Board of Education
FROM:	Dr. Chip Kay, Superintendent
DATE:	May 28, 2026
RE:	Document Translation Policy — Effective July 1, 2026

Purpose

This memorandum requests Board approval of a revised document translation standard for Columbus Public Schools, effective July 1, 2026. The proposal aligns formal written translation requirements with the actual home languages of our PK-12 students while preserving broad multilingual access through digital platforms.

Recommendation

Adopt the following standard effective July 1, 2026:

- District-required documents (enrollment forms, handbooks, official notices, consent forms, and similar communications) will be produced in English and Spanish.
- The district website and ParentSquare (or main communication platforms) will continue to offer user-enabled language selection supporting multiple languages for native text – not pdf's, graphics or other pre-built documents. This will allow families to choose their preferred language for digital communication.
- This standard will be reviewed annually based on the district's student native language data and home language surveys, with adjustments brought to the Board if enrollment patterns shift materially.

Rationale

Current PK-12 home language data shows that English and Spanish together account for 98.3% of our student population. The table below summarizes the distribution:

Home Language	Students	Percent
English	2,123	57.0%
Spanish	1,539	41.3%
French	32	0.9%
Other	31	0.8%
Total K-11	**3,725**	**100.0%**

Producing every district-required document in additional languages with very small representation creates significant translation cost, vendor coordination, and version-control burden without measurably expanding family access. By contrast, the website and ParentSquare already provide on-demand translation features that families can self-select, ensuring that French-speaking families and families of other home languages continue to receive communications in their preferred language.

Implementation

- Effective date: July 1, 2026.
- Each office/building will audit and update standard district forms and handbooks to confirm English and Spanish versions are current and aligned.
- ParentSquare and website language settings will be verified and communicated to families during back-to-school communications.
- Building principals and front-office staff will be briefed on the standard and on how to direct families to digital translation options when needed.
- Individual student communications that require translation into a language beyond English or Spanish (for example, IEP team meetings or specific compliance situations) will continue to be provided as required by federal and state law.

Annual Review

Each spring, administration will review updated home language survey data and ADVISER native language reporting. If a non-English, non-Spanish home language reaches a threshold the Board determines material, administration will bring forward a recommendation to expand the required translation set. The Board will receive an annual update as part of the spring data review cycle.

Requested Board Action

Approve the document translation standard as recommended above, effective July 1, 2026, with annual administrative review and report to the Board.

Respectfully submitted,

Dr. Chip Kay
Superintendent
Columbus Public Schools

Compass Academy

Graduation Requirements

Non-Traditional Learning and Support Center • 2508 27th Street, Columbus, NE 68601

Compass Academy graduation requirements are built on three layers: the State of Nebraska minimum graduation requirements, the Nebraska Department of Education Rule 10 required core courses, and a Columbus Public Schools workforce readiness requirement. The workforce readiness requirement is satisfied within the elective coursework, so the Compass Academy minimum to graduate remains 200 credit hours. The sections below present each layer, followed by a combined summary.

Section 1. Nebraska State Minimum Requirements

Under Neb. Rev. Stat. § 79-729, each high school student must complete a minimum of 200 credit hours prior to graduation, with at least 130 earned in core curriculum courses. The state minimum requirements are broken out below by course section.

Course Area / Section	Credit Hours	Notes
Language Arts	40	Composition, communication, literature, research, technical reading/writing
Mathematics	30	Algebraic, geometric, data analysis, and probability concepts
Science	30	Biological, earth/space, and physical science with lab experience
Social Studies / History	30	Civics/government, geography, U.S. & world history, economics
Core Subject Subtotal	**130**	
Personal Finance / Financial Literacy	5	Required under § 79-729 beginning 2023–24
Computer Science & Technology	5	Required under § 79-3304 (district mandate phasing in by 2027–28)
Electives / Additional Coursework	60	Local coursework to reach the 200-hour state minimum (includes the 10-hour workforce readiness requirement — see Section 3)
State Minimum Total	**200**	

Note: The 200-hour total includes the named requirements above plus locally determined elective coursework. At least 130 of the 200 hours must be core curriculum. The Compass Academy workforce readiness requirement (Section 3) is met within these 60 elective hours and does not add to the 200-hour total.

Section 2. Rule 10 Required Core Courses

Nebraska Department of Education Rule 10 (92 NAC 10, § 003.05A) prescribes the core curriculum each accredited high school must require. These credit hours are the regulatory floor for the four core content areas and are already incorporated within the state minimum totals in Section 1.

Course Area / Section	Credit Hours	Notes
Language Arts	40	§ 003.05A1
Mathematics	30	§ 003.05A2
Science	30	§ 003.05A3
Social Studies / History	30	§ 003.05A4
Rule 10 Required Core Total	**130**	

Rule 10 sets these as minimums ("including, but not limited to"). A district may require additional credit hours in any area at the discretion of the local school board.

Section 3. Workforce Readiness Requirement

Compass Academy requires a minimum of 10 credit hours in workforce readiness. This Columbus Public Schools requirement ensures every Compass Academy graduate demonstrates career-ready competencies prior to graduation. The 10 workforce readiness hours are earned within the elective coursework counted toward the 200-hour state minimum; they are a required portion of the electives rather than an addition to the total.

Course Area / Section	Credit Hours	Notes
Workforce Readiness	10	CPS requirement — career and technical, work-based learning, and employability competencies; counted within the elective hours in Section 1
Workforce Readiness Total	**10**	

Compass Academy Graduation Requirement Summary

Requirement Layer	Credit Hours
Rule 10 Required Core (included in state minimum)	140
Workforce Readiness	10
Other Electives as Outlined in the Compass Academy Handbook	50
Compass Academy Minimum to Graduate	**200**

Sources: Neb. Rev. Stat. § 79-729 (high school graduation requirements); Neb. Rev. Stat. § 79-3304 (computer science and technology education); 92 NAC 10, § 003.05 – 003.05A (Rule 10 core curriculum). Rule 10 amended effective June 2, 2024.

This document reflects state and regulatory minimums plus the Columbus Public Schools workforce readiness requirement. Local board policy may establish requirements that exceed these minimums.

Columbus Middle School

Engaging All Learners to Achieve Success!

Student Handbook

2026-2027

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

Mr. Alex Dostal, Assistant Principal

Mrs. Katie Rose, Assistant Principal

2026-2027 Calendar for Columbus Middle School

August 2026	
8/12	First Day 6th, 7th, 8th - Full Day
8/13	First Day 5th Only - Full Day
8/14	First Full Day All Grades
8/19	2:35 Early Dismissal
8/26	2:35 Early Dismissal
September 2026	
9/2	2:35 Early Dismissal
9/7	No School - Labor Day
9/9	2:35 Early Dismissal
9/16	2:35 Early Dismissal
9/23	2:35 Early Dismissal
9/25	No School for students - Staff PD
9/28	Parent Teacher Conferences 4 - 8 pm
9/30	2:35 Early Dismissal
October 2026	
10/1	No school for students - Parent Teacher Conferences 11:30 - 7:30 pm
10/2	No School
10/7	2:35 Dismissal
10/15	Noon Dismissal / 1st Quarter Ends
10/16	No School for students - Staff PD
10/21	2:35 Early Dismissal
10/28	2:35 Early Dismissal
November 2026	
11/4	2:35 Dismissal
11/11	2:35 Dismissal
11/18	2:35 Dismissal
11/25 - 11/27	No School - Fall Break
December 2026	
12/2	2:35 Dismissal
12/9	2:35 Dismissal
12/11	No School for students - Staff PD
12/16	2:35 Dismissal
12/22	Noon Dismissal/2nd Quarter Ends
12/23 - 12/31	No School - Winter Break
January 2027	
1/1	No School - Winter Break
1/4 - 1/5	No School for students - Staff PD
1/13	2:35 Early Dismissal
1/20	2:35 Early Dismissal
1/27	2:35 Early Dismissal
February 2027	
2/3	2:35 Early Dismissal
2/10	2:35 Early Dismissal
2/12	No School for students - Staff PD
2/17	Parent Teacher Conferences 4-8 pm
2/18	No school for students - Parent Teacher Conferences 11:30 - 7:30 pm
2/19	No School
2/24	2:35 Dismissal
March 2027	
3/3	2:35 Dismissal
3/5	Noon Dismissal / 3rd Quarter Ends
3/8 - 3/12	No School - Spring Break
3/17	2:35 Dismissal
3/24	2:35 Dismissal
3/26	No School
3/29	No School
3/31	2:35 Dismissal
April 2027	
4/7	2:35 Dismissal
4/14	2:35 Dismissal
4/19	No School (CMS only)
4/21	2:35 Dismissal
4/23	No School for students - Staff PD
4/28	2:35 Dismissal
May 2027	
5/5	2:35 Dismissal
5/12	2:35 Dismissal
5/16	CHS Graduation
5/20	Noon Dismissal - Last Day of School

STUDENT HANDBOOK 2026-2027

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.

Handbook Errors and Omissions:
In lieu of missing content or errors in the handbook, school board policy and state statute will be used to interpret the situation as best possible. When a final interpretation and application is required it will be done by the Superintendent or their designee.

Disclaimer Notice

The CMS student 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

The Discoverer Way: Creating a culture of learning for ALL

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 Columbus Public Schools that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The school district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner. This non-discrimination policy extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

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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SECTION I STUDENT RIGHTS AND RESPONSIBILITIES – UNDER NE STATUTES

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. Students who register after the start of the school year will receive a handbook and signature sheet at the administration building. Parents and students should sign and return the signature sheet at the time of registration or on their first day. 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.

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.

Reasonable and necessary order in the schools is essential to the fostering and maintaining of educational opportunity. A student may forfeit his/her right to educational opportunities when his/her conduct substantially disrupts the educational process and deprives others of their rights. The most important things a student must do to protect his/her right to an education are stated 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 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 5 days. Excused and unexcused absences to school will accumulate towards these 5 days. If any student has accumulated a total of 5 unapproved absences, or a percentage equivalency of 5 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 Section V 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 a pencil, paper, computer, 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, poliomyelitis, 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, and two doses of the MMR or MMRV vaccine. Students also need two

doses of Varicella (chickenpox) or MMRV given on or after 12 months of age and separated by at least one month. 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 are required (for students entering for the first time or grades K/1st). Two doses of Tdap (contains Pertussis booster) is required for entry into 7th grade.

I-E Student Records

Columbus Public Schools 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 the 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 Counseling Office. Throughout the year students may be photographed for various reasons. Parents who wish their child not to participate in said photographs may request such in writing. If parents/guardians request that their child be placed on the "no photograph" list, the child will not appear in the yearbook, newspaper, or other media outlets. 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 Freedom from Sexual Discrimination

It is the policy of Columbus Public Schools that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The school district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner. This non-discrimination policy extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both. The full Title IX Policy is CPS school board policy 103.00 Title IX.

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 CPS Board 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 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 (e.g., firearms, knifes, 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.

5) To ensure the safety and security of all students, staff, and visitors, school administration may use a handheld metal detector when conducting a search of a student when there is reasonable suspicion that the student is in possession of a weapon, firearm, item of drug paraphernalia or contraband in violation of school rules or local/state laws.

6) A student who is in the restroom at the time of a vape alert may be searched by the administration. Students who are frequently found using the restroom during vape alerts may have their restroom privileges adjusted. This could include, but is not limited to, being required to use a designated restroom or having a limited number of restroom passes per day. A student deemed to be the sole occupant of a restroom during an alert may be subject to a search and/or disciplinary action, including suspension if found in violation of the Columbus Middle School Tobacco/Inhalants Policy or Alcohol/Drug Policy.

7) 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. Students are not permitted to share lockers with anyone other than their assigned partner. 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. Canine drug units can 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. Established security drill procedures are implemented to facilitate the search and to ensure students and staff are out of the hallways and into their classrooms.

I-I Recording of Students

The Columbus Public School Board has approved the use of security equipment to monitor students and staff at Columbus Middle School. For the security of our students, staff and school grounds, Columbus Middle School is equipped with numerous security cameras. Select areas of the Columbus Middle School and surrounding property are monitored by security cameras. Students may be recorded while in any area of the building, including in the classroom, or on school grounds with the exception of the locker rooms and bathrooms. The information gathered through recording 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.

1) 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.
2) 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.

I-K Rights of Individuals with Handicaps
It is the CPS Board policy to not discriminate against any student who is a resident of the district on the basis of his or her 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 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-M 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-N Pregnant or Parenting Students
CPS 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.

I-O Surveying Students
CPS Board policy 1005.03 states that it is the policy of the District to notify parents, guardians, and educational decision makers of students electronically or by mail at least fifteen days prior to the administration of any survey which may be scheduled that includes:

1. sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature; or
2. a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use.

Such notice shall describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. Such surveys will be judiciously conducted, with full consideration of the fact that parents and family members may find items of the survey objectionable.

Parents, guardians, and educational decision makers have the right to request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, review the survey in person at the school, and exempt their child from participating in the survey.

Unless required by federal or state law or regulation, school personnel administering any such survey shall not disclose personally identifiable information of a child. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

SECTION II DISCIPLINE – UNDER NE STATUTES

II-A Disciplinary Actions by Staff
Intervention: 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.

Parent Contact: written communication, phone call, or face-to-face meeting of a 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 teachers for class related issues. Office Detentions are assigned by administration for Office Referrals. Skipping detention may result in additional time served in Thursday Night School.

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: 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: Placing a student 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 may be expected to work as well as eat during this time.

4) Behavior Plans: 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) Counseling:

a. 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.
b. Recommendation 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 ISS room rather than their regularly scheduled class(es). Students are supervised and expected to carry on their studies as well as abide by ISS rules. 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.

a. In-School Suspension hours will be from 8:00 to 3:40. 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, at 3:40.

7) Thursday Night School: Students are assigned up to a 2-hour detention. The purpose is to enable students to fulfill disciplinary consequences and time accrued from absences/tardies. Thursday Night School will be from 3:30 to 5:30. Students are expected to

work on school assignments and obey all school rules during Thursday Night School.

8) Out-of School-Suspension (OSS) and Exclusion:

a. **Short term**: exclusion of a student from attendance in all schools within the system for a period not to exceed five school days.
b. **Long term**: exclusion of a student from attendance in all schools within the system 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 within the system 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: §79-250 states that expulsion is exclusion from attendance in all schools within the system in accordance with §79-283.

10) Emergency 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 or an in-building alternative setting. Students may also be required to complete alternative instruction activities including 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. §79-267

14) Suspension based on excessive disciplinary referrals Students who amass multiple disciplinary office referrals during a school calendar year may be suspended from school by the administration based on the severity and type of infraction.

II-C Right to Due Process and Student Suspension
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 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 CPS 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 CPS 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.

1) Short-Term Suspension (1-5 days): Due process afforded the student in a short-term suspension (1-5 days) and set forth in CPS Board Policy 505.02 includes the following:
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

2) Long-Term Suspension (6-19 days): (This procedure covers long-term suspensions, expulsion, and exclusion.) Due process afforded the student in long-term suspension, expulsion and exclusion and are covered in detail in CPS Board Policy 505.02 include the following 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.

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 Discoverer Way - Be Responsible, Be Respectful, Be Safe, and Be Kind.

BIST (Behavior Intervention Support Team): Columbus Public Schools utilizes the BIST model to support students and the learning environment.
BIST Goals for Life are goals we help students obtain so they may have the life they want and deserve.

- 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 in 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 participate appropriately 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 participate appropriately in the Buddy Room, they move to the Recovery Room. A teacher will notify parents in the event their child has been moved to the Buddy 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 for a length of time determined by the teacher or an administrator. A teacher will notify parents in the event that their child has been moved to the 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: A conversation between the adult and the student so the student 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 and self-monitor behavior.

SECTION IV SCHOOL RULES AND EXPECTATIONS
The following rules have been established under direction of the CPS 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.

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.

IV-A Dress Code for Students
Columbus Public Schools respects students' rights to express themselves in the way they dress. All students who attend Columbus Middle School are expected to respect the school community by dressing appropriately for a 5th through 8th grade educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This code is intended to provide guidance for students, staff, and parents.

The Board believes student dress or grooming that causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees or visitors is not appropriate. Students are expected to adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a positive learning environment.

The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. When, in the judgment of a principal or assistant principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications (CPS Board Policy 504.06).

GENERAL PRINCIPLES/STANDARDS:

1. Non-Discrimination: The District dress code and grooming policy prohibits discrimination against students based on race, religion, sex, disability, or national origin. Bullying Prevention and Harassment policies are also referenced below.

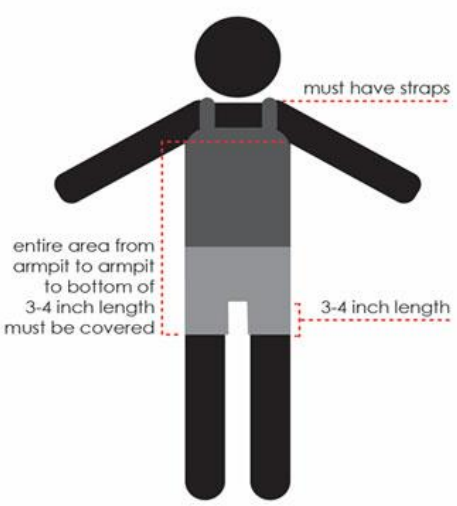
2. Respect for Individuality: Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students' hair should not be permanently or temporarily altered by school personnel. Altering a student's appearance or removing or altering a student's attire without consent from their caregiver is not allowed. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

3. Cultural and Religious Attire: Students are allowed to wear religious attire and tribal regalia in accordance with their race, national origin, or religion and will be protected from bullying and harassment according to district policies.

4. Prohibited Attire: Attire should not promote violence, drugs, alcohol, profanity, or hate speech. The District reserves the right to request immediate attire changes from students.

Minimum Requirements:

- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below).
- Tops must have shoulder straps.
- Rips or tears in clothing should be lower than the 3 to 4 inches in length.
- Shoes must be worn at all times and should be safe for the school environment (bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Headgear including hats, hoods, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.



Additional Requirements:

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, vape products, or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Sunglasses may not be worn inside the building.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Clothing intended to be worn as outerwear (e.g., coats, hats, gloves) may not be worn inside the building.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute that have been identified by outside agencies (police and other law enforcement agencies) as denoting membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration reserves the right to determine what constitutes appropriate dress. Students who wear inappropriate clothing will be asked to change for the remainder of the day. Students will not be allowed to attend class until they have changed into appropriate clothing. If a student chooses to contact a parent/guardian and wait for a change of clothes, the instruction time lost will be made up. Students who repeatedly violate the dress code will be issued disciplinary consequences.

If parents or guardians are unsure if clothing is appropriate, please call and talk to an administrator. The Columbus Middle School administration is empowered by the CPS Board of Education to use their discretion in dress code cases. Columbus Middle School administration will make the final determination on whether an article of clothing is appropriate.

IV-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 as a Discoverer, and should always follow the Discoverer Way.

IV-C Responsible Outdoor Behavior

1. Students need to respect the CMS property and be a good neighbor to the owners of the properties surrounding CMS. This includes:
    - Walking on sidewalks and avoid walking on the grass
    - Not climbing or hanging on/from trees and landscaping
    - Not otherwise interfering with landscaping (e.g., throwing landscaping rocks, picking flowers)

2. Students should not throw snowballs while on school grounds, on their way to and from school, or while attending school events.
3. Students may not climb on, jump from, or otherwise be unsafe on snow piles

IV-D Loitering

Students may not be in school buildings, on school grounds, in faculty parking lots, or at any CPS sponsored event without the permission of school personnel before school begins or after school is dismissed or the activity is completed. In the morning, students must report directly to breakfast or their designated waiting area. 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 by 3:45 unless they are participating in a school sponsored activity or serving a teacher or office detention. Students attending events should stay within the designated event area; students may not go to their locker or other parts of the building without a pass from a teacher or administrator.

IV-E Student Transportation

1) Skateboards: Due to the potential danger to skateboarders and to other people who might be on the site, the CPS Board of Education bans the riding of skateboards on school property or property under the control of the School District.
2) Bicycles (including e-bikes): Bicycles should be walked on school property. Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft, to bicycles, helmets, batteries, etc. that are on school property.
3) Motorized Equipment (e.g., hoverboards, scooters, e-bikes): Motorized equipment cannot be ridden on school property. Motorized items (including batteries, helmets, etc.) cannot be brought into the school building.

IV-F 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-G Before and After School Waiting Area Procedures

- Students should enter the building as soon as they arrive on school grounds.
- Between 7:00 am and 7:25 am, students must report to the cafeteria for breakfast or study hall. After 7:25 am, students must report to breakfast or their assigned AM Waiting Area.
- Students should go to the waiting area assigned to their grade and find a seat. Students are to stay in that seat.
- Students should respect the personal safety, space, property, well-being and rights of all people in the waiting areas.
- Students need to immediately follow all school rules, waiting area procedures, and instructions (requests) from staff members exactly as they are given. If clarification is needed, students should ask a staff member appropriately.
- Students are not allowed to use their computers in the waiting area. Students may use their cell phones to play games but cannot make calls or take pictures/videos. Students that do not abide by these rules will receive consequences.
- If students need to leave the morning waiting area, they need to ask a monitor's permission.
- If students are waiting for a ride after school, they should sit or stand quietly with friends until their ride arrives. No horseplay (e.g., yelling, chasing each other, kicking, fighting, wrestling, swearing, throwing of items) is permitted. 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, 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 front vestibule or in the activity entrance vestibule or off of school grounds. Any student waiting for a ride should continue to follow all school rules.
- On early dismissal days, students are to be off school grounds within 15 minutes of dismissal. All regular dismissal rules apply to early outs with adjusted times.
- On early out Wednesdays, students who are participating in after school activities (e.g., drama, sports) should leave school grounds by 2:50 p.m. and may return for practice no earlier than 4:00 p.m. Students who remain in the building between 2:50 p.m. and 4:00 p.m. must attend after school clubs or Wednesday study hall.

IV-H School-Sponsored Activities - Suspensions & Expulsions
Students who are suspended or expelled from school events will not be allowed to participate in or attend school- sponsored activities at any school within the system until they are reinstated.

IV-I Contraband, Electronic Devices
Items that violate state law or school policy or which threaten to disrupt the teaching and learning environment may not be brought to school. Items of this nature are not allowed at school and will be confiscated. Additional consequences may also be issued. Items include:

1) Contraband: any item not on the school supply list, including but not limited to toys and trading cards
2) Electronics: any electronic item not school issued or requested by a teacher, including but not limited to handheld video games

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.

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.

IV-J Smartwatches, Cell Phones

The District reserves the right to prohibit the use of cell phones or other electronic communication devices by students while on school property or attending a school instructional function except as provided otherwise below. Violation of established policy may include disciplinary measures under the district's student conduct policies up to and including suspension or expulsion.

Other electronic communication device means any device which transmits by electronic means any writing, sound, visual image, or data of any nature to another electronic communication device. This includes personally owned electronic tablets, "smart" watches, earbuds, headphones, and gaming devices. The term "electronic communication device" includes a cell phone.
In addition to any prohibitions on electronic communication devices stated above, students shall not use such devices for recording or transmitting photographs, images or sounds of other persons without direct administrative approval and consent of all person(s) being recorded, other than the recording of persons participating in school activities that are open to the public. Students shall not use electronic devices at any time where there is an expectation of privacy (CPS Board Policy 504.12).

Students are not prohibited from using an electronic communication device while on school property or attending a school instructional function under any of the following circumstances:

1. When required by a student's individualized education program developed under the Special Education Act and its rules and regulations or a plan developed under section 504 of federal statutes;
2. When authorized by the District for educational purposes during instructional time;
3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or
5. When appropriate under District policies or otherwise allowed by an appropriate school employee.

Smartwatches, or devices that connect to the internet, may be worn in the school. Teachers may ask students to remove the Smartwatch/device during assessments or at any other time. Students must comply with each teacher's classroom rules regarding smartwatches use in class. If students misuse the worn devices, staff may confiscate them. Misuse could consist of but is not limited to texting, taking photographs, recording, accessing websites/applications, etc. Consequences for misuse of a smartwatch will be the same as for a cell phone.

Students may not use cell phones while at school, except as permitted in this handbook. Students may use their personal device in the morning waiting area, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students are personally and solely

responsible for the security of their cell phones and other electronic devices. Students must comply with placing their cell phone turned off and in their locker or backpack during the school day. The school district is not responsible for theft, loss, or damage of a cell phone or any calls, communications, or transactions made on a cell phone.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Students are not to use cell phones/smartwatch in the building during school hours. The consequences for using a cell phone during school hours will be:

First Offense: phone/smartwatch will be confiscated and a parent will be required to pick up the phone/smartwatch.

Second Offense: phone/smartwatch will be confiscated, a consequence will be issued to the student and a parent/guardian will be required to pick up the phone/smartwatch. A meeting with parents/guardians will be held to develop a plan. The plan may include loss of privileges to possess a phone/smartwatch or the student may be required to check in his/her cell phone/smartwatch in the front office daily, or will no longer be allowed to bring a cell phone/smartwatch to school.

Third Offense: phone/smartwatch will be confiscated and a meeting with parents/guardians will be held to develop a plan. The plan may include loss of privileges to possess a phone/smartwatch for a set period of time. The student will be issued a consequence.

Students will be issued more severe consequences for cell phone usage in the building, on district grounds, and/or at school sponsored events (including talking, text messaging, picture taking, audio/video recording, etc.).

Cell phones or electronic devices must never be used to photograph or record others without their knowledge. 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-K Social Media

Social media sites are public platforms. 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 social media (e.g. Facebook, Twitter, Snapchat, Instagram, TikTok) may also affect you later. Students whose social media activity demonstrates that the student violated the code of conduct may be subject to discipline, up to and including suspension or expulsion. Further, criminal charges may be filed based on information posted on such sites.

Consequences: Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

IV-L Identify Self

Students will identify themselves, and/or show their ID when asked to do so by school personnel. Any student who fails to identify himself/herself upon request may receive a consequence.

IV-M 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 not. 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 teacher assigning the locker. Students who report lost or stolen padlocks will be assessed a replacement fine of $10.00 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 $10.00 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 receive appropriate consequences..

1) Decorating Hall Lockers

In honor of special occasions, students may decorate hall lockers before or after school only if:

a) 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;
b) they provide their own materials (i.e. tape (masking tape only), scissors, paper, etc.);
c) the size of the decoration does not exceed the size of the locker;
d) the decorations do not disrupt the learning environment, violate school rules, litter the area around the locker; or offend staff or other students;
e) 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;
f) decorations may NOT include an autograph sheet, glitter, balloons or other distracting items;
g) students may not decorate the outside of their own locker.

IV-N Telephone Usage

Telephones in the Columbus Middle School office and classrooms 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. Students may use either the office telephone or a classroom telephone (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. If a parent/guardian cannot be reached, a voicemail will be left when possible. Students will not be allowed to make personal or non-essential phone calls from school telephones.

IV-O Deliveries to the Office

When dropping off items for your child at the front office, we ask that you label these items clearly with first and last name (and grade level) to ensure 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-P Candy/Gum/Snacks

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 or designated snack-time). Snacks must be in individual-sized, wrapped packages. Students may not share snacks or distribute snacks to other students. 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-Q Open Containers of Liquids

Students are allowed to carry bottles filled with plain water. These bottles must have a sealable cap (no straws). Water bottles that are squeezable (like sports bottles or Gatorade water bottles) are prohibited. 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. Staff may confiscate or ask students to throw

away open containers. Students should have their name clearly marked on their water bottles and water bottles may not be shared with other students. Unopened cans/bottles/boxes 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-R Book Bags
Students are allowed to use book bags to transfer school related items to and from school. Book bags may be used to transfer school items to each class. A student may use a bag to transport fitness clothes to and from fitness class.

IV-S 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-T Fees, Charges and Fines
Students 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 or staff member'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 responsible for materials they check out from the library/media center and may be assessed fines for lost or damaged items.

IV-U 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 kissing, hugging, hand-holding and other related actions.

IV-V 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 words, swear 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 (spoken lies).
6) The expression of the student shall not be libelous (written lies).
7) The expression of the student about, or directed to any teacher, administrator, or other school employee at any time in a public place or on social media with the six previously stated rules governing student expression. (Example: Any student who shall refer 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]

IV-W 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, student progress reports, academic behavior cards, academic improvement plans, 504 plans, parent meetings, and student incentives. Additional administrative interventions approved by the Board of Education will also be used to ensure students are working up to their potential.

*Requirement of an end-of-the-year grade average of 60% or better in core classes to avoid summer school recommendation ~~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 ,7th and 8th grade students who end the school year with a grade of 59% or below
*Before and after school study halls
*Math and Reading Intervention classes
~~*Grade Level Retention~~

IV-X Academic Dishonesty
Students should always do their own academic work. Students may not cheat, plagiarize, use artificial intelligence(AI), or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.
- Copying significant portions of AI-generated content without appropriate citation.
- Leaning on AI to do most of the work, particularly the critical thinking or creative aspects of assignments.
- Using AI to bypass necessary steps in assignments, such as reading or analysis.

A student who cheats, plagiarizes, uses artificial intelligence(AI), or otherwise participates in any academic dishonesty is subject to discipline, up to and including loss of credit, suspension and/or expulsion. Students who participate in academic dishonesty on a classroom assignment will have consequences assigned by the teacher. The student will be required to redo the work or retake the assignment under staff supervision. Students who participate in academic dishonesty on assessments such as tests, quizzes or performance assessments will be an office referral. The parents will be notified. The student will be required to retake the assessment. Consequences will be assigned based on frequency and severity, including ISS and OSS.

IV-Y 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 (17 U.S. Code § 107). 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 who are unsure whether their proposed reproduction of copyrighted materials constitutes "fair use" should consult with their teacher or building administrators, review the school district's copyright compliance policy, and review Copyright for Students found at https://www.whoishostingthis.com/resources/student-copyright/. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: http://www.loc.gov/teachers/usingprimarysources/copyright.html.

If copyright or fair use is violated, consequences from the school or outside agencies may occur.

IV-Z Altering School Records, Reports, Grades/Etc.
1) Students are forbidden from changing and/or falsifying 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.

IV-AA Insubordination
Students are to comply with reasonable directions or requests from teachers, student teachers, substitute teachers, paraprofessionals, secretaries, custodians, administration, and any 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-AB 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 receive consequences. Students are prohibited from borrowing without permission or stealing private or school property. Students who do either of these things may receive consequences. Police may be notified if this occurs**.** Neb. Rev. Stat. § 79-267

IV-AC Unauthorized Entry
When school is in session, students are not to be in the school building before 7:00 AM or after 3:45 PM unless there are scheduled activities taking place within the building or unless they have written permission from a staff member.

IV-AD 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 CPS 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-ADa 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.

IV-AE 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. If these acts are ignored, they will become more severe over time. Therefore, all of the following acts will be considered violent and the student will receive a consequence.

Examples of repetitive and targeted behaviors deemed as 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
*voyeurism
*spoiling homework
*exposing pictures/notes
*expressing sexual come-ons
*gang-leading/ganging-up
*degrading/mocking
*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 (meaning - to stir, encourage, or urge on), or instigating a fight will be subject to suspension.

IV-AF 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 school counselor
* Online Bullying Report (goes to the school counselor)
* The principal or assistant principal
* Any adult staff member
* Your parent(s)/guardian(s)

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. 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. Every incident should be reported.

Students who are found to have violated the bullying policy can receive a consequence depending on the severity and frequency of 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.

IV-AG Illegal Behavior
Forbidden and illegal behavior at school includes

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. Outside agencies may be contacted.

IV-AH Sexual Harassment
Sexually harassing student(s), school personnel, volunteers or visitors is prohibited at school, on school grounds, at school-sponsored

events or on their way to and from school. Online harassment falls under the jurisdiction of the school when it interferes with the academic performance of the student, uses school technology, or is posted/created during school hours.

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 103.00 and 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. Harassment can be verbal, written, physical, or electronic. 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.

Employee Title IX Coordinator
Jason Schapmann
Director of Finance & Human Resources
2508 27th St, Columbus, NE 68601
402-563-7000 x 13595
schapmannj@discoverers.org

Student Title IX Coordinator
Tim Kwapnioski
CHS Activities Director
3434 Discoverer Dr, Columbus, NE 68601
402-563-7050 x 13452
kwapnioskit@discoverers.org

It is the policy of Columbus Public Schools that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The school district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner. This non-discrimination policy extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.
The full Title IX Policy of Columbus Public Schools may be found by following this link to Policy 103.00 Title IX.
https://meeting.sparqdata.com/public/Book/71?docTypeId=308&file=ae1069c0-0096-4dbe-abb4-ba0d567d0059
TITLE IX FLOW CHART
FORMAL COMPLAINT FORM
Training of all Title IX coordinators, investigators, decision makers and any person who facilitates an informal resolution process was completed on October 21, 2021 by KSB Law. Training materials may be found at https://www.ksbschoollaw.com/new-events/2021/10/21/columbus-title-ix-admin-training.
The Columbus Public Schools Board of Education completed training on February 14, 2022 with KSB Law. https://5il.co/16254

IV-AI Sex Offender Law
The student discipline statute 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; as such crimes are defined in the statutes referenced in Neb. Rev. Stat. §78-267(8)

IV-AJ 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. A 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. Neb. Rev. Stat. § 79-2,139 to 79-2,142

IV-AK 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.
- 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.

IV-AL Technology Acceptable Use Policy
See MS Acceptable Use Agreement section at the end of this handbook.
Students have access to student issued devices along with 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 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.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. 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.

IV-AM Google Apps/Technology
The Columbus Public Schools district utilizes Google Apps for Education for students, teachers, and staff. Additional information and guidance is located in the MS Acceptable Use Agreement located at the end of this handbook.

Technology use in the Columbus Public School District is governed by federal laws including:

1) 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. The school's use of student information is solely for educational purposes.
For more information about COPPA visit: http://www.ftc.gov/privacy/coppafaqs.shtm

To see the list of CPS approved websites visit: https://columbuspublicschools.org/coppa/
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. The acceptable use permission form allows the school to act as an agent for parents in the collection of information within the school context. A signature on the handbook receipt

indicates you are choosing to opt-in their child's directory information. If a parent(s) chooses to not have their child enroll in this program they can sign an opt-out form in the Counselor office.
Other platforms and resources and tools used by classroom teachers will be processed to make sure they are COPPA compliant.

2) 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, but parents may request the school not disclose this information. (CPS Board Policy 507.02). Parents are provided the opportunity annually to opt-out of disclosing their student's directory information on the District's Enrollment Form.

For more information about FERPA visit: 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 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.

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

1) 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.

2) Parent(s)/Guardian(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).

3) ClassLink is a single sign-on platform that will allow students and staff to use one username and password to access many but not all of the online resources already being used in the classroom at Columbus Public Schools. ClassLink is compliant with the regulations put forth by the Children's Online Privacy Protection Act (COPPA). ClassLink maintains and protects only that information which enables users to operate ClassLink services. ClassLink also adheres to the data protection protocols set forth in FERPA. Parent(s)/Guardian(s) understand and have read the privacy policies associated with the use of ClassLink (https://www.classlink.com/company/privacy#usa).

4) Parent(s)/Guardian(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.

5) A signature on the handbook receipt you are choosing to opt-in their child's directory information. If a parent(s) chooses to not have their child enroll in this program they can sign an opt-out form in the Counselor office.

6) Parent(s)/Guardian(s) understand that they may ask for their child's account to be removed at any time.

IV-AN 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-AO Firearms, Weapons, Knives, Explosives, Dangerous Objects, and Look-a-Likes
The before-mentioned material items are prohibited on school district property, or at school district-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 device (including fireworks or any item that can be used as an ignitor, such as matches and lighters). Students who violate this may be expelled up to one calendar year. (Neb. Rev. Stat. § 79-263 & § 79-267)

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

Weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. Columbus Public School Board Policy 504.10

IV-AP Bomb Threats and or False Alarms
Students should only touch fire alarms/security equipment in the case of an emergency. Students are not to falsely set off fire alarms, falsely report bomb threats, or make a bomb threat. 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. School consequences may also be issued.

IV-AQ 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- AR Spreading Rumors and 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 school consequences.

IV-AS Threatening Statements Concerning Student/Building Safety
When students make threats, the following steps will be taken:

1) An administrator is informed of the threat (by whomever reports the threat) and investigates the threat. Emergency exclusion may be used during the time of the investigation (see II-B (p. 10-11) in this handbook).

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(es) 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) Students making the threat will receive a consequence and the parent will be contacted.

6) A psychological evaluation may be ordered at the discretion of the administrative team for the student making the threat. Depending on the 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 school's decision based on the information and investigation whether the student is readmitted or reassigned to an alternative educational placement.

7) Central office administration will be informed of the situation throughout the process. (Neb. Rev. Stat. § 79-267)

IV-AT 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 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. Statute §69-2427 (Concealed Handgun Permit Act).

IV-AU 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, constitute a danger to other students or interfere with school purposes, which become known or suspected by the administration will be referred to law enforcement authorities. Neb. Rev. Stat. § 79-267

IV-AV School Board Policy
CPS Board Policy requires the inclusion of the following policies within the student handbook. a) Questioning of Students, b) Student Fees, c) Student Possession of, Sale of, Use of, or Distribution of Drugs, d) Controlled Substances/Alcohol.

IV-AVa Questioning of Students Policy 504.16
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. CPS Board Policy 504.16

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. Neb. Rev. Stat. §79-294

IV-AVb Student Fees Policy 504.18
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 that 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:** This includes beginning-of-the-year Student Fees.

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, binders, 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 guardians 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 Material**s: 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 extracurricular 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 school year are further specified in Appendix 1 of CPS Board Policy 504.18R1. 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 presenting 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 to 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-AW Student Possession of, Sale of, Use of, or Distribution of Drugs

Columbus Public Schools have a responsibility of 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 CPS District's drug policy 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. 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).

1) Controlled Substances/Alcohol Defined (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 substances 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.

2) Tobacco/Alcohol/Drugs (CPS Board Policy 504.14)

The CPS 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, e cigarettes, 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 a 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.

IV-AX Columbus Middle School Additional Tobacco/Drug/Alcohol Policies (Policy 504.14) (Neb. Rev. Stat. § 79-267)

1) 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, materials related to vaping (e.g., chargers, empty cartridges) 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.

Columbus Middle School installed Air Quality Control Sensors in the bathrooms ~~and locker rooms~~. These sensors will notify the administration in real time when a student vapes in one of the bathrooms. The vape alerts are to help prevent the use of e-cigarettes, vape devices or other materials related to vaping on school property. Any student who is in the bathroom when the vape alert goes off shall be considered in violation of the Tobacco/Drug/ Alcohol policy and subject to a search.

2) Alcohol and Drugs (Neb. Rev. Stat. § 79-267)

Columbus Middle School reserves the right to use drug testing equipment in partnership with the Columbus Police Department regarding students who may show signs of being under the influence of drugs or alcohol intoxication at school or school sponsored activities.

Consequences: Students found guilty of possessing, using, distributing, or selling alcohol and drugs will receive school consequences and may be reported to law enforcement.

3) 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.

Consequence: Students found guilty of misusing, misrepresenting, distributing, or selling prescription drugs or edible items will be suspended from school and/or school-sponsored activities, and/or recommended for expulsion based upon frequency and severity. 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.

4) 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: The administration may impose lesser or greater consequences dependent on the circumstances in accordance with administrative regulations.

5) 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 orhttps://docs.google.com/spreadsheets/d/1LopxppkgAC8MMAq7_M8BQ9lC4pNWx12_7tPxMVlVUqI/edit#gid=0 from one attendance level to another.

SECTION V STUDENT ATTENDANCE EXPECTATIONS

Student Attendance Expectations
1. Attend school on a regular basis.
2. Pre-arranged 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 pages on the school website, emailing teachers, or by contacting the school in the case of a major illness.

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

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, (402) 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. § 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 an unexcused absence on Friday, he/she may not participate. Extenuating circumstances must be approved by the administration, unless due to a prearranged absence.

Students who know they will miss one or more classes due to an activity should communicate with their teacher(s) about the time/date of the absence, about missed classwork, and about when makeup work will be due.

Student Attendance Expectation #2 – Pre-arranged absences

V-C Pre-arranged Absence Procedures
Students who will be absent for reasons that can be excused in advance must bring notification to the office. The notification of the absence should come from the parent/guardian via written note, email, or phone call. This applies to family obligations and pre-arranged appointments with a health care provider.

The student will be given a Pre-arranged Absence Form (white slip) from the attendance secretary. 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.

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. Parents must report to the office to pick up their child. 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.

In the case of illness, the student 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 designated 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.

V-E Make-Up Time for Absences
Students are responsible for making up all work missed because of absences. Students will be allowed the number of days absent plus

one (1) additional day to make up for 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, Google Classroom, or via email. 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 to and attendance at school and classes closely correlate with punctuality to and attendance at work later in life. Therefore, we expect students to be on time for school and classes.

V-F Tardies - Late To School or Class
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 if they are not in their assigned classes after 8:05 am each day. Students arriving to school between 8:00 - 8:05 a.m. may have a consequence from their teacher. Students who arrive at school after 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 a skipped class and students will be required to make any time missed. Students will be allowed three (3) 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.
* If a student is tardy or late to school a total of 5 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, and assign appropriate disciplinary action.

When a student is tardy to class, it means the student is missing valuable instructional time. The teacher may require the student to serve a teacher detention. On the third tardy and for each additional tardy, the student may earn an office referral. Students may also be required to make up for lost class time by attending Thursday Night School.

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.

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 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. Students will make up time for absence and parents will be contacted. After repeated offenses, consequences may include double time for absence, referral to attendance monitor, written warning by the police, suspension, and/or summons issued by the police.

Investigative home visits by a school administrator, SRO, school counselor, and/or social worker 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
"School Activities", for the purposes of these standards and regulations, are to be defined as all Columbus Public Schools district athletics, events, sponsored activities, etc.

Columbus Middle School offers its students a variety of interscholastic and intramural athletics and other social activities which allow students to develop skills and interests at the same time as socializing with friends. These activities, which are sometimes different for students at each grade level, are well-monitored by adult supervisors.

1) School-Sponsored Activities
Columbus Middle School sponsors student activity gatherings, several assemblies, 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. The activities will be publicized in the school announcements, the school website, and on social media.

Students who attend a school-sponsored activity should represent themselves as a Discoverer: Be Safe, Be Respectful, Be Responsible, and Be Kind. All school rules apply to school-sponsored events outside of the school day. Students should remain in the designated activity area for the entirety of the activity; school lockers and classroom areas are off-limits. The rule is: Once you leave, you may not re-enter.

2) Extracurricular Activities
Students are encouraged to explore the many opportunities for participation in extracurricular activities. We believe students must be good students first and good in their activity second. Fifth and sixth grade students are eligible for a certain number of extracurricular activities.

In regards to intramural activities, sixth graders do not need to complete a sports physical 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 have all passing 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.

		Quarter 1			Quarter 2					Quarter 3					Quarter 4				
Grade	Activity	Aug		Sept		Oct	Nov		Dec		Jan		Feb		March		April		May	
5th	Drumline	Drumline																		
	DI						Destination Imagination													
	Play			Play																
6th	Drumline	Drumline																		
	Cheer	Cheer																		
	Intrmural Flag Football		Intrmural Flag Football																	
	Intramural Cross Country		Intramural Cross Country																	
	DI						Destination Imagination													
	Play			Play																
	Intramural Girls Basketball						Intramural Girls Basketball													
	Intramural Boys Wrestling						Intramural Boys Wrestling													
	Intramural Girls Wrestling										Intramural Girls Wrestling									
	Musical										Musical									
	Intramural Boys Basketball														Intramural Boys Basketball					
	Intramural Volleyball														Intramural Volleyball					
7th & 8th	Drumline	Drumline																		
	Cheer	Cheer																		
	Yearbook	Yearbook																		
	Student Council	Student Council																		
	Vocal Tech	Vocal Tech																		
	Football	Football																		
	Volleyball	Volleyball																		
	Cross Country	Cross Country																		
	DI						Destination Imagination													
	Art Club			Art Club																
	Girls Basketball						Girls Basketball													
	Wrestling - Girls										Wrestling - Girls									
	Wrestling - Boys						Wrestling - Boys													
	Math Counts						Math Counts													
	Quiz Bowl						Quiz Bowl													
	Robotics						Robotics													
	Boys Basketball										Boys Basketball									
	Musical										Musical									
	Track																Track			

3) Student Activity Eligibility

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime.

However, students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity and must conduct themselves in accordance with student conduct policies. Violations of district policies may result in the loss of some or all extracurricular eligibility.

Student activity events must be approved by the superintendent unless they involve unusual travel expenses, in which case the board also will take action. The events must not disrupt the education program or other school district operations.

Participation in interscholastic sports designated as male or female only shall be limited according to statutes. Eligibility requirements as published by the Nebraska School Activities Association (NSAA) shall be observed by all students. Participating students shall follow Policy 506.10 Student Physicals for Athletes. Additional eligibility requirements may be imposed by the school district at the board's discretion.

Such eligibility requirements shall include good citizenship, acceptable academic standing, parental permission and good health (sports only). All eligibility requirements shall be published in applicable student/parent handbooks.

Any student who is sanctioned or is found by the school district or NSAA to be ineligible to participate in any extra curricular activity may appeal the sanction or finding in accordance with the student conduct policy. Visitors attending these activities must follow Policy 1005.08 Public Conduct on School Premises (CPS Board Policy 506.01).

4)Academic Eligibility

Eligibility will be tracked by quarters, all students will be eligible at the beginning of each activity season and the checks will be conducted every Monday at 8:00 a.m. beginning the second week of the start of the activity. The ineligible period will begin Thursday. If a student is failing any subject on the reporting date, he/she will be suspended from competition and travel beginning on Thursday of the same week. Students will remain ineligible until 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 coaches and/or activity advisors responsibility to counsel all students that do not meet the academic eligibility guidelines. Once the student regains his/her eligibility, the coaches and/or activity advisors shall inform the activities director in writing.

Extracurricular activity offerings are contingent on School Board approval, availability of coaches/coordinators, an adequate number of participants, and finances.

5) Activity Guidelines

Activity Guidelines will be distributed at the beginning of the season or activity. These guidelines will provide additional rules and expectations for participants. Students and their parent/guardians should refer to the sponsor for more information. If parents of students have a concern related to the activity these concerns should be communicated following this chain of command: 1)Coach, 2)Athletic Director, 3)Administration

5a) Interscholastic Sports Rules/Guidelines (7th & 8th Grade)

- All 7th and 8th graders are to have a completed physical form prior to any participation.
- All 7th and 8th who plan to participate in interscholastic athletics must purchase a “C-Stamp” before the first competition.
- All 7th and 8th graders will be in the pool for random drug testing*****
- All academic work and school responsibilities--including detentions, suspensions, work assignments, etc.-- assigned by CMS staff will take priority over practices.
- Any athletic participant absent from school for any amount of time**,** will not be allowed to practice/participate that afternoon or evening without special permission from the administration and coach.

- Only authorized personnel are allowed on buses and school vehicles when making trips with athletic squads.

***Random Drug 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**.**

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 activities. (CPS Board Policy 504.50)

6) Clearance to Participate & (Head) Injury Procedure
Based on current or new legislation at 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. (Neb. Rev. Stat. §71-9105; CPS Board Policy 508.15)

During activity or athletic participation, if a student is suspected to have suffered a head injury, displays concussion-like symptoms, or any injury that appears to be urgent, 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/sponsor, athletic trainer, or designee is responsible for notification of parents. Such notice will include specifics regarding the time and location of the urgent injury, the signs/symptoms of a concussion/brain injury that were observed, and any auctions taken with the student. A student participating on a school athletic team shall be removed from a practice or game when reasonably suspected of having sustained a concussion or brain injury in that activity after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

The injured student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student;

1. Been evaluated by a licensed healthcare professional;
2. Received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional;
3. Submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity as required above, the parent or guardian of the student shall be notified by the school of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

7) Locker Room Policy
- The activity locker rooms are locked. Students needing to enter the locker room (when there is teacher supervision) must have a teacher, coach, or administrator present.
- The locker rooms will be opened by coaches who are sponsoring that activity. Students who are out for a sport may use the locker room at this time.
- 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.

8) "Team Selection" and "Playing Time"
"Team selection" and "playing time" decisions are the responsibility of the individual coaches and/or activity advisors of the activity. Consistent, however, with the purposes of the activities program, the coaches and/or activity advisors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coaches and/or activity advisors 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.

9) Transportation To and From Events
Team/group members 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 event with written permission from his or her parents. Preferably, written permission should be received by the activities director or coach/sponsor no later than 24 hours before the beginning of the trip. 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.

10) 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.

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.

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.

11) 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:

- 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.

- 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,

- The student admits to a violation as defined above; or,

- The student is cited, charged with being convicted with any controlled substances or alcohol related criminal offense.

11a) Consequences

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 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 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.

Reinstatement 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 followed for reinstatement 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 reinstated.

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.***

11b) 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** 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.

Note: If a violation occurs toward the end of the activity 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
* Students is suspended for ⅓ of scheduled competitions and/or performances *Suspension is reduced to ¼ of scheduled competitions and/or performances if students self reports	* Student is suspended for activity participation for one calendar year. * Suspension is reduced to nine months if student self-reports * Students may apply for reinstatement, providing evaluation & community service project	* Student is suspended from participation in all activities for the remainder of their middle school and high school career

12) Tobacco/Inhalants Regulation for Activity Eligibility
Students determined to have possessed, used, distributed or sold tobacco shall receive the following consequences:

12a) Consequences

First Violation of Tobacco/Inhalants**:** A student determined to have committed a first violation at any time during the school year shall be suspended for 1/4 of a season and/or consecutive seasons (1/4 of total contests during the time of the violation) from participation, competition or play, but not from practice and/or classes within the school day.

Second Violation**:** A student determined to have committed a first violation at any time during the school year shall be suspended for 1/2 of a season and/or consecutive seasons (1/2 of total contests during the time of the violation) from participation, competition or play, but not from practice and/or classes within the school day.

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. Student athletes are also suspended from practices, but must still attend classes within the school day.

12b) 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** 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 Medical Excuses From Fitness/Participation for Health Reasons
A student may be excused from fitness for reasons of health for one class period with permission of a parent and/or nurse. The student may be excused for 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 fitness by a doctor's statement only.

VII-B Asthma Protocol
State Law (Rule 59) 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 the 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 the Columbus Middle School Nurse.

VII-C Screenings
Students enrolled in Columbus Public Schools are provided health screening in accordance with Nebraska State Statute (Neb. Rev. Stat. §79-248 - 79-253). 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 for 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 sends information to parents regarding upcoming events and activities to keep them informed. According to 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 the rules within the Federal Consumer Protection Act, the school will need to 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 our student information system (SIS) 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 condition to the extent that stair travel must be curtailed will be granted the use of the elevator. A keycard may be checked out from the school nurse and students will be charged a $5 fee to replace any lost keycards. Elevator keycards should be returned as soon as they are no longer needed.

VII-G Grades - Honor Roll
Honor Roll is computed at the end of each grading term (this is not cumulative).
4.0 Honor Roll: 4.0 with no grade below "A"
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 we can provide a basis for students, parents, and teachers to work together in maintaining successful learning or bringing about an improved learning 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.

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, which are mailed to parents/guardians. 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 & Licensed Mental Health Practitioner
Parents can contact school counselors, school psychologists, school social workers and licensed mental health practitioners 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 counselors will teach lessons in the classroom setting, and lessons will follow the district's curriculum. 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. If a student is genuinely ill, the nurse may suggest over-the-counter medication which could alleviate symptoms, the nurse may suggest a brief rest in the nurse's office prior to returning to class, and may suggest and facilitate the student 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 a health condition 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. Middle school is a time of increased responsibility for personal health and wellness, to this end, CMS encourages students to take medications at home when possible. If parents would like to discuss the student's readiness for home-administration, parents are encouraged to contact the school nurse.

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 (Neb. Rev. Stat. §79-217 - 79-253). Any questions related to these topics should first be addressed to the school nurse by phone at 563-7060.

VII-L School Website
To access the Columbus Middle School website, go to www.columbuspublicschools.org and select "Columbus Middle School" from the "Sites" menu. Information on the website may include events, announcements, homework by team, and teacher contact information.

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 where no names of students will 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 Stamps
Students are required to wear a picture identification card in an appropriate visual location. Picture identification cards, which will be made at Columbus Middle School, are mandatory for every student. The picture identification cards will have the individual student's picture and barcode. There will be a $5.00 replacement fee for lost or significantly damaged picture identification cards. Students who have lost or damaged their picture ID cards should get them replaced in the CMS office as soon as possible. Students can only use their current year's ID card and their photo must remain visible. This ID card can also be turned into an activity pass if a student purchases a C-stamp. C-stamps are sold at the middle school front office. The C-stamp permits admission to most Columbus High School and Columbus Middle school events. A record of who has purchased C-stamps is kept in the middle school office, and they can be replaced free of charge with a new ID card.

VII-O Media Center
Students must have their 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. Audiobooks with an accompanying print book may be checked out for 1 week and may be renewed once. Any student who fails to return their audiobook before it is marked lost will be blocked from checking out any more audiobooks. Back issues of magazines are checked out for one week. Reference books, encyclopedias, dictionaries, etc. are due back on the next school day. Some items may be allowed for check out only by CPS staff members. Students may have up to 3 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.

Parents, guardians and persons designated by a court to make educational decisions for a student shall have access to library materials of their student's school.

Each school building has a catalog of all books for the school's library which may be viewed at the request of the parent, guardian or educational decision maker; and provides the opportunity for such persons to opt-in to notification by means of electronic verification when their student checks out a book from the library. Such notification shall include:

a. The title of the book checked out by the student;
b. The name of the author of the book checked out by the student; and
c. The date the book checked out by the student is due to be returned to the school library.

This shall only apply to a school library that is located on District property and shall not apply to any other public library regardless if a library contracts with the District for use by students. Opting in requires notification of the building Principal in writing stating the name of the student(s), the name of the requesting parent, and the electronic notification method of choice (CPS Board Policy 1005.13).

~~**VII-P WIN Time**~~
~~WIN (What I Need) Time is a period at the end of the school day designed to help students receive additional practice, support, and enrichment from their teachers. All students need to report to a WIN session daily and must report to any teacher who has written them a pass in their agenda. Students may only attend WIN Time Study Hall in the cafeteria if they meet certain criteria. Standard 3-minute passing periods apply. Students in the halls after WIN has started will be escorted to the Media Center where they will be supervised by an administrator and will receive 2 days of private dining for every offense after the first warning.~~

VII-Q Lost and Found
All lost and found articles should be taken to and claimed in the main office. Unclaimed items will be given to charitable organizations at the end of each quarter.

VII-R Lunch Procedures
Columbus Public Schools strongly encourages all families to complete the free and reduced meal application through ***MySchoolBucks*** (an online application that also has family balance, payment, and meals charged information) since that information is used to determine eligibility and costs for several student programs. Free and reduced data is also a factor in determining state aid for the District.

Students who receive free or reduced meals and take a qualifying meal at breakfast and lunch receive it free or at a reduced cost. Ala carte and other additional items not part of the reimbursable meal will be charged at their regular cost.
All costs incurred by a student prior to being approved or additional meal item charges are to be paid promptly every month. Payments can be made online through ***MySchoolBucks***.

For information on accessing your ***MySchoolBucks*** account or assistance with the Free and Reduced application process please contact the Administration Building at 402-563-7000.

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 or a la carte 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 by a school official. 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 have an ID sticker and wait at the back of the line. Students may deposit money into their account before school or during lunch periods.

A la carte items will be sold to 5th, 6th, 7th, 8th graders during their lunch time. A la Carte items include such things as: water, yogurt, chips, juice, and additional main entree. A la 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. Any student making an a la carte purchase must have their ID. Students should follow their grade-level rules for when to purchase a la carte during their lunch period.

Students and their parents should discuss how to handle the purchase of a la carte items; parents can monitor student accounts online. Parents should monitor lunch balances throughout the year.

VII-Ra Unpaid Meal Balances

In the event that a student's account balance reaches -$15.00, the student may 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. A la carte purchases will not be permitted if a student's account balance is below $0.

-See Appendix C for CPS Unpaid Meal Policy

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 though the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complain 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, write a letter addressed to the 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 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) 690-2474; or
(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

VII-S Parent/Guardian Involvement and Participation

1. The Parent/Guardian and Student Handbook shall include CPS Board Policy 1005.03 and provide parents/guardians with the information as to when and how they can access instructional materials.
2. 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.
3. Parent/guardian permission is required for out of town field trips. Parent/guardian notification is required for out of

town field trips. See also CPS Board Policy 607.05.

4. The Parent/Guardian and Student Handbook shall include an invitation to parents/guardians to attend and monitor instructional activities.
5. Administrators shall notify parents/guardians in advance of special activities, such as assemblies, unless time does not permit.
6. 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.
7. Administrators shall notify parents/guardians if a substitute teacher will teach their child for four or more weeks.
8. Administrators shall make the curriculums, instructional materials, and school climate surveys used in their schools available for parent/guardian access. Administrators shall provide additional opportunities for parents/guardians to review the materials. Parents/guardians shall be notified in advance of such opportunities.
9. Administrators shall take advantage of 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.
10. 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.
11. 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.
12. Parent/guardian permission is required for student participation in counseling groups or individual counseling sessions conducted by school counselors unless the student's safety is in question.
13. Parents/guardians are encouraged to attend conferences in the fall and spring.
14. 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.
15. 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.
16. 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.
17. It shall be the responsibility of the administrator to notify parents/guardians in advance when their children will be taking standardized tests.
18. 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.
19. The Board of Education shall hold an annual public hearing on Parent/Guardian Involvement and Participation in accordance with the statute. Neb. Rev. Stat. §79-533

VII-T Parent-Teacher Conferences

Parent-teacher conferences will be held at mid-1st quarter and mid-3rd quarter. There will also be an Open House with a Grade Level Orientation 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-U Passes

Students in the hall during the instructional period must have a 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-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 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-X 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. Parents who are signed up for Remind or other notifications will receive a message.

VII-Y Smoke-Free Environment
All of our school buildings and grounds are smoke and tobacco-free.

VII-Z 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-AA Student Agenda Books**~~
~~CMS has designed and printed student agenda books with the intent of improving the organizational habits of students. 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 $1.00.~~

VII-AA Student Parking
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. Students should not operate a vehicle in any capacity on school grounds that would cause a disruption to the school or public environment.

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 should not have items visible or displayed on their vehicles that contain lewd, obscene, vulgar, or indecent material that would otherwise violate the student handbook. 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 CMS administration. CMS 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.

VII-AB 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-AC Health/Accident 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-AD 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-AE Tobacco, Alcohol, and Drug - Education and Prevention
Columbus Middle School promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs.

VII-AF 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. Students can also make arrangements to complete work or receive assistance after school between the times of 3:30 and 4:00 p.m.

VII-AG Visitors Policy
During school hours, 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. Visitors are required to sign-in and wear a visitor's badge. 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 Public Schools - ILLNESS SUPPLEMENT

The following rules and expectations will be effective during the 2026-2027 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of viruses and other forms of illness, these rules and expectations are subject to change at any time. The District will send parents and students written notification of any such changes. It is each family's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a parent or student ever has any questions about the interpretation or implementation of these rules and expectations, the parent or student should promptly contact their building administrator.

1. Symptoms of Illness. A student who experiences, or has experienced symptoms of a form of illness needs to be cautious of their health for their safety and others around them. For the benefit of all students, any student who experiences more than minor symptoms should stay home until they feel better. If a student displays more than minor symptoms while at school, the student may be sent home and it is the parent's responsibility to promptly retrieve the student from school. Students who miss school due to illness will generally not be counted as an unexcused absence, though the administration reserves the right to deem an absence as unexcused if the administration determines that a student has not been honest.

2. Preventing Exposure. In addition to a student staying home when they feel sick, each student is responsible for taking reasonable efforts to prevent the spread of illness. These efforts include, but are not limited to, washing hands, avoiding the sharing of food or drinks, avoiding others who are sick, practicing good hygiene, and the like. Although the District is not responsible in any way for a student becoming ill, and each parent and student assume the risk of illness every day by attending school, the District strongly encourages students and parents to proactively prevent exposure and the spread of any illness in school.

3. Make Up Work. A student who does not attend school due to illness must coordinate with their teacher(s) on any makeup work or missed assignments. Ordinarily, students will not be penalized academically if they miss school because they are legitimately sick. However, the student is ultimately responsible for communicating and following-up with their teacher(s) to make up any missed work and/or prevent receiving any penalties for missed work. Finally, the District does not offer remote learning when a student is unable to attend school in-person.

4. Activities. A student will not be permitted to participate in activities if the student has been sick on the day of the activity or if the administration determines that the student has symptoms of being sick.

5. Failure to be Honest. These rules and expectations are designed and will be implemented to ensure, to the extent practicable, the health and safety of all students and staff. The District will endeavor to balance the need to ensure the health and safety of school premises, while not intruding on a family's confidential medical information. With that in mind, students and families are expected to be honest with the District regarding a student's illness or symptoms. In any circumstance, if the District determines that a parent or student has not been honest or forthright with information or facts provided (or not provided) to the District about a student's potential illness or symptoms, the District may exclude a student for a longer period of time (for health and safety reasons) or may impose disciplinary consequences.

6. Other Health and Safety Rules. At any time, a staff member may impose or require a student to undertake other health and safety requirements (such as frequent hand washing, maintaining social distancing, and the like). A student must follow such health and safety requirements or face discipline, like any other rule issued by a staff member.

Columbus Middle School

Acceptable Use Agreement

2026-2027

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 CMS Administration 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 the CMS Administration, Mr. Jeff 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 students)**
  - All parents/guardians and their student(s) are required to sign the Columbus Public Schools Chromebook Acceptable Use Agreement (AUA) before a Chromebook can be issued to their student. All parents/guardians and their student(s) will also be required to attend the grade-level orientation at the beginning of the school year on acceptable use as well.
- **Device Distribution**
  - Students will receive their Chromebook during the first week of school 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, 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 2026-2027 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 2026-2027 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.
- Parents/Students will be charged for damage due to intentional misuse or abuse at the current replacement cost of the device.
- **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-AN Damage of School or Private Property of CMS Student Handbook p. 26]*

- 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.
- 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 is responsible for the protection of their device. If students choose to buy their own personal bag for the device, they may choose to do so at their own expense/risk. Any damage to the device falls on the responsibility of the student.

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 slam devices shut.
- 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, papers).
- 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 a 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 some 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 page 25 Section IV-AL 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 the 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 integrates 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.

3. Educational Programs

"Columbus Public Schools is excited to introduce Khan Academy as a valuable tool to enhance our students' learning experience. This platform offers personalized learning paths, interactive exercises, and a wide range of educational resources that can help students succeed. We encourage parents to create their own accounts to view their child's progress and activity. Below is some additional information about Khan Academy. If you have any questions or concerns, please contact your students classroom teacher"

Khan Academy is a widely used, free educational platform that can be integrated into schools to offer students personalized learning paths, interactive content, and progress tracking tools. It's used for various purposes, including reinforcing concepts, addressing individual learning gaps, and exposing students to advanced content.

- Personalized Learning: Khan Academy's platform adapts to each student's individual pace and learning style, offering customized learning paths.
- Interactive Content: Engaging videos and interactive exercises keep students motivated and interested.
- Progress Tracking: Teachers can use Khan Academy's reports to track student progress, identify areas of improvement, and adjust their teaching strategies accordingly.
- Reinforcing Concepts: Khan Academy provides opportunities for students to practice and master new concepts and skills they have recently learned in class.
- Addressing Learning Gaps: Teachers can identify students who are struggling with specific topics and use Khan Academy to provide targeted support.
- Exposing Advanced Students: Khan Academy can expose advanced students to concepts beyond their grade level.
- Catching Up: Students who are behind can use Khan Academy to help them catch up with their peers.
- Independent Learning: Khan Academy encourages independent learning, allowing students to learn at their own pace and without direct teacher support.
- Accessibility: Khan Academy's free and accessible nature ensures that high-quality education is available to all students, regardless of their socioeconomic background.
- Khan Academy is in compliance with COPPA (Children's Online Privacy Protection Act.

How parents can view their child work/progress:
https://support.khanacademy.org/hc/en-us/articles/202262994-How-do-I-create-child-accounts

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 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 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 the CMS Technology Office.

- **Estimated Costs - A repair list will be posted and updated each month to reflect current 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 <u>does not</u> 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 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 uses 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-X Academic Dishonesty and Section IV-Y Copyright and Fair Use Policy of CMS Student Handbook p. 20-21]*

- 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 that 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)

- 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

- 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

- 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 (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.
  - 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

- 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-X Academic Dishonesty and Section IV-Y Copyright and Fair Use Policy of CMS Student Handbook p. 20-21]*

- 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

- 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

- 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.

Appendix A

Estimated Cost of Repair/Replacement

A repair list will be posted and updated each month to reflect current costs.

Part Number	Part Description	Self-Maintainer price

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 is 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 the current replacement cost of the device including CPS Insurance Coverage.

Acceptance of Liability

Please INITIAL the plan you are choosing

_____PLAN #1 - Purchase Damage Protection Plan:

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 - Reject Damage Protection Plan:

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

_____

Student ID Number (REQUIRED) **Grade**

_____

Student Signature **Date**

_____

Parent/Guardian Signature (REQUIRED) **Date**

_____

Print Full Parent/Guardian Name Here (REQUIRED)

Appendix C

Columbus Public Schools

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, check, or online through your family MySchoolBucks account. Account balances and purchase details by student may be obtained through the family access portal in MySchoolBucks. If online access to MySchoolBucks is not available, the District office may be contacted at (402) 563-7000.

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. At the High School and Middle School a la carte purchases will not be permitted if a student's account balance is below $0.

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 by text, phone, and email through the family MySchoolBucks account. Communication in writing by assigned District personnel will only be done at the end of each semester. It is the parent's (or guardian's) responsibility to create a MySchoolBucks account and maintain a positive family balance in their account. Students will not be used as couriers of such information.

This policy shall be provided in writing on an annual basis to student 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 enforcement of this policy.

This policy shall be reviewed and adopted on an annual basis.

Policy adopted: 1.18.21

Policy reviewed: 1.11.21

Policy revised: 12.28.20

CMS Student Handbook
2026-27 Changes

Page 2 **-** Changes:

- Updated 2026-27 School Calendar

Page 4-7 **-** Table of Contents:

- Updated the Table of Contents

Page 9-10 - Update Search and Seizure:
Added:
5) To ensure the safety and security of all students, staff, and visitors, school administration may use a handheld metal detector when conducting a search of a student when there is reasonable suspicion that the student is in possession of a weapon, firearm, item of drug paraphernalia or contraband in violation of school rules or local/state laws.

6) A student who is in the restroom at the time of a vape alert may be searched by the administration. Students who are frequently found using the restroom during vape alerts may have their restroom privileges adjusted. This could include, but is not limited to, being required to use a designated restroom or being limited to a set number of restroom passes per day. A student deemed to be the sole occupant of a restroom during an alert may be subject to a search and/or disciplinary action, including suspension if found in violation of the Columbus Middle School Tobacco/Inhalants Policy or Alcohol/Drug Policy.

Page 17 - IV-E Student Transportation
Updated:

1) Skateboards: Due to the potential danger to skateboarders and to other people who might be on the site, the CPS Board of Education bans the riding of skateboards on school property or property under the control of the School District.
2) Bicycles ***(including e-bikes):*** Bicycles should be walked on school property. Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for ***damage or theft, to bicycles, helmets, batteries, etc. that are on school property***.
3) Motorized Equipment (e.g., hoverboards, scooters, ***e-bikes***): Motorized equipment cannot be ridden on school property. Motorized items ***(including batteries,*** helmets, etc.) cannot be brought into the school building.

Page 17 - IV-G Before and After School Waiting Area Procedures
Updated:
Between 7:00 am and ***7:25 am***, students must report to the cafeteria for breakfast or study hall. After ***7:25 am***, students must report to breakfast or their assigned AM Waiting Area.

Page 21 - IV-U Display of Affection
Updated:
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 ***kissing,*** hugging, hand-holding and ***other related actions***.

Page 22 - Academic Responsibilities Guidelines

Updated: 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, student progress reports, academic behavior cards, academic improvement plans, 504 plans, parent meetings, and student incentives. Additional administrative interventions approved by the Board of Education will also be used to ensure students are working up to their potential.

*Requirement of an end-of-the-year grade average of 60% or better in core classes to avoid summer school recommendation ~~**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 ,7th and 8th grade students who end the school year with a grade of 59% or below
*Before and after school study halls
*Math and Reading Intervention classes
~~***Grade Level Retention**~~

Page 33 - Use of Tobacco Inhalant Products

Updated:

Columbus Middle School installed ***Air Quality Control Sensors*** ~~Vape Detectors~~ in the bathrooms ~~and locker rooms~~. These sensors will notify the administration in real time when a student vapes in one of the bathrooms. The vape alerts are to help prevent the use of e-cigarettes, vape devices or other materials related to vaping on school property. Any student who is in the bathroom when the vape alert goes off shall be considered in violation of the Tobacco/Drug/ Alcohol policy and subject to a search.

Page 45 - Lunch Procedures

Update: The program name MySchoolBucks

- Columbus Public Schools strongly encourages all families to complete the free and reduced meal application through ***MySchoolBucks*** (an online application that also has family balance, payment, and meals charged information) since that information is used to determine eligibility and costs for several student programs. Free and reduced data is also a factor in determining state aid for the District.

  Students who receive free or reduced meals and take a qualifying meal at breakfast and lunch receive it free or at a reduced cost. Ala carte and other additional items not part of the reimbursable meal will be charged at their regular cost. All costs incurred by a student prior to being approved or additional meal item charges are to be paid promptly every month. Payments can be made online through ***MySchoolBucks***.

  For information on accessing your ***MySchoolBucks*** account or assistance with the Free and Reduced application process, please contact the Administration Building at 402-563-7000.

Page 45 - VII-P WIN Time
Removed:
~~WIN (What I Need) Time is a period at the end of the school day designed to help students receive additional practice, support, and enrichment from their teachers. All students need to report to a WIN session daily and must report to any teacher who has written them a pass in their agenda. Students may only attend WIN Time Study Hall in the cafeteria if they meet certain criteria. Standard 3-minute passing periods apply. Students in the halls after WIN has started will be escorted to the Media Center where they will be supervised by an administrator and will receive 2 days of private dining for every offense after the first warning.~~

Page 49 - ~~VII-AA Student Agenda Books~~
Removed:
~~CMS has designed and printed student agenda books with the intent of improving the organizational habits of students. 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 $1.00.~~

Page 49 - VII-AA Student Parking
Added:
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. Students should not operate a vehicle in any capacity on school grounds that would cause a disruption to the school or public environment.*

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 should not have items visible or displayed on their vehicles that contain lewd, obscene, vulgar, or indecent material that would otherwise violate the student handbook. 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 CMS administration. CMS 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.*

Compass Academy Placement Agreement

The following Agreement has been agreed to by Columbus Public Schools District, [Student Name's parent/guardian] and [Student Name] to provide for [Student Name's] placement in the Non-Traditional Learning and Support Center (NTLSC) for 2026-2027 school year.

Please Read and Initial Each Area:

1. _____ I understand that my child has been placed in the NTLSC so the district can provide a small learning environment, social-emotional support, and alternative scheduling to accommodate my child's educational needs.

2. _____ I accept and agree that my child shall be placed in the Compass Academy from [DATE] forward and shall continue to receive educational services at such a setting for the rest of my child's educational placement.

3. _____ I understand that placement in this program will be reviewed on an annual basis. The Compass Academy serves students starting in Grade 11. Students in this program will not have the opportunity to return to Columbus High School and will graduate with a Columbus High School diploma after completing the required 200 credit hours. A Compass Academy graduation ceremony will be offered at the end of first and second semester each school year.

4. _____ I understand that my child is allowed on school property and can participate in school activities as long as my child is in school standing in the following areas: grades, attendance, and behaviors while attending the Compass Academy.

5. _____ I understand that my child is still being served by Columbus Public School and educational team members will continue to meet with my child on a regular basis while placed in the Compass Academy..

6. _____ I understand that my child must complete all assignments on time as designated by the instructor.

7. _____ I understand my child shall behave in the program in an engaged, positive, non-confrontational and non-disruptive manner.

8. _____ I understand my child shall attend all scheduled days and times as set by the placement team.

9. _____ I understand it is my responsibility to communicate with the school regarding absences and tardiness and provide medical documentation when necessary.

10. _____ I understand that my child shall receive the credits and grade earned for each class if assignments and expectations are completed as outlined by the instructor.

11. _____ I understand that my child will work regularly with our Student Support Specialist in both group and individual settings.

12. _____ I understand that we will have regular team meetings that my child and I are required to attend to discuss academic, social-emotional and behavioral progress.
13. _____ I understand that my child will be expected to place all personal items into a secured locker and be scanned by a metal detector prior to entering the program daily to ensure student and building safety.

14. _____ I understand that my child will be expected to abide by all school rules and expectations.

Students will be permitted to remain in the program and progress toward earning credit unless they lose 10 points in the program. Points are lost as follows:

a. 10 point for possession of a weapon, drugs, or alcohol; being under the influence of an illegal substance; and/or causing physical harm to another student or employee; use or possession of a vape or similar product
b. 5 points for a physically aggressive behavior
c. 4 points for destruction of property
d. 3 points for verbal aggression
e. 1 point for insubordination and/or not following program rules, including but not limited to unexcused absences, loitering in the parking lot/hanging out in cars, parking violations, refusing to participate in group activities, sleeping in class, arguing about check in/out procedures and academic dishonesty

15. _____ I understand that my child will not be eligible for transportation services to the NTLSC. It shall be my responsibility to transport my child to and from the NTLSC on time.

16. _____ I understand that in the event the Administration determines there has been a failure to comply with the terms and conditions of this Agreement, then the Administration may immediately recommend termination of services (expulsion) or a Rule 17 program placement to the Superintendent.

DATED _____

_____
_____ Administrator Title

ACCEPTANCE

The undersigned hereby agree and accept all matters and terms and conditions set forth in the Agreement and agree to and do hereby release the School District from any and all claims regarding the placement and educational services that have been or are to be provided, and agree to not sue or file any proceeding to challenge such placement, the proceedings relating to the placement, or this Agreement.

DATED _____	**DATED** _____	**DATED** _____
_____ __ Student's Signature	_____ __ Guardian's Signature	_____ __ Guardian's Signature

Pathways Program Placement Agreement

The following Agreement has been agreed to by Columbus Public Schools District, [Student Name's parent/guardian] and [Student Name] to provide for [Student Name's] placement in the Non-Traditional Learning and Support Center (NTLSC) for 2026-2027 school year.

Please Read and Initial Each Area:

1. _____ I understand that my child has been placed in the NTLSC so the district can provide a small learning environment, social-emotional support, and alternative scheduling to accommodate my child's educational needs.

2. _____ I accept and agree that my child shall be placed in the Pathways Program from [DATE] forward and shall continue to receive educational services at such a setting for the remainder of the 2026-27 school year.

3. _____ I understand that placement decisions will be reviewed on an annual basis. The Pathways Program serves students in grades 5 - 10.

4. _____ I understand that my child is allowed on school property and can participate in school activities as long as my child is in school standing in the following areas: grades, attendance, and behaviors while attending the Pathways Program.

5. _____ I understand that my child is still being served by Columbus Public Schools and educational team members will continue to meet with my child on a regular basis while placed in the Pathways Program.

6. _____ I understand that my child must complete all assignments on time as designated by the instructor.

7. _____ I understand my child shall behave in the program in an engaged, positive, non-confrontational and non-disruptive manner.

8. _____ I understand my child shall attend all scheduled days and times as set by the placement team.

9. _____ I understand it is my responsibility to communicate with the school regarding my child's absences, tardiness, and provide medical documentation when necessary.

10. _____ I understand that my child shall receive the credits and grade earned for each class if assignments and expectations are completed as outlined by the instructor.

11. _____ I understand that my child will work regularly with our Student Support Specialist in both group and individual settings.

12. _____ I understand that we will have regular team meetings that my child and I are required to attend to discuss academic, social-emotional and behavioral progress.

13. _____ I understand that my child will be expected to place all personal items into a secured locker and be scanned by a metal detector prior to entering the program daily to ensure student and building safety.
14. _____ I understand that my child will be expected to abide by all school rules and expectations. Students will be permitted to remain in the program and progress toward earning credit unless they lose 10 points in the program. Points are lost as follows:

    a. 10 point for possession of a weapon, drugs, or alcohol; being under the influence of an illegal substance; and/or causing physical harm to another student or employee; use or possession of a vape or similar product
    b. 5 points for a physically aggressive behavior
    c. 4 points for destruction of property
    d. 3 points for verbal aggression
    e. 1 point for insubordination and/or not following program rules, including but not limited to unexcused absences, loitering in the parking lot/hanging out in cars, parking violations, refusing to participate in group activities, sleeping in class, arguing about check in/out procedures and academic dishonesty

15. _____ I understand that my child will not be eligible for transportation services to the NTLSC. It shall be my responsibility to transport my child to and from the NTLSC on time.

16. _____ I understand that in the event the Administration determines there has been a failure to comply with the terms and conditions of this Agreement, then the Administration may immediately recommend termination of services (expulsion) or a Rule 17 program placement to the Superintendent.

DATED _____

_____

_____ Administrator Title

ACCEPTANCE

The undersigned hereby agree and accept all matters and terms and conditions set forth in the Agreement and agree to and do hereby release the School District from any and all claims regarding the placement and educational services that have been or are to be provided, and agree to not sue or file any proceeding to challenge such placement, the proceedings relating to the placement, or this Agreement.

DATED _____ _____ __ Student's Signature	**DATED** _____ _____ __ Guardian's Signature	**DATED** _____ _____ __ Guardian's Signature

Rule 17 Placement Agreement

The following Agreement has been agreed to by Columbus Public Schools District, [Student Name's parent/guardian] and [Student Name] to provide for [Student Name's] placement in the Non-Traditional Learning and Support Center (NTLSC) for 2026-2027 school year.

Please Read and Initial Each Area:

1. _____ I understand that my child has been expelled or mandatory reassigned to the Rule 17 Program.

2. _____ I accept and agree that my child shall be placed in the Rule 17 Program from [DATE] forward and shall continue to receive educational services at such a setting.

3. _____ I understand that my child is not allowed on school property outside of the scheduled days and times of the Rule 17 Program and that my child may not attend any school events during this placement.

4. _____ I understand that my child is still being served by Columbus Public School and educational team members will continue to meet with my child on a regular basis while placed in the assigned alternative educational environment.

5. _____ I understand that my child must complete all assignments on time as designated by the instructor.

6. _____ I understand my child shall behave in the program in an engaged, positive, non-confrontational and non-disruptive manner.

7. _____ I understand my child shall attend all scheduled days and times as set by the placement team.

8. _____ I understand it is my responsibility to communicate with the school regarding absences and tardiness and provide medical documentation when necessary.

9. _____ I understand that my child shall receive the credits and grade earned for each class if assignments and expectations are completed as outlined by the instructor.

10. _____ I understand that my child will work regularly with our Student Support Specialist in both group and individual settings.

11. _____ I understand that we will have regular team meetings that my child and I are required to attend to discuss academic, social-emotional and behavioral progress.

12. _____ I understand that my child will be expected to place all personal items in a designated area and be scanned by a metal detector prior to entering the program daily to ensure student and building safety.

13. _____ I understand that my child will be expected to abide by all school rules and expectations.

Students will be permitted to remain in the program and progress toward earning credit unless they lose 10 points in the program. Points are lost as follows:

a. 10 point for possession of a weapon, drugs, or alcohol; being under the influence of an illegal substance; and/or causing physical harm to another student or employee; use or possession of a vape or similar product
b. 5 points for a physically aggressive behavior
c. 4 points for destruction of property
d. 3 points for verbal aggression
e. 1 point for insubordination and/or not following program rules, including but not limited to unexcused absences, loitering in the parking lot/hanging out in cars, parking violations, refusing to participate in group activities, sleeping in class, arguing about check in/out procedures and academic dishonesty

14. _____ I understand that my child will not be eligible for transportation services to the alternative education program site. It shall be my responsibility to transport my child to and from the alternative education program site on time each date.

15. _____ I understand that in the event the Administration determines there has been a failure to comply with the terms and conditions of this Agreement, then the Administration may immediately recommend termination of services provided in the Rule 17 program to the Superintendent.

DATED _____

_____
_____ Administrator Title

ACCEPTANCE

The undersigned hereby agree and accept all matters and terms and conditions set forth in the Agreement and agree to and do hereby release the School District from any and all claims regarding the placement and educational services that have been or are to be provided, and agree to not sue or file any proceeding to challenge such placement, the proceedings relating to the placement, or this Agreement.

DATED _____	**DATED** _____	**DATED** _____
_____ __ Student's Signature	_____ __ Guardian's Signature	_____ __ Guardian's Signature

Columbus Public Schools Non-Traditional Learning and Support Center

Guidebook 2026-27

Who We Are

We are a Non-Traditional Learning and Support Center (NTLSC) designed to meet students where they are and help them grow academically, socially, and emotionally. Our center serves learners who benefit from flexible schedules, individualized instruction, and intentional support beyond what traditional academic settings can provide. We create pathways for student success through collaborative problem-solving, building consistent relationships, and developing skills through a strengths based approach.

What We Offer
Our approach emphasizes:
● Flexible learning environments that adapt to student needs
● Individualized supports aligned to each learner's goals
● Skill development in academics, behavior, independence, self-advocacy and self-regulation
● Partnerships with families and community providers to ensure continuity and shared responsibility
● Alternative graduation requirements when appropriate

Our Mission
"Engaging All Learners to Achieve Success"

Our Vision
Columbus Public Schools will continuously strive to be a high-performing learning community that will meet the diverse learning needs of all students.

To attain the vision, we will:
● Maintain a dedicated, clear, and collaborative focus on student learning and outcomes ● Provide a safe and supportive environment for learning and teaching
● Foster communication, trust, support, and partnership with stakeholders

Our Purpose
The purpose of the NTLSC is to provide a flexible, structured, and supportive learning environment for students who need an alternative pathway to achieve academic progress, develop essential life and behavioral skills, and experience success in school. The center exists to:
● Address barriers to learning that may not be adequately met in traditional settings ● Provide individualized instruction and targeted supports aligned to each student's needs ● Teach and reinforce academic, social-emotional, self-advocacy and self-regulation skills ● Maintain high expectations while honoring diverse learning needs
● Support students in building readiness for successful transitions
● Partner with families, schools, and community providers to ensure continuity of support 2

General Information

School Calendar
The NTLSC will follow a modified Columbus Public Schools calendar. Any changes to the calendar will be directly communicated to NTLSC students and families.

Programs

<u>Pathways</u>

District decision-making rules and team discussions will identify students for this program. Students will use the online learning platform Edgenuity Imagine Learning to complete course work. Students are encouraged to ask for help when needed. There will be both independent and small group work times. Notebooks and noteguides can be provided and may be used on quizzes and tests. Test passing score is 60%. Our overall goal is to pass each class with a 70% or higher. Students will have time dedicated to SEL skills needed to succeed. We will monitor the progress through data collection tools. Pathway placement is determined on a semester basis as it is a transitional program.

Compass Academy

District decision-making rules and team discussions will identify students for this program. Students will use the online learning platform Edgenuity Imagine Learning to complete course work. Students are encouraged to ask for help when needed. There will be both independent and small group work times. Notebooks and noteguides can be provided and may be used on quizzes and tests. Test passing score is 60%. Our overall goal is to pass each class with a 70% or higher. Students will have time dedicated to SEL skills needed to succeed. We will monitor the progress through data collection tools. Once students are placed in the Compass Academy, they remain in the program until graduation unless they qualify for an out of district placement.

To graduate from the Compass Academy, students must:

- Complete with a passing grade at least **200 credit hours**
- **140 credits** must be completed with the following requirements:
    - 40 credits in ELA (35 in ELA + 5 in Speech)
    - 30 credits in Math
    - 30 credits in Science
    - 30 credits in Social Studies (25 + 5 in Economics)
    - 5 credits in Personal Finance or Financial Literacy
    - 5 credits in Computer Science and Technology
    - Complete a FAFSA or an opt-out waiver
- The remaining **60 credits** may be made up of:
    - Workplace Experience or Apprenticeship
    - Vocational Training Courses
    - Fine Arts
    - Health
    - Selected Online Skill-Based Coursework
    - Language Acquisition Courses
    - Additional Core Courses above the required total

Rule 17

Educational services for students who have been expelled or mandatory reassigned by the Superintendent. Students will use the online learning platform Edgenuity Imagine Learning to complete course work. Students are encouraged to ask for help when needed. There will be

both independent and small group work times. Notebooks and noteguides can be provided and may be used on quizzes and tests. Test passing score is 60%. Our overall goal is to pass each class with a 70% or higher. Students will have time dedicated to SEL skills needed to succeed. We will monitor the progress through data collection tools. Students are placed in the Rule 17 Program throughout their designated expulsion or when the Superintendent determines they no longer need to have a mandatory reassignment. At that time, the student's educational team will determine if the student returns to their grade level building or enters another program within the NTLSC.

Programming Schedule

8:30 - 11:30

- High School Compass Academy
- High School Pathways
- Middle School Pathways

12:15 - 3:15

- High School Compass Academy
- High School Pathways

11:30 - 3:15

- Rule 17
    - Staggered schedule based on program availability

Placement Meetings and Transitions

The parent/guardian and student will sign a placement agreement outlining non-negotiable behaviors and what is expected to attend the NTLSC. Placement meetings take place on an annual basis or if a change of placement occurs within the school year.

Staff will regularly monitor and review student academic, behavioral, and social-emotional progress. When a student has met established goals and is determined to be ready to transition out of the NTLSC, the placement team may recommend a transition back to CMS or CHS. To support a successful transition, placement changes will occur at the beginning of each semester.

Social-Emotional Learning and Support

The program will offer support in social-emotional learning with a focus on CASEL Core Competencies:

- Self Management (how they manage their behaviors, reactions towards others, and impulse-control)
- Self Awareness (how they identify their emotions, self-perception, recognizing their strengths, self-confidence and self-efficacy)
- Social Awareness (respect for others, empathy, appreciating diversity of others, understanding non-verbal communication)

- Relationship Skills (getting along with others, teamwork, taking turns, and communication)

- Responsible Decision Making (identifying the problem, explore options, select solutions, reflect on outcomes, consider how choices affect themselves and others)

The Zones of Regulation is our district approved SEL curriculum. These concepts will be utilized in the academic setting and during individual or small group interventions or activities.

Dignity Rooms provide students with a supportive space away from the classroom where they can regulate emotions, take a break, rest, and reset. These spaces help students meet their emotional and self-regulation needs so they can successfully return to learning and participate positively in the classroom environment.

Students who meet their academic progress goals and consistently follow school rules and procedures may be eligible to access the Honors Room. This social-emotional learning space provides students with opportunities to socialize and engage with their peers in a safe environment outside of the classroom.

A Student Support Specialist will be available to work regularly with NTLSC students in the areas of, but not limited to, individual therapy, skill based groups, connection to community resources, and academic counseling.

Attendance

The NTLSC program will follow Columbus Public Schools attendance policies and procedures as outlined by the building level student handbook. Attendance guidelines are as follows:

- **DO attend school regularly**
  Regular attendance is essential to making academic progress and earning credit. Being present each day allows students to stay engaged, receive support, and meet learning goals.
- **DO arrive on time and stay for your full scheduled day**
  Students are expected to be present in all assigned classes and learning activities unless officially excused.
- **DO follow absence procedures**
  Parents/guardians must notify the school of the reason for any absence, including late arrivals and early check outs. Medical notes should be provided within one week of the appointment.
- **DO communicate if challenges arise**
  If barriers to attendance occur (transportation, health, scheduling concerns, etc.), students and families are encouraged to communicate with school staff so support can be provided.

Student Point System

Students are expected to abide by all school rules and expectations. Students will be permitted to remain in the program and progress toward earning credit unless they lose 10 points in the program. Points are lost as follows:

- 10 points for possession of a weapon, drugs, or alcohol; being under the influence of an illegal substance; and/or causing physical harm to another student or employee; use or possession of a vape or similar product
- 5 points for a physically aggressive behavior
- 4 points for destruction of property
- 3 points for verbal aggression
- 1 point for insubordination and/or not following program rules, including but not limited to unexcused absences, loitering in the parking lot/hanging out in cars, parking violations, refusing to participate in group activities, sleeping in class, arguing about check in/out procedures and academic dishonesty

If a student earns 10 points while attending Pathways or Compass Academy, the student will be recommended to the Superintendent for expulsion or mandatory reassignment to Rule 17. If a student earns 10 points while attending Rule 17, the student will be recommended to the Superintendent for expulsion for the remainder of the school year.

State Testing Requirements

All students will be required to take grade level state assessments. Grades 5 - 8 will also take the MAP Growth assessment in the fall and winter. Grades 5 - 8 assessments will take place in the NTLSC. Grades 9 - 11 assessments will take place at CHS.

Graduation

Students will complete the Compass Academy when they earn the 200 credit graduation requirement. Graduation ceremonies will take place at the end of each semester. Students will have the opportunity to invite family and friends to the graduation ceremony.

Parking

Parking for students at the NTLSC is permitted only on the east side of the building and only in designated parking spaces. Students must park legally and follow all posted signage, traffic flow patterns, and staff directions at all times. Parking in non-designated areas, blocking entrances, fire lanes, along the street, or driveways is not permitted. Students enrolled in the Pathways and Compass Academy will park in the center section of the parking lot. Rule 17 students will park in the designated stalls on the south side of the lot near the street.

Student driving expectations support the safety of all who utilize the parking lots as well as preserve an orderly environment. Students are not permitted to loiter in the school parking lot or hang out in their cars. Taking up more than one parking space is prohibited. Students are not permitted to return to their vehicle once they enter the building. Columbus Public Schools is not liable for losses resulting from theft, vandalism, or accidents.

Any student who violates these expectations puts their own safety at risk as well as the safety of others. Failure to follow parking expectations may result in disciplinary action, loss of parking privileges, or other consequences as outlined in the student handbook.

Visitors

Students may not bring visitors with them to classes during the regular school day. All visitors to the building must have approval from a building administrator (or designee). All visitors to the building must check in at the front office and wear a visible visitor badge. All visitors must pre-arrange their visit. Visits will be limited to 30-minute periods, unless approved by administration (or designee).

Parents or designated adults who come to school to pick up or drop off students during the school hours must wait in the waiting area while school staff calls for the student. Items left for students must be dropped off at the office. School staff will get the item(s) to the students at an appropriate time. We have the right to deny any request when deemed inappropriate or unnecessary.

Students who are not assigned to the NTLSC are not permitted to visit the center during regular school hours.

Daily Entrance Process

Everyone who enters the NTLSC will enter through the Main Entrance. Everyone must follow the entrance process each time they enter the building. Upon building entry, students will place any personal belongings into a designated locker. These items include, but are not limited to, cell phones, earbuds, backpacks, and coats.

Prior to entering the secured academic area, each student will be greeted by a staff member who will use a security scanner to ensure student and building safety. Students should not bring prohibited items into the building. Students should only bring necessary school supplies to the building including their school issued device, charger, and learning materials.

Students can only get their personal belongings when they leave the building for the day. If students leave the building without properly checking out, personal belongings will not be able to be retrieved until the end of the student's next attended school day.

Students who bring personal belongings that are not put in their designated locker will have the following consequences:

- 1st Incident - Staff will ask the student to turn in their item. It will be stored in the office and returned at the end of the school day.
- 2nd Incident - Staff will ask the student to turn in their item. It will be stored in the office, returned at the end of the school day, and a parent or guardian will be notified. ● Additional

Incident(s) - Staff will ask the student to turn in their item. It will be stored in the office, returned at the end of the school day, and a parent or guardian will be notified, and the student will earn a point for insubordination.

CPS Activities

Dances and Social Events

- Pathways and Compass Academy students must be in good academic and behavioral standing to attend building level social events such as school dances, performances, and activities

Activities and Athletics

- Students are eligible to participate in after-school activities at the school they attended in CPS before attending the NTLSC
- Pathways and Compass Academy students must be in good academic and behavioral standing and meet designated criteria to participate in district sanctioned activities

Rule 17 students are not allowed to participate or attend extracurricular activities and should only be on school property during assigned times.

Emergency Procedures

The NTLSC will adhere to all Standard Response Protocols that follow district and state procedures, which include: hold, secure, lockdown, evacuate, shelter, and fire drills.

Columbus High School
Student Handbook
2026-27

3434 Discoverer Drive | Columbus, Nebraska 68601 | Ph: 402.563.7050 | Fx: 402.563.7058
ColumbusPublicSchools.org

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
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
Mr. Austin Carmichael		Assistant Principal
Ms. Michelle Oppliger		Assistant Principal
Mr. Michael Ziola		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 Activities Director 402-563-7050, Option 3

5. For questions regarding a student's grades
   -- Contact the classroom teacher 402-563-7050, Option 0

6. For translation services or assistance:
   -- 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 Synergy 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.

Title IX

In reference to CPS Board Policy 103.00 and Title IX (20 U.S.C. 1681) and 34 CF.R. part 106, it is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. If a formal complaint is deemed necessary, the complainant may be filed with the Title IX Coordinator or the Assistant Secretary for Civil Rights of the United States Department of Education in person, by mail, or by electronic mail by using the contact information listed on the CPS district website. The District will follow the strict procedures and guidelines outlined for the formal complaint, response to sexual harassment, and grievance process found in CPS Board Policy 103.00.

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 Bell Schedules

Regular Bell Schedule			
Period 1	8:10 - 9:02		
Period 2	9:06 - 9:58		
Period 3	10:02 - 10:54		
Period 4 10:54 - 12:52			
Seniors Lunch A: 10:54-11:21 HR: 11:24-11:51 Period 4: 11:55-12:52	**Juniors** HR: 10:58-11:24 Lunch B: 11:24-11:51 Period 4: 11:55-12:52	**Sophomores** Period 4: 10:58-11:55 HR: 11:58-12:25 Lunch D: 12:25-12:52	**Freshmen** Period 4: 10:58-11:55 Lunch C: 11:55-12:22 HR: 12:25-12:52
Period 5	12:56 - 1:48		
Period 6	1:52 - 2:44		
Period 7	2:48 - 3:40		

Wednesday Bell Schedule			
Period 1	8:10 - 8:51		
Period 2	8:55 - 9:36		
Period 3	9:40 - 10:22		
Period 4 10:22 - 12:20			
Seniors Lunch A: 10:22-10:49 HR: 10:52-11:19 Period 4: 11:23-12:20	**Juniors** HR: 10:26-10:52 Lunch B: 10:52-11:19 Period 4: 11:23-12:20	**Sophomores** Period 4: 10:26-11:23 HR: 11:26-11:53 Lunch D: 11:53-12:20	**Freshmen** Period 4: 10:26-11:23 Lunch C: 11:23-11:50 HR: 11:53-12:20
Period 5	12:24 - 1:05		
Period 6	1:09 - 1:50		
Period 7	1:54 - 2:35		

Pep Rally Bell Schedule			
Period 1	8:10 - 8:56		
Period 2	9:00 - 9:46		
Pep Rally	9:50 -10:23		
Period 3	10:27 - 11:13		
Period 4 11:13 - 1:10			
Seniors Lunch A: 11:13-11:40 HR: 11:43-12:10 Period 4: 12:13-1:10	**Juniors** HR: 11:16-11:43 Lunch B: 11:43-12:10 Period 4: 12:13-1:10	**Sophomores** Period 4: 11:16-12:13 HR: 12:16-12:43 Lunch D: 12:43-1:10	**Freshmen** Period 4: 11:16-12:13 Lunch C: 12:13-12:40 HR: 12:43-1:10
Period 5	1:14-2:00		
Period 6	2:04-2:50		
Period 7	2:54-3:40		

2-Hour Late Start (10:10)			
Period 1	10:10 - 10:42		
Period 2	10:46 - 11:18		
Period 4 11:18 - 1:16			
Seniors Lunch A: 11:18-11:45 HR: 11:48-12:15 Period 4: 12:19-1:16	**Juniors** HR: 11:21-11:48 Lunch B: 11:48-12:15 Period 4: 12:19-1:16	**Sophomores** Period 4: 11:22-12:19 HR: 12:22-12:49 Lunch D: 12:49-1:16	**Freshmen** Period 4: 11:22-12:19 Lunch C: 12:19-12:46 HR: 12:49-1:16
Period 3	1:20 - 1:52		
Period 5	1:56 - 2:28		
Period 6	2:32 - 3:04		
Period 7	3:08 - 3:40		

Noon Dismissal	
Period 1	8:10 - 8:39
Period 2	8:43 - 9:12
Period 3	9:16 - 9:45
Period 4	9:49 - 10:18
Period 5	10:22-10:52
Period 6	10:56 - 11:26
Period 7	11:30 - 12:00

2026-27 Columbus High School Faculty

Advantage Program		**JAG**		**Skilled & Technical Sciences**
Ms. Kelli Albracht		Mr. Lucas Wieser		Mr. Marcus Gillespie
Ms. Jill Sorsen				Mr. Joe Krysl
		Mathematics		Mr. Ben Loeffelholz
Art		Mr. Scott Bethune		Mr. Ethan McKenna
Ms. Cynthia Campbell		Mr. James Johnson		Mr. Levi Nielsen
Ms. Megan Chrisman		Mr. Jayson Klaumann		Mr. Adam Whitmore
		Mr. Keaton Kudron		
Business Education		Mr. Austin Leifeld		**Social Studies**
Ms. Allie Bastian		Ms. Abby Pelc		Mr. Nathan Coan
Mr. Anthony DeAnda		Ms. Kortney Riedmiller		Mr. Collin Fowler
Mr. Tory Gilson		Mr. Chris Sander		Mr. Paxton Mohr
Mr. A.J. Rose		Mr. Levi Vanden Bos		Mr. Brett Novak
Ms. Kari Tunink		Mr. Cole Wemhoff		Ms. Anne Robertson
				Mr. Kyle Trosien
District Career Coordinator		**Music**		Mr. Zack Wayman
Mr. Cletus Arasmith		Mr. Alexander Brandenburg		Mr. Wyatt Winchell
		Mr. Jeff Peabody		
Family & Consumer Sciences				**Social Worker**
Ms. Amanda Nielsen		**Health & Physical Education**		Ms. Tina Woodside
Ms. Jaclyn Long		Mr. Matt Hoenk		
		Mr. Koner Hogue		**Special Education**
English		Mr. Adam Keiswetter		Ms. Kristin Biggs
Mr. Chase Anderson		Ms. Jeri Otten		Mr. Ryan Goetsch
Mr. Arron Jay Dizon		Mr. Craig Williams		Ms. Brenda Huey
Ms. Cathy Kwapnioski				Ms. Kate Juranek
Ms. Brenda Lara-Romo		**School Counseling**		Ms. Jennifer Kallweit
Ms. Anna Massman		Ms. Val Brown		Ms. Kim Leibhart
Ms. Chelsea Parker		Ms. Vicky Joseph		Ms. Amber May
Ms. Lauren Rabourn		Ms. Kim Loeffelholz		Mr. Nathan Sliva

Ms. Danielle Tilley		Ms. Guadalupe Marino		
Ms. Jessie Wemhoff				**World Languages**
		Science		Ms. Blanca Alarcon
ELL		Mr. Kyle Anderson		Mr. Jackson Hobbs
Ms. Erica Earley		Ms. Dolly Dalisay		Ms. Trinia Perigo
Ms. Rebecca Lenser		Ms. Sabrina Hamling		Ms. Liliana Velasco
Ms. Laura Sprunk		Ms. Adeline Kirkegaard		
Ms. Jennifer Young		Mr. Keegan McGill		
		Ms. Trudi Noonan		
Health Services		Ms. Kelsey Plance		
Ms. Angela Wemhoff		Mr. Ryan Schroeder		
		Mr. Mark Wemhoff		
Instructional Media				
Ms. Valarie Wallin				

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, electronic devices 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, 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 507.01 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 507.01 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 507.01 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 Counseling 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 507.01 and various federal and state laws are encouraged to contact the building principal of their school. A copy of Policy 507.01 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. A student who does not comply with the search and seizure process has put the health, safety and welfare of staff and students in jeopardy and may result in a suspension, expulsion, or mandatory reassignment depending on the frequency and severity of the incident. 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 authorities 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.
5) To ensure the safety and security of all students, staff, and visitors, school administration may use a handheld metal detector when conducting a search of a student when there is reasonable suspicion that the student is in possession of a weapon, firearm, item of drug paraphernalia or contraband in violation of school rules or local/state laws.
6) A student who is in the restroom at the time of a vape alert may be searched by the administration.
   Students who are frequently found using the restroom during vape alerts may have their restroom privileges adjusted. This could include, but is not limited to, being required to use a designated restroom or having a limited number of restroom passes per day.
   A student deemed to be the sole occupant of a restroom during an alert may be subject to a search and/or disciplinary action, including suspension if found in violation of the Columbus High School Tobacco/Inhalants Policy or Alcohol/Drug Policy.

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 may be 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 vicinity of the canine units.

I-H 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] 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 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, 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 the 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 the 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 of 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. Students returning from an out of school suspension will serve one day of in-school suspension.
- **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 on Wednesday *early release days* from 2:30 to 4:00 pm in the counseling classroom. See also "**II-C After School Detention"** for further information.
- **Suspensions and Emergency Exclusion:** Students may be suspended from classes or school in accordance with CPS Board Policy 505.02. Short and long term are defined as:
  (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.

  Students will be suspended for reasons such as, but limited to, if a student:

  1. uses violence, force, threat or intimidation in a manner causing substantial interference with school purposes; or
  2. causes or attempts to cause substantial damage to school or private property or steals or attempts to steal school or private property of substantial value or repeated damage or theft involving

property; or
3. causes or attempts to cause physical injury to another person except in self-defense; or threatens or intimidates any student for the purpose or intent of obtaining something of value from the student; or
4. possesses or transmits any firearm, knife, explosive or other dangerous object that is ordinarily considered a weapon; or
5. engages in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor; or
6. commits public indecency as defined in Nebraska statute 28-806 if that student is at least twelve years of age but less than nineteen years of age; or
7. commits or attempts to commit sexual assault of any degree, that occurs on or off school grounds, function, activity, or event, (79-267.9) against any person. Which may include if a complaint has been filed by a prosecutor alleging the incident as required in Nebraska statute 79-267.8; or
8. engages in any other illegal activity which constitutes a danger to other students or interferes with school purposes; or engages in bullying as defined in section 79-2,137; or
9. repeatedly violates the policies, rules and standards of student conduct established by the district

- **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.
  (c) any student who is suspended pursuant to this section may be given an opportunity to complete any classwork, including, but not limited to, examinations, missed during the period of suspension. Students will be given classwork by either paper or digital format.
- **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. [CPS Board Policy 504.01]

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 Columbus High School privileges (hallway passes, right to carry cell phone, field trips, 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.

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 may be served with your teachers at the teacher's convenience.
- Time owed for TARDINESS in PERIOD 1 may 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) an opportunity for the student's explanation of the incident(s), issue(s), and or/ event(s)
2) notice of the charge against the student
3) an explanation of the charge against him/her and communication to the parent/guardian with the explanation
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
5) the student will be given the opportunity to make up schoolwork during the time of suspension
6) a reasonable effort should be made to hold a conference with the parent/guardian at the time of the suspension and prior to the return of the educational placement

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) an opportunity for the student's explanation of the incident(s), issue(s), and or/ event(s).
2) the rule(s) or standard(s) of conduct allegedly violated.
3) the penalty recommended by the school official in charge and notification to the parent/guardian of the situation.
4) a statement indicating the student has the right to a hearing on the specified charges upon request
5) a description of the hearing process and appeal hearing.
6) a form for parents/guardians to request a hearing; the form must be signed and returned to the Superintendent of Schools.
7) the student will be given the opportunity to make up schoolwork during the time of suspension.
8) a conference should be held with the parent/guardian at the time of the suspension and prior to the return of the

educational placement.

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 (Board Policy 504.06) believes student dress or grooming that causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees or visitors is not appropriate. Students are expected to adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a positive learning environment.
Columbus Public Schools expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. When in the judgment of a principal or assistant principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

General Principles/Standards

1. Non Discrimination: The District dress code and grooming policy prohibits discrimination against students based on race, religion, sex, disability or national origin. Bullying Prevention and Harassment policies are also referenced.
2. Respect for Individuality: Students are allowed to wear religious attire, adornments, or other attire associated with race, national origin or religion, or tribal regalia. Additionally, students' hair should not be permanently or temporarily altered by school personnel. Altering a student's appearance or removing or altering a student's attire without consent from their caregiver is not allowed. Additionally, students are permitted to wear natural and protective hairstyles including by are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.
3. Cultural and Religious Attire: Students are allowed to wear religious attire and tribal regalia in accordance with their race, national origin, or religion and will be protected from bullying and harassment according to district policies.
4. Prohibited Attire: Attire should not promote violence, drugs, alcohol, profanity, or hate speech. The District reserves the right to request immediate attire changes from students.

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) Students are expected to dress in a manner that is compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.
   a) Students should not wear clothing that exposes parts of the body that would not be considered appropriate in a school setting.
   b) 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).
3) The type of clothing worn by a student must not jeopardize his/her safety or the safety of others (ex: STEM/FCS classes: no open-toed shoes, loose clothing, or dangling chains/jewelry).
4) Shoes and shirts are essential for proper *inside-the-building* attire. Hats, sweat bands, stocking hats, bandanas, gloves, hoods, 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: ex: West Side, South Side, East Side, North Side, gang affiliated artist, do-rags or bandanas worn on the head or hung from clothing, or prominent display of gang-affiliated colors, and other clothing which promotes gang activity using slang, symbolism and cartoon caricatures, 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.

Instructional time missed for clothing related issues (minimum of one half hour) will be made up in After School Detention. The Columbus High School Dress Code is in alignment with CPS Board Policy 504.05.

III-B Non-Instructional Areas

Students are only to be in non-instructional areas (such as hallways, restrooms, locker rooms, 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, restrooms, stairwells, and other un-supervised areas are not authorized areas to congregate before, during, or after school. Students found congregating in non-instructional areas may trigger more restrictions to be put into place such as, but not limited to, increased staff supervision, limitations of privileges, or disciplinary consequences.

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 such as restrooms, locker rooms, hallways or other areas with limited supervision while on school grounds.

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. This would include (but is not limited to) any obscene or vulgar material, both electronic and non-electronic, lighters, matches, electronic devices, MP3 player/iPod, cell phones, smart glasses, earbuds, and portable video games. Contraband may 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

The District reserves the right to prohibit the use of cell phones or other electronic communication devices by students while on school property or attending a school instructional function except as provided otherwise below. Violation of established policy may include disciplinary measures under the district's student conduct policies up to and including suspension or expulsion.

Other electronic communication device means any device which transmits by electronic means any writing, sound, visual image, or data of any nature to another electronic communication device. This includes personally owned electronic tablets, "smart" watches, earbuds, headphones, and gaming devices. The term "electronic communication device" includes a cell phone. In addition to any prohibitions on electronic communication devices stated above, students shall not use such devices for recording or transmitting photographs, images or sounds of other persons without direct administrative approval and consent of all person(s) being recorded, other than the recording of persons participating in school activities that are open to the public. Students shall not use electronic devices at any time where there is an expectation of privacy.

Students are not prohibited from using an electronic communication device while on school property or attending a school instructional function under any of the following circumstances:

1. When required by a student's individualized education program developed under the Special Education Act and its rules and regulations or a plan developed under section 504 of federal statutes;
2. When authorized by the District for education purposes during instructional time;
3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or

When appropriate under District policies or otherwise allowed by an appropriate school employee.

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. Cell phones and electronic communication devices are not permitted during instructional time.

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 be considered by teachers and administration.

Staff will confiscate cell phones when students receive or make phone calls, text message, or access the phone during the instructional period *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 follow the CHS cell phone policy, 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 a water bottle with a closeable lid. *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. Students are not to intentionally create unnecessary messes on school property. 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, pictures and/or actions 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 or using artificial intelligence (AI) 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 to demonstrate proficiency of the skill or content knowledge for credit. Administrative consequences will be assigned based on frequency and severity of the behavior. Students found giving assignments/assessments to other students will be assigned disciplinary consequences but may not be required to make up the work.

III-L Altering School Records, Reports, Grades/Impersonating School Personnel

1) Students are forbidden to change and/or falsify school records, reports, grades, etc. Any tampering with such documents shall result in disciplinary actions.
2) Technology may not be used for illegal or unlawful purposes, including impersonation of school employees or students, hacking, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, intimidation, forgery, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).

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. All students are expected to follow the "CHS Non-Negotiables" while in attendance at Columbus High School.

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.

Major Violations (Fine and/or Referral)	Minor Violations (Fine and/or Referral)
Parking in the fire lane	Parking tag does not match designated area
Parking in incorrect lot or area	Failure to display parking tag
Parking in bus lanes and driving lanes	Parking in two stalls at one time
Unattended vehicle in bus and driving lane	
Parking in grassy areas	
Frequent minor violations	
Excessive acceleration/torque	

- 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.
- Students should not operate a vehicle in any capacity on school grounds that would cause a disruption to the school or public environment.
- 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 should not have items visible or displayed on their vehicles that contain lewd, obscene, vulgar, or indecent material that would otherwise violate the student handbook.
- 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).
- Due to the rapid acceleration, speed capabilities, and weight of electric bicycles (e-bikes) and motorized/electric scooters, their operation on campus poses a significant safety risk in pedestrian-dense areas. To maintain a safe, accessible, and hazard-free environment, Columbus High School strictly prohibits the use and operation of e-bikes and motorized scooters on school property.

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 or slanderous nature, obscene language towards an individual or group of individuals, and language derogatory of race, creed, sexual orientation, national origin, or handicapping condition
- using artificial intelligence to create slanderous content of students or staff. Examples include but are not limited to face swap, nude photos, voice impersonation, etc.
- 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

Inappropriate behavior in regards to public indecency and indecent exposure will be defined to coincide with Neb. Rev. Stat. § 79-267 (7) and Columbus High School expectations.

1) Students 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
3) Students touching or exposing themselves inappropriately to draw attention to a private area

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

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 him/herself or 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. A student found to have stolen any property, also including but not limited to, 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. Students should not allow others into the building, or prop doors open, at any unauthorized entrance.

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/buses 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.

The district will also utilize ClassLink as a single sign-on platform that will allow students and staff to use one username and password to access many but not all of the online resources already being used in the classroom at Columbus Public Schools. ClassLink is compliant with the regulations put forth by the Children's Online Privacy Protection Act (COPPA). ClassLink maintains and protects only that information which enables users to operate ClassLink services. ClassLink also adheres to the data protection protocols set forth in FERPA. Parent(s)/Guardian(s) understand and have read the privacy policies associated with the use of ClassLink (https://www.classlink.com/company/privacy#usa).

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 prior to the start of the new school year.

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 the 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] Students who violate the district tobacco/inhalant, alcohol, and drug policy will be referred to law enforcement officials.

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 inhalant, tobacco or tobacco-related or "look alike" products on school grounds.

Definition: Tobacco or inhalant 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. Any vaping device found on school property may be subject to testing to determine the contents or substances within the device. 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 be suspended from school and/or school-sponsored activities, and/or recommended for expulsion based upon frequency and severity. Students may also be required to complete a school-approved smoking/vaping cessation program. Students may also be issued a citation by the Columbus Police Department.

III-Yb Alcohol and Drugs

Columbus High School has a responsibility for providing a safe and secure educational environment for its students and staff. Misuse of alcohol or 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.

Columbus High School prohibits the possession of alcohol or drugs and drug paraphernalia. This includes: distribution, dispensing, manufacturing, possessing, using or being under the influence of alcohol or drugs, "look alike" substances with the intent or effect of being under the influence, or federally banned substances by students while on school grounds, during school hours or school-sponsored events. "Under the influence" or any level of impairment includes even the odor of alcohol or drugs on the breath or person. 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.

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 personnel, School Resource Officers or other law enforcement officials.

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.**

Consequences: Students under the influence, possessing, distributing, or selling drugs/alcohol will be long-term suspended out of school, may be assigned to an alternative educational placement, and/or recommended for expulsion. Disciplinary consequences will vary according to the severity of the violation and the number of times a student has committed violations. Students will also be suspended from school-sponsored activities.

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 will be suspended from school and/or school-sponsored activities, and/or recommended for expulsion based upon frequency and severity.

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 Improper Sharing of Content

Spreading rumors, text messaging or sharing of content, material or false information, either electronic or non-electronic, 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/Behaviors Concerning Student/Building Safety

When a threatening statement or behavior 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 or dangerous object, including, but not limited to, a knife, blade, 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 may be expelled from school for a period up to one calendar year, as stated in Neb. Rev. Stat. § 79-263. Students found possessing, handling, or transmitting any object listed above will be subject to the CHS Student Handbook Policy III-Zb Threatening Statement/Behavior Concerning Student/Building Safety may be required to obtain a threat assessment prior to returning to an educational placement assigned by the administration. 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. **Be on time and present in assigned classes.**
2. **Attend school on a regular basis.**
3. **Be aware of absence procedures.**

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 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 activities 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 Work - Approved Absence

Students are responsible for making up all work missed because of allowable absences. Students will be allowed the number of days absent plus one (1) additional day to make up for missed work. Special arrangements can be made with individual teachers for unusual circumstances. If a student misses more than ten (10) consecutive days, a meeting will be scheduled with their school counselor and/or administrator to create a plan for making up work. 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 makeup work that falls after the end of the grading period or semester will then be referred to the incomplete grading policy.

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 consequenced using a "tardy to school or class" reference. A tardy is defined as a student arriving late to class.

Student Accountability ~ It is the responsibility of each student to make up assigned time in After-School Detention, with individual teachers.

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 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. A tardy is defined as a student arriving in the classroom less than 10 minutes late. Students will serve 30 minutes for each additional tardy. Excessive tardy arrivals to school will be handled by the administration.

IV-I Tardy to Class (other than Period 1)

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 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. Guardians are encouraged to alert the school of a student's absence before the absence occurs or on the day of the absence. However, guardians will be given up to one week from a student's absence to communicate with the school. If the student's absence is not excused by the guardian within one week, the student will be required to serve the detention time owed for their unverified absence from school. Extenuating circumstances, deemed by administration, will be reviewed on a case-by-case basis. When a student is deemed excessively absent or tardy from school the following intervention steps may 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 schedule/curriculum changes such as alternative educational programs to solve the excessive absenteeism problem.
C	Educational evaluation to assist in determining the specific condition(s) or barriers 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 may 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

CHS 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. Starting in the 2021-22 school year, during each semester teachers will report students' proficiency on the CHS Classroom Expectations 1-5, also known as Work Habits. The scoring chart is listed below.

Work Habits Scoring Chart
4.0 Exceeding - Every day with rare exceptions
3.0 Meeting - Consistently meets expectations
2.0 Progressing - Sometimes meets expectations
1.0 Beginning - Rarely meets expectations

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.

School dances may start at different times but will be three (3) hours in length. ~~and not go past 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). Students who are alternatively placed, due to behavior reasons, in a setting outside of the regular school building/day, will be considered on social probation.

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 the 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. Rules for dances restrict students and their guests from leaving the dance unless they sign out. Parent/guardian(s) may be contacted in the event that students leave within an hour of the start.
    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.
    k. High school administration reserves the right to withhold the sale of tickets or attendance to dances due to unforeseen reasons.

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 should be formal in nature. Students should dress in proper attire to symbolize the importance of the graduation ceremony with appropriate footwear, pants, shirts, and dresses.
- no possession or use of a cell phone during the ceremony will be permitted
- A metal detector may be used to assist in a safe and secure environment.
- 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
- Seniors who have completed their graduation requirements in an alternative setting will not be eligible to walk in the CHS graduation ceremony but will be eligible to walk in the Non-Traditional Student Center graduation ceremony.

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 2 weeks after the start of the seventh (7) semester or the date put forth by the district.

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 by the Board of Education in September or January of the current school year.

VI-F Grade Classification/Grades/Records

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
Grade 12 status	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. Students wanting to participate in NSAA sanctioned, varsity activities must earn a minimum of 20 credits to be eligible to participate in the next semester's activities. Students may be allowed to participate in non-varsity level activities and will be handled on a case by case basis based on their current semester academic standing.

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)

A cumulative grade point average and class rank will be determined at the end of each semester. All weighted grade courses will be included. Advanced Placement and Honors courses will be the only courses to receive weighted grade status. Dual credit courses use the unweighted grade point average.

Regular Courses (Unweighted)				**Weighted Grade Courses**			
A+	=	4.0	98 - 100%	A+	=	5.0	98 - 100%
A	=	4.0	90 - 97%	A	=	5.0	90 - 97%
B+	=	3.0	87 - 89%	B+	=	4.0	87 - 89%
B	=	3.0	80 - 86%	B	=	4.0	80 - 86%
C+	=	2.0	77 - 79%	C+	=	3.0	77 - 79%
C	=	2.0	70 - 76%	C	=	3.0	70 - 76%
D+	=	1.0	67 - 69%	D+	=	1.0	67 - 69%
D	=	1.0	60 - 66%	D	=	1.0	60 - 66%
F	=	0.0	Below 60%	F	=	0.0	Below 60%

INCOMPLETE GRADES

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 five (5)school days 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.

Any student who has received an "Incomplete" grade during the Semester 1 grading period must have the "I" removed within five (5) school days following the start of Semester 2 classes. The subject teacher is to issue a failing grade for only the work not completed and then compute the grade for the grading period. Any "Incomplete" on the end of the year report card must be changed within five (5) days of the last day of school. It is the teacher's responsibility to finalize the incomplete grade during the five (5) days grace period. Any extenuating circumstances are to be shared with the grade level administrator for approval of an extension to the deadline date.

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 counseling office to get the necessary paperwork. Students must properly check out of school, return all books, computer, case and charger, and all 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 will be posted outside of the entrance on a daily basis.

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, during lunch periods or by using the online option.

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 gymnasium.
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 positive at all times.

Deposits are accepted at each school building and at the Administration Building. Deposits may be made by cash, check, or online through the parent MySchoolBucks account (formerly EduTrak). Fees apply for online transactions.

Account balances and purchase details by student may be obtained through the individual student or parent MySchoolBucks account. If online access to MySchoolBucks is not available, the District office may be contacted at (402) 563-7000.

Each day that a student eligible for reduced price or paid meals brings the actual amount of the cost of a 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.

At the High School and Middle School, a la carte purchases will not be permitted if a student's account balance is below $0.

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 by phone and email through the MySchoolBucks account.

Communication in writing by assigned District personnel will only be done at the end of each semester. It is the parent's (or guardian's) responsibility to create a MySchoolBucks account and maintain a positive balance in their student(s) account.

Students will not be used as transporters 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 enforcement of this policy.

This policy shall be reviewed and adopted on an annual basis. Policy adopted Jan. 18, 2021.

CIVIL RIGHTS

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.

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 (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by 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 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.

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: "This institution is an equal opportunity provider."

2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.
3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.
4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program
   - RIGHT TO FILE A COMPLAINT: Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
   - ACCEPTANCE: All complaints, written or verbal, shall be accepted by the School Food Authority

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 closest to the cafeteria. 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 an approved e-hall pass from a staff member and must be wearing their classroom lanyard pass. 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. Administration may place limits on the number of students allowed in certain areas of the building (ex: restrooms, IMC) at any given time. **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 an approved pass. 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. 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.
- The student must have completed a minimum of 175 credits.
- The student must not have any carry over detention time from the previous school year.
- To be eligible, the student must have earned a 2.5 (or better) GPA in the previous semester or a cumulative GPA of 3.0.
- The student must not have failed a class the previous semester.
- The student must submit a parent permission form to guidance within 5 days of the start of a semester. 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

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. Honors 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 is the policy of the District to notify parents, guardians and educational decision makers of students electronically or by mail at least fifteen days prior to the administration of any survey which may be scheduled that includes:
    - Sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature; or
    - a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use.
- Such notice shall describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. Such surveys will be judiciously conducted, with full consideration of the fact that parents and family members may find items of the survey objectionable.
- Parents, guardians, and educational decision makers have the right to request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, review the survey in person at the school. and exempt their child from participating in the survey.
- Unless required by federal or state law or regulation, school personnel administering any such survey shall not disclose personally identifiable information of a child. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
- The Board of Education shall hold an annual public hearing on Parent/guardian involvement and participation in accordance with the statute.
- Parents, guardians and person designated by a court to make educational decisions for a student shall have access to materials of their student's school.
- Each school building has a catalog of all books for the school's library which may be viewed at the request of the parent, guardian or educational decision maker; and provides the opportunity for such person to opt-in to notification by means of electronic verification when their student checks out a book from the library. Such notification shall include:
    - The title of the book checked out by the student;

- The name of the author of the book checked out by the student; and
- the date the book checked out by the student is due to be returned to the school library.

- This shall only apply to a school library that is located on District property and shall not apply to any other public library regardless if a library contracts with the District for use by students.
- Opting in requires notification of the building principal in writing stating the name of the student(s), the name of the requesting parent, and the electronic notification method of choice.

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 being 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 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
● 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 prior to hit or fall ● can't recall events after hit or fall	● 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 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

VI-Z Handbook Errors and Omissions

- In lieu of missing content or errors in the handbook, school board policy and state statute will be used to interpret the situation as best possible. When a final interpretation and application is required, it will be done by the Superintendent or their designee.

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 the CHS Technology Associate is in the building, the call will be transferred to the Technology Office who will then notify the CHS administration and CPS Network Administrator.

If the CHS Technology Associate is not in the building, the information will then be shared directly to the administration, CPS Network Administrator, and 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.

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 order for a student to use a CPS issued device.

2. Returning Your Device

End of Year

Graduating seniors will turn in their clean, undamaged device, charger, and case.

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.

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. If a student intentionally damages, defaces, or alters Columbus

Public Schools property, he/she is financially responsible for 100% of the damages to the property or device. The school device protection plan does not cover intentional damage.

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 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 the 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.
   - Due to the changing of prices for parts for repairs, a parent may request a written estimate prior to the device being fixed.
   - **Parents/Students will be charged for the 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 may 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 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: Purchase Damage Protection Plan**

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: Reject Damage Protection Plan**

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 Technology Office.

Print Full Student Name Here **Student ID Number**

Grade

Student Signature

Date

Parent/Guardian Signature (REQUIRED)

Date

Columbus High School
Student Handbook
Outline of Changes
2026-27

Page Number	Proposed Changes
9	Even class periods on the Noon Dismissal schedule
10-11	Replaced the departing staff with new staff
15	Students returning from an out-of-school suspension serve 1 day of in-school suspension upon return
16	Included Field Trips as a loss of privilege if a student is not in good standing
20	Removed “long baggy coats, knit gloves” in the dress code section.
24	Addition of E-bike/Scooter restrictions while on the CHS campus
31	Removal of the drug/alcohol evaluation of the student prior to return from suspension.
35	Students arriving to class more than 10 minutes late are no longer counted absent.
38	Dances are 3 hours in length.
41	Incomplete grades must be made up and submitted within 5 days of the close of the grading period. Change from 10.
43	Changed the location where students use the restroom during lunch.

Columbus Public Schools

Elementary Student Handbook

2026-2027

Student Handbook Signature Page

Parents and Students,

Please tear out this signature page and return your signed form to your child's homeroom teacher.

Thank you!

We have received a copy of the Columbus Public Schools Elementary Handbook.

Yes _____ No _____

We have read the Columbus Public School Elementary Handbook and are aware of the district policies and procedures.

Yes _____ No _____

We agree to have our child's photo taken for school activities and for educational purposes.

Yes _____ No _____

_____ _____

Parent/Guardian Signature Date

_____ _____

Student Signature Date

Columbus Public Schools Compact for Learning

"Engaging All Learners to Achieve Success"

CPS Elementary staff, students and families have high expectations. Our mission is to ensure we are engaging all learners to achieve success. In order to provide the highest quality instruction and to support our goal of developing successful life-long learners, we pledge to work together through this compact.

It is our belief that student performance will improve as a result of our cooperative efforts to support this compact. For this three-way partnership to succeed, it is imperative that we all assume these responsibilities.

Parent/Caring Adult:
I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- Make sure my child attends school every day
- See to it that my child arrives to school on time, eats breakfast and is well rested
- Attend all parent-teacher conferences
- Participate in school events
- Monitor my child's progress
- Communicate with the teacher and my child about any concerns I notice
- Provide a quiet work area, supervise and check my child's homework
- Check my child's planner daily
- Read to and listen to my child read

Student:
I know my education is important to me. An excellent education will help me be successful. I agree to carry out the following responsibilities:

- Be a Discoverer by being safe, respectful and responsible
- Attend school regularly and be prepared to learn
- Exhibit a positive attitude towards learning
- Fill in my planner, complete my homework and read every day
- Accept responsibility for my own behavior
- Ask for help when needed

School/Teacher:
I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

- Keep families and students informed of academic progress
- Make sure students understand homework assignments and fill out their planners
- Provide engaging lessons to help students achieve success
- Foster a positive learning environment
- Implement the curriculum developed by the district
- Invite parents into the classroom to observe lessons, volunteer and help with special events
- Implement the school's responsibility to provide high-quality curriculum and instruction to enable children to meet state academic achievement standards

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ATTENDANCE POLICY *LAWYER VERBIAGE COMING FROM CHIP

In order for students to gain the maximum benefit of the educational program provided by Columbus Public Schools, it is necessary for students to be regular and punctual in their attendance at school. It is the belief of Columbus Public Schools that students missing more than 20 days per year will not be able to achieve their fullest potential in the school setting. The Nebraska Department of Education defines Chronic Absenteeism as a student who misses 10% or more of their total enrolled days. All major illness or accident-related absences should be verified in writing by the family physician and updated regularly. Arrangements should be made to obtain missing assignments by contacting the student's teachers. For any medical appointments that cause a student to miss anytime during the school day a doctor's note should be provided. **Columbus Elementary Schools will be consistent with State Law and policies established by the Columbus Board of Education.**

5 Day - Any time a student accumulates a total of five (5) or more absences during a quarter of school the parent will be contacted and notified of the total number of absences, the dates of these absences, and the time period of accumulation. The attendance monitor will make a phone contact with parents.

10 Days - Any time a student misses a total of ten (10) days of school, the parent will be contacted and notified of the total number of absences and the current policy relating to attendance at school. An administrator or their designee will make a phone contact to the parent/guardian.

12 Days - When a student has missed twelve (12) school days, the parent will be contacted and a meeting will be held with the principal or their designee to discuss and problem-solve the barriers to attendance. At 12 days, parents may be told that all future absences will have to be verified by either the school nurse or a written excuse from a physician. The county attorney, attendance monitor and school social worker may be notified of school concerns regarding the student's attendance.

15 Days - When a student has missed a total of fifteen (15) school days, the parent will be contacted and notified of the total number of absences.

20 Days - When a student misses a total of twenty (20) school days, the parent will be contacted and notified of the total number of absences and a conference may be held. The county attorney, attendance monitor, and school social worker will be notified of school concerns regarding the student's attendance. At 20 days, parents may be told that all future absences will have to be verified by the school health office or by a written excuse from a physician.

Absence - Parents or legal guardians are REQUIRED to notify the school by 8:30 a.m. the day of the 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 to ensure the safety of the child. Students are marked as absent even when a doctor's note has been obtained. Students are counted absent anytime they are not at school, regardless of the reason.

Students who are absent during the school day are not permitted to participate in after school or evening activities.

Tardiness – Students are expected to be on time to school. Students will be counted tardy if they are not in their classrooms by 8:00 a.m. When students arrive late, students must check into the office. Excessive tardies may result in a parent contact, parent conference, and notification to the attendance monitor, school social worker, and county attorney.

Makeup Work – Work missed during an absence MUST be made up. Students are responsible for obtaining make-up work from each of their teachers and completing the work in a reasonable amount of time. Parents or siblings may make arrangements to pick up textbooks or other materials by contacting the school office, which is open until 4:00 p.m. Students may be required to stay after school in order to make up for the missed instructional time and assignments.

Vacations – We request that parents or guardians notify the school of vacations at least one week prior to the start of the vacation. Students are responsible for getting and completing all work missed during the vacation. Families are strongly encouraged to use scheduled school breaks for vacations whenever possible in order to avoid having their child(ren) miss school. (See Makeup Work)

Leaving During the School Day – Students leaving the building for any reason during the time school is in session must check out through the School Office. **Students will not be called out of class until the parent arrives to check them out**. In case of illness, the school nurse or other school official will check the student before being excused. Before being released from school, the student's parent or other responsible adult 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 after school or evening activities.**

BICYCLES AND SCOOTERS

Bicycles and scooters should be parked in the racks as soon as students arrive at school. The school is not responsible for damage to or theft of bicycles or scooters. It is recommended that sturdy locks be used with bicycles to discourage theft. Bicycles or scooters should not be ridden on the sidewalks around the school. For safety purposes, students and adults need to walk their bike or scooter on the sidewalk when approaching the school. Motorized bicycles and scooters will not be permitted on school property.

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. Based on student need, individual intervention plans may be developed to support the academic and behavioral needs of students.

Safe Seat: The Safe Seat is a place within the classroom for students to think about their behavior. The Safe Seat is away from the other students (as in the back of the classroom) while still being within the learning environment. When students are asked to move to the Safe Seat, they continue to do their work and listen to the instruction. They do not, however, actively participate in the learning activity. Students remain in the Safe Seat until the teacher has the opportunity to process with them. Processing involves helping the student understand their misbehavior and the appropriate expectations for the learning activity and classroom.

Buddy Room: If students are unwilling to sit in the Safe Seat or sit quietly in the Safe Seat, they move to the Buddy Room. The Buddy Room is another classroom, preferably at the same grade level. Students may be asked to complete a Think Sheet while in the Buddy Room. The Think Sheet is a tool to help students identify their misbehavior(s) and feelings and think about what they need to do when they return to their classroom. A student remains in the Buddy Room until the teacher has time to process with them.

Recovery Room: If students are unwilling to go to the Buddy Room or sit quietly in the Buddy Room, they move to the Recovery Room. While in the Recovery Room, students must demonstrate that they are calm, ready to learn, and ready to follow directions.

The goal of BIST is to help students learn the following life skills so that they will become responsible students and citizens:

- I can make good choices even when I am mad.
- I can be okay even if others are not okay.
- I can do something even when I don't want to (or it is hard).

CELL PHONE / PERSONAL ELECTRONIC DEVICES

At the elementary level, the use of devices is not permitted throughout the day. Students will keep devices in their backpacks or in the office area to be used only after dismissal at the end of the day. Cell phones/Smart watches need to be turned off. Cell Phones/Smart watches will be taken if this procedure is not followed. The parent may collect the device from the office area. The school is not responsible if the device is lost, broken, misplaced, or stolen.

Inappropriate cell phone/Smart watch use on school property may be referred for disciplinary action.

The District reserves the right to prohibit the use of cell phones or other electronic communication devices by students while on school property or attending a school instructional function except as provided otherwise below. Violation of established policy may include disciplinary measures under the district's student conduct policies up to and including suspension or expulsion.

Other electronic communication device means any device which transmits by electronic means any writing, sound, visual image, or data of any nature to another electronic communication device. This includes personally owned electronic tablets, "smart" watches, earbuds, headphones, and gaming devices. The term "electronic communication device" includes a cell phone.

In addition to any prohibitions on electronic communication devices stated above, students shall not use such devices for recording or transmitting photographs, images or sounds of other persons without direct administrative approval and consent of all person(s) being recorded, other than the recording of persons participating in school activities that are open to the public. Students shall not use electronic devices at any time where there is an expectation of privacy.

Students are not prohibited from using an electronic communication device while on school property or attending a school instructional function under any of the following circumstances:

1. When required by a student's individualized education program developed under the Special Education Act and its rules and regulations or a plan developed under section 504 of federal statutes;
2. When authorized by the District for educational purposes during instructional time;
3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or
5. When appropriate under District policies or otherwise allowed by an appropriate school employee.

(Board Policy 504.12)

CHILD ABUSE AND NEGLECT

All adults are required by law to report any suspected case of child abuse or neglect to the authorities. Abuse and/or neglect are defined by Nebraska State Law LB 28-710 as follows: *"Abuse or neglect shall mean knowing, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be: (a) placed in a situation that endangers his or her life or physical or mental health; (b) cruelly confined, or cruelly punished; (c) deprived of necessary food, clothing, shelter, or care; (d) left unattended in a motor vehicle, if such minor child is six years of age or younger; or (e) sexually abused."*

CLASSROOM SUPPLIES

The school will provide a list of classroom supplies needed by students. Parents will be notified if any additional supplies are needed throughout the year.

CLASSROOM VISITATIONS

Parents/guardians are welcome to visit their child's classroom during school hours. Please check with your child's teacher regarding the best time to visit. All visitors are asked to report to the school office for a visitor

badge when they arrive. Children who do not attend our school may not visit during the school day. Parents whohave court ordered supervised visitation with their child(ren) are required to prearrange any school visits through Health and Human Services so that the caseworker can be present.

CONTACT INFORMATION

Parents are required to supply the school with current information regarding work, home and cell phone numbers so that the school can contact parents in an emergency. Parents should also provide phone numbers of relatives or friends who may be called in the event that a parent cannot be reached. **If these phone numbers and/or your address should change during the school year, please notify the school office.**

COUNSELORS, SCHOOL PSYCHOLOGISTS, LICENSED MENTAL HEALTH PRACTITIONERS (LMHP) & SCHOOL SOCIAL WORKERS

Parents can contact counselors, school psychologists, LMHP, and school social workers by calling the building secretary. 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 and LMHP are parent/family focused and address concerns that impact a parent's or family's quality of life requiring community support services.

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. 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. Consequences may include 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. ßß 79-2,139 to 79-2,142 / Date of Adoption: May 17, 2010

DISCIPLINARY ACTIONS

THE DISCIPLINARY ACTIONS THAT A TEACHER AND/OR ADMINISTRATOR CAN ADMINISTER INCLUDE:

1. Guidance: A conversation between the student and school personnel. The purpose of this conversation is not to scold 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.
2. Conference: A meeting of a student's parent(s) or legal guardian(s) and school personnel to discuss the student's behavior or learning progress. The school intends to seek the assistance of the student's parent(s) or legal guardian(s) in helping the student to become a better student.
3. Detention: Requiring that a student serve time in the office for a period of time. It is intended that students serving an office detention will be completing classroom work, reflecting on their behavior and creating a plan to change their behavior in order to successfully return to the classroom.
4. 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 himself/herself in order to encourage the student to take better care of school property in the future.
5. The Use of Force: Teachers, administrators, and other school district employees may use force to restore order to the educational environment or to protect students and staff from physical harm.

THOSE DISCIPLINARY ACTIONS THAT ONLY ADMINISTRATORS MAY ADMINISTER INCLUDE:

1. Rearrangement of School Schedule: Assigning a student a new schedule of classes, which may be shortened from a regular schedule due to academic and/or behavioral needs and/or in-school suspension when the behavior of the student is such that the student cannot conduct himself/herself in an acceptable manner. A student assigned to a shortened schedule will be required to check into the office before his/her school day begins and out of the office after his/her school day ends. A student assigned to in-school suspension for the reasons of usage of alcohol, tobacco, controlled substances, extortion, possession of firearms, setting off false alarms or bomb threats, or at administrative discretion, shall not be allowed to participate in school-sponsored activities until he/she is reinstated to school. The intent of this action is to improve the student's behavior.
2. Restriction of Extracurricular Activities: 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 at school.
3. Loss of Privileges: Action taken by the principal and/or assistant principal(s) to assist a student in resolving his/her behavioral problems. The action is in the form of certain stipulated conditions agreed to by the school, the student, and parent(s) or legal guardian(s).
4. 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.
5. In-School Suspension: Students are placed in a supervised designated area, 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 in-school suspension. Assigning students to in-school suspension is at the discretion of the principal.
6. Suspension and Emergency Exclusion:
   6) Short term: A forced withdrawal of a pupil from school. Such action will comply with state statutes.
      A short-term suspension will not exceed five school days in length.
   (b) Long term: A forced withdrawal of a pupil from school. Such action will comply with state statutes.
      A long-term suspension will not exceed twenty school days in length.

Any student who is suspended from school will not be allowed to participate in any after school or evening activities or be allowed on any school property until he/she is reinstated to school.

Expulsion: The permanent withdrawal of a student from school. Such action will comply with existing state statutes.

1. Exclusion: Immediate withdrawal of a student from school for:
   a. (a) presenting a clear threat to the
   b. physical safety of himself/herself or others, or for being so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
   c. (b) a dangerous communicable disease 79-4177
2. 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.

PROTOCOL FOLLOWED FOR STUDENT RISK ASSESSMENT

1. Principal is informed of the risk.
2. Risk assessment is conducted.
3. The Licensed Mental Health Practitioner (LMHP), School Resource Officer (SRO) or Police and HHS may be called to assist with the initial investigation. Parents of the student making the threat are called.
4. Student may be suspended under emergency exclusion if deemed appropriate.
5. If the student is suspended under emergency exclusion, the student may return to school after a psychologist has evaluated the student to determine the child is no longer considered a threat to themselves or others. This evaluation is at the cost of the parent.

6. Prior to returning to school, a re-entry meeting will be held with Administration, Social Emotional Team (SET) Members, Student and Parent/Guardian to create a plan to support the student in school.

SHORT-TERM SUSPENSION PROCEDURE (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 Policy 505.02 are as follows:

1. Notice of the charge against the student.
2. An explanation of the charge against the student.
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.

The decision of the administrator shall be final.

LONG-TERM SUSPENSION PROCEDURE (6-20 DAYS)

Due process afforded the student in Long-Term Suspension, Expulsion or Exclusion, and covered in detail in School Policy 505.02. Written notification to parent(s) or legal 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 a right to a hearing on the specified charges upon request.
4. A description of the hearing process and appeal procedure.
5. A form for parents 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), legal 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 (5) school days following the receipt of the written notice, the punishment shall go into effect. A hearing can still be requested prior to thirty (30) calendar days after the actual receipt of written notice; however, the punishment imposed may continue in effect pending the final determination. The appeal procedure shall be as set forth in School Policy 1005.02.

DRESS CODE

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 the school environment or disrupts the learning process in any manner will not be allowed. Any piece of clothing or any item brought to school should not contain any reference to violence, gang affiliation, profanity, sexual innuendos, or promote the use of tobacco, alcohol, or drugs. **Students who wear inappropriate clothing to school will be asked to change into appropriate clothing provided by the school, parent, or guardian.**

The dress code specifically prohibits the following kinds of clothing:

- Any piece of clothing or any item brought to school containing any reference to violence, gang affiliation, profanity, sexual innuendos, or promotes the use of tobacco, alcohol or drugs.
- Clothing identified by police or other law enforcement agencies as gang-related apparel. Some of these items would be sagging pants, long baggy coats, specific colors that promote gang activity with slang symbolism.
- Clothing which is disruptive to the learning environment because it is too tight, too short, has holes in inappropriate places, or exposes bare midriffs.
- Students will be asked to wear a sweater or shirt over tops with low cut armholes, spaghetti straps, or halter-tops.

If parents or guardians are unsure as to whether clothing is appropriate, they are welcome to call the school and visit with the counselor or principal.

The Columbus Public Schools Board believes student dress or grooming that causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees or visitors is not appropriate. Students are expected to adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a positive learning environment.

The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. When, in the judgment of a principal or assistant principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

GENERAL PRINCIPLES/STANDARDS:

1. **Non-Discrimination:** The District dress code and grooming policy prohibits discrimination against students based on race, religion, sex, disability, or national origin. Bullying Prevention and Harassment policies are also referenced below.

2. **Respect for Individuality:** Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students' hair should not be permanently or temporarily altered by school personnel. Altering a student's appearance or removing or altering a student's attire without consent from their caregiver is not allowed. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

3. **Cultural and Religious Attire:** Students are allowed to wear religious attire and tribal regalia in accordance with their race, national origin, or religion and will be protected from bullying and harassment according to district policies.

4. **Prohibited Attire:** Attire should not promote violence, drugs, alcohol, profanity, or hate speech. The District reserves the right to request immediate attire changes from students.

(Board Policy 504.06)

FIELD TRIPS

Classes may take educationally based field trips during the school year under the direction of the classroom teacher. **Permission slips need to be signed by parents/guardians prior to field trips that are outside of Platte County.** Parents will be notified of any field trips within Platte County.

Elementary students not participating in a field trip due to a parent request should remain at home during the field trip time. Students remaining at home will be regarded as absent from school. Children who arrive after the bus departs will be the responsibility of the parent. The same expectations regarding student behavior that are enforced at school shall also be enforced during the field trip.

On occasion, parents are asked to help supervise groups of students on field trips. If selected, parents are expected to ride the bus to help with supervision as students travel to/from the field trip. We want parents to keep in mind that their first priority when taking on this responsibility is for the safety of the children they have been designated to supervise. For this reason, parents may not bring younger siblings or extended family members on school field trips. It is our belief that the parent would not be able to adequately supervise our students if they also have to care for younger siblings or extended family members.

Parent volunteers shall conduct themselves with mutual respect and consideration for the rights of others while attending school events. Parents failing to conduct themselves accordingly will not be selected to supervise field trips or school activities.

HEALTH SERVICES

EMERGENCY HEALTH SITUATIONS

In the event of a student experiencing an emergency breathing problem or systemic allergic reaction (anaphylaxis), our CPS health offices follow the state-wide emergency protocol.

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS

The protocol requires that 911 is called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer.

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 signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications.

If you know that your child has asthma or a known allergy, it is ***critically important*** that you communicate this information to our school staff. You may also contact health personnel at your child's school. 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 students, 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 schools.

HEAD LICE

When it is reported or suspected that a student may have head lice, the student will be discreetly sent to the health office. The Health Aide or School Nurse will examine the student's head for evidence of live lice. If a student is found to have live lice, the family will be contacted by the Health Aide or School Nurse and will be assisted in developing a treatment plan.

IMMUNIZATION

Nebraska law requires that students shall be protected against Poliomyelitis, Diphtheria, Pertussis, Tetanus (DPT), Measles, Mumps, Rubella (MMR), Hepatitis B, and Varicella (chicken pox). Any student who does not comply with immunization requirements shall not be permitted to continue in school until he or she shall comply. Exceptions to this requirement are as follows:

- Medical exemptions for health reasons substantiated by a signed statement from a physician
- Religious conflict substantiated by a signed affidavit that is notarized by the student's legal guardian

MEDICATIONS

Medication may be administered at school when such treatment is necessary for school attendance and cannot otherwise be accomplished. Parents need to complete the proper form **prior** to school personnel administering medication to a child in school. This form is available in the school health office or the CPS district website.

All medication products must be sent to the school in the original container with the label intact. This includes "over the counter" medications such as Acetaminophen, Ibuprofen, etc.

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 for 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.

STUDENT ILLNESS

Students should not be sent to school with a **fever of 100 or greater, vomiting, diarrhea, or have signs of a contagious illness or skin condition.** Students should not return to school until they are **symptom free for 24 hours** without the use of Acetaminophen or Ibuprofen (Tylenol, Motrin, Advil, etc.).

The following rules and expectations will be effective during the 2022-2023 school year. These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of viruses and other forms of illness, these rules and expectations are subject to change at any time. The District will send parents and students written notification of any such changes. It is each family's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If a parent or student ever has any questions about the interpretation or implementation of these rules and expectations, the parent or student should promptly contact their building administrator.

1. **Symptoms of Illness.** A student who experiences, or has experienced symptoms of a form of illness needs to be cautious of their health for their safety and others around them. For the benefit of all students, any student who experiences more than minor symptoms should stay home until they feel better. If a student displays more than minor symptoms while at school, the student may be sent home and it is the parent's responsibility to promptly retrieve the student from school. Students who miss school due to illness will generally not be counted as an unexcused absence, though the administration reserves the right to deem an absence as unexcused if the administration determines that a student has not been honest.

2. **Preventing Exposure.** In addition to a student staying home when they feel sick, each student is responsible for taking reasonable efforts to prevent the spread of illness. These efforts include, but are not limited to, washing hands, avoiding the sharing of food or drinks, avoiding others who are sick, practicing good hygiene, and the like. Although the District is not responsible in any way for a student becoming ill, and each parent and student assume the risk of illness every day by attending school, the District strongly encourages students and parents to proactively prevent exposure and the spread of any illness in school.

3. **Make Up Work.** A student who does not attend school due to illness must coordinate with their teacher(s) on any makeup work or missed assignments. Ordinarily, students will not be penalized academically if they miss school because they are legitimately sick. However, the student is ultimately responsible for communicating and following-up with their teacher(s) to make up any missed work and/or prevent receiving any penalties for missed work. Finally, the District does not offer remote learning when a student is unable to attend school in-person.

4. **Activities.** A student will not be permitted to participate in activities if the student has been sick on the day of the activity or if the administration determines that the student has symptoms of being sick.

5. **Failure to be Honest.** These rules and expectations are designed and will be implemented to ensure, to the extent practicable, the health and safety of all students and staff. The District will endeavor to balance the need to ensure the health and safety of school premises, while not intruding on a family's confidential medical information. With that in mind, students and families are expected to be honest with the District regarding a student's illness or symptoms. In any circumstance, if the District determines that a parent or student has not been honest or forthright with information or facts provided (or not provided) to the District about a student's potential illness or symptoms, the District may exclude a student for a longer period of time (for health and safety reasons) or may impose disciplinary consequences.

6. **Other Health and Safety Rules.** At any time, a staff member may impose or require a student to undertake other health and safety requirements (such as frequent hand washing, maintaining social

distancing, and the like). A student must follow such health and safety requirements or face discipline, like any other rule issued by a staff member.

STUDENT INJURY AT SCHOOL

When a student becomes ill or is injured at school, the school district shall attempt to notify the student's parents and/or emergency contact as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents or qualified medical employees as quickly as possible.

HOMEWORK

Homework refers to tasks that a student is assigned to do on his/her own time after school hours. It may be work for which the student needs additional practice due to absence or lack of attention or effort at school. Homework assignments serve as a means of providing a bond of common effort between parent, child, and teacher. In order for homework to be effective, each participant – teacher, student, and parent – must understand and be committed to carrying out his/her responsibility. If any of the three (teacher, student, parent) do not fulfill their responsibilities, then the positive effects of homework will be reduced.

Homework Responsibilities of Teacher

1. Communicate to students and parents, homework goals and expectations.
2. Set clear and concise expectations concerning assigning, returning, and evaluating homework.
3. Coordinate homework assignments with other teachers with whom students work, and who may assign homework.
4. Assign appropriate homework.

Homework Responsibilities of Students

1. Know and understand what is required for completion of the assignment.
2. Assume responsibility for completing and returning assignments.
3. Complete assignments neatly and do quality work.

Homework Responsibilities of Parents

1. Maintain a positive attitude towards learning and the value of homework.
2. Be aware of the homework policy and individual teacher requirements.
3. Help your child find a study area that is quiet and relatively free of distractions.
4. Be patient with your child and praise him/her for any effort made.
5. If your child has difficulty understanding the directions, help them with explanations. **Do not do the homework for your child!**
6. Look over the assignment when your child reports the work is complete to affirm completion and quality.

LIBRARY MEDIA CENTER

Students may check out material for a period of two weeks and may renew the materials once. No fines are charged for overdue materials; however, students are expected to pay for damaged or lost materials. If the item is not returned, a letter will be sent to parents requesting that the material be returned. In the event that materials are not returned or paid for, or if a student repeatedly returns items in a damaged condition, the student may have library media center privileges restricted. Money will be refunded for materials that were lost and paid for, then later found and returned to the library media center.

ACCESS TO LIBRARY INFORMATION

~~Parents, guardians and persons designated by a court to make educational decisions for a student shall have access to library materials of their student's school.~~

~~Each school building has a catalog of all books for the school's library which may be viewed at the request of the parent, guardian or educational decision maker; and provides the opportunity for such persons to opt-in to notification by means of electronic verification when their student checks out a book from the library. Such notification shall include:~~

~~a. The title of the book checked out by the student;~~
~~b. The name of the author of the book checked out by the student; and~~
~~c. The date the book checked out by the student is due to be returned to the school library.~~

~~This shall only apply to a school library that is located on District property and shall not apply to any other public library regardless if a library contracts with the District for use by students.~~

~~Opting in requires notification of the building Principal in writing stating the name of the student(s), the name of the requesting parent, and the electronic notification method of choice.~~

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(Board Policy 1005.13)

NONCUSTODIAL PARENTS

The School District assumes that non-custodial parents have all the rights and privileges of custodial parents unless presented with a certified copy of a court order or decree limiting those rights.

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 (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by 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 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.

PARENT APPEAL PROCEDURES

In the event a parent is denied access to any topic listed in Board Policy 1005.02 or who is unsatisfied with the solution presented by the administration in accordance with the Parental Objection Provisions of 1005.02, said parent has the right of appeal as listed below:

1. Upon receipt of the administrator's decision, the parent has five (5) school days to appeal that decision by contacting the Office of the Superintendent of Schools.
2. The Superintendent of Schools shall inform the Board no later than the next regularly scheduled Board meeting that an appeal has been made. The privacy of the individual filing the appeal shall be maintained.
3. The Superintendent of Schools shall meet with the parent and administrator in an attempt to resolve the matter within ten (10) school days of receipt of such an appeal.
4. The parent shall receive from the Superintendent his/her decision within five (5) school days of the meeting stated in #3.
5. Upon receipt of the Superintendent's decision, the parent shall have five (5) school days to appeal this decision to the Board of Education to be considered at its next regularly scheduled meeting. Such requests are made by contacting the Office of the Superintendent of Schools. Appeals to the Board will include the parent's/guardian's name and the nature of the objection.
6. Final decision will rest with the Board of Education.

PARENT/GUARDIAN INVOLVEMENT AND PARTICIPATION

School Board Policy 1005.02 provides parents/guardians with the information as to when and how they can access instructional materials. This policy includes the following:

- The Elementary Student Handbook will be sent home with students at the beginning of each school year. Parents/guardians are required to return the signature form indicating that they have received the handbook.
- Parents/guardians are invited to review instructional materials. Parents/guardians can gain access to instructional materials by contacting the school office.
- Parents/guardians are welcome to visit their child's classroom during school hours. Parents/guardians are asked to contact their child's teacher to schedule the best time to visit.
- The building administrator will notify parents/guardians if a substitute teacher will teach their child for four or more weeks.

PARENT VOLUNTEERS

We welcome parent volunteers at each of our elementary schools. Volunteers help students and teachers with various tasks in the classrooms. Parents can volunteer any amount of time that they have available. All volunteers are requested to check in/out at the school office when entering and leaving the building. Parents who volunteer on a regular basis will be subject to a background check. CPS has the right to deny parent participation on field trips and/or with classroom or school activities.

PETS AT SCHOOL

Due to student safety, family pets are not allowed on school grounds during school hours, including drop off/pick up times and after school activities.

PROGRESS REPORTS TO PARENTS

The school year is divided into four grade report periods. Progress Reports are distributed at the end of each grading period. Parent-Teacher Conferences are scheduled twice during the school year. Dates and times of these conferences will be sent to parents prior to conferences being held. Parents or teachers may arrange additional conferences when they are necessary.

RIGHT TO DUE PROCESS

The policy of the Board of Education 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 rules established by individual buildings governing student behavior at the school shall be publicized.

The Board recognizes that each classroom teacher needs to establish certain rules governing the educational process he/she is in charge of. 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 he or she is in charge. Any behavior on the part of a 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.

SCHOOL HOURS

- School Day: 8:00 a.m. – 3:25 p.m. (2:15 p.m. on early dismissal Wednesdays)
- Office Hours: 7:30 a.m. – 4:00 p.m.
- Breakfast: 7:25 a.m. – 7:45 a.m.
- After School Program 3:25 p.m. – 5:45 p.m. (2:15 p.m. – 5:45 p.m. on early dismissal Wednesdays)

Supervision is provided before and after school from 7:45 a.m. – 3:35 p.m. ***Students need to be picked up by 3:35. On early dismissal Wednesdays students need to be picked up by 2:25.***

SCHOOL INITIATED PHONE CALLS AND TEXT MESSAGES

Columbus Public Schools does send a lot of information to parents regarding upcoming events and activities in order to keep parents informed. The *Federal Telephone Consumer Protection Act* states: **"All phone 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 the new regulations within the *Federal Consumer Protection Act*, schools need to obtain the "prior express consent" of the parent prior to making calls to the parent's 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 the receipt of this handbook, you are giving Columbus Public Schools permission to call all cell phone numbers that are registered in PowerSchool for school and student purposes.

SCHOOL MEALS

The schools provide daily breakfast and hot lunch through Lunchtime Solutions. Children who bring cold lunches may purchase milk.

Families are encouraged to keep account balances positive at all times. Deposits are accepted at each school building and at the Administration Building. Deposits may be made by cash or check at the school building. Deposits may be made using a credit card at MySchoolBucks.com. A fee will be assessed. Allow 24 hours for deposits to show up on My School Bucks. Account balances may be obtained through the parent access portal in MySchoolBucks.com. 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.

The District will 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 through emails, text messages, and/or phone calls by an assigned District Food Service staff member. Students will not be used as couriers of such information.

Parents should contact the school if their child has any food allergies or requires a special diet as specified by a doctor. Any student going home for lunch needs written permission from a parent/guardian. Students that require a special medical diet, as specified by a doctor, may request that it be prepared in the cafeteria.

No student or parent may bring in commercially prepared food such as Pizza Hut, Subway, Burger King, McDonald's, etc, during CPS breakfast or lunch periods. Students and parents may bring in sack lunches that are made at home. Students or parents who bring a cold lunch to school are asked to drink juice or water or purchase a carton of milk. Pop and Energy Drinks are not permitted.

FREE AND REDUCED MEAL APPLICATION

Columbus Public Schools strongly encourages all families to complete the free and reduced meal application through MySchoolBucks (an online application that also has family balance, payment, and meals charged information) since that information is used to determine eligibility and costs for several student programs. Free and reduced data is also a factor in determining state aid for the District.

Students who receive free or reduced meals and take a qualifying meal at breakfast and lunch receive it free or at a reduced cost. Ala carte and other additional items not part of the reimbursable meal will be charged at their regular cost.

All costs incurred by a student prior to being approved or additional meal item charges are to be paid promptly every month. Payments can be made online through MySchoolBucks.

For information on accessing your MySchoolBucks account or assistance with the Free and Reduced application process please contact the Administration Building at 402-563-7000.

UNPAID MEAL POLICY

School Board Policy 802.06 states: 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 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, check, or online through your family MySchoolBucks account. Account balances and purchase details by students may be obtained through the family access portal in MySchoolBucks. If online access to MySchoolBucks is not available, the District office may be contacted at (402) 563-7000.

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. At the High School and Middle School a la carte purchases will not be permitted if a student's account balance is below $0.

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 by text, phone, and e-mail through the family Wordware account. Communication in writing by assigned District personnel will only be done at the end of each semester. It is the parent's (or guardian's) responsibility to create a Wordware account and maintain a positive balance in their account. Students will not be used as couriers of such information.

Students may apply for free or reduced meals at any time during the school year. Forms may be requested through the Administration Building at (402) 563-7000.

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, X, blogging and podcasting. When posting information on social networks sites (such as Facebook), the district will only post group photos/videos with no student names. 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. Parents who assist with field trips or school activities are required to follow these same social media guidelines.

STUDENT BIRTHDAYS

School Board Policy 508.13 includes the following, "All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards and/or state nutrition standards." The Smart Snacks in Schools applies to celebrations such as student birthdays. **Due to this federal law and district policy, students are not allowed to bring food items to school when celebrating their birthday.** In lieu of food items, students may bring party favors, pencils, erasers, etc. to share with classmates.

Birthday party invitations should not be distributed at school unless they are given to all the boys and/or girls in the classroom. The school is not allowed to share student contact information, which includes home address and phone numbers. Gifts sent to students at school on birthdays or other occasions will be kept in the office and given to students at the end of the school day in order to minimize disruptions during instructional hours.

STUDENT CONDUCT

The expectations for all students who attend Columbus Public Schools are to BE SAFE, BE RESPECTFUL and BE RESPONSIBLE. Students are taught what it looks like to be safe, respectful and responsible in all areas within the school as these expectations encompass all of the daily routines and procedures within the classroom and within the school.

The following policies and procedures have been established and approved by the Board of Education of the Columbus Public Schools for use in all schools within the school district and at all school-sponsored events. **Compliance with the following standards of conduct is mandatory.**

ACTIVITIES FORBIDDEN BY LAWS OF NEBRASKA OR THE UNITED STATES

Students, as citizens of the United States and the State of Nebraska, are to obey all laws established by these respective governmental agencies. The school, in addition to any action taken by law enforcement agencies, may discipline students who violate these laws during the school hours or at school-sponsored events.

ALCOHOL, DRUGS, AND TOBACCO

Students are not to consume, possess, sell, or distribute any drug (including tobacco), narcotic, alcohol, or substance purported to be a drug, narcotic, or alcohol, at school, on school grounds, or at school-sponsored events. This rule does not prohibit possession or consumption by a student of a substance that has been prescribed to him/her by a person licensed to prescribe.

Students are prohibited from consuming any drug, narcotic, controlled substance, alcohol, or substance purported to be a drug, narcotic, alcohol, controlled substance or any facsimile of any substance in any quantity immediately prior to coming on school grounds or to a school-sponsored event. Disciplinary action will be in accordance with District Policy 504.14.

BEHAVIOR TO AND FROM SCHOOL

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, which are potentially dangerous to themselves, other students, or the public while on their way to and from school.

BULLYING, EXTORTION & INTIMIDATION

Threatening, bullying or intimidating another student(s) or school personnel is prohibited at school, on school grounds, at school-sponsored events, or going to and from them.

CHEATING

Students who cheat, plagiarize, or forge in connection with academic endeavor and/or school procedures are subject to disciplinary action.

CLASSROOM RULES

Teachers establish reasonable rules in their classrooms to assist them in providing a positive environment for learning. Students are expected to follow these rules and may be disciplined for noncompliance.

DAMAGE OR THEFT 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 school or private property, 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 will be subject to disciplinary actions.

FALSE FIRE ALARMS AND/OR BOMB THREATS

Students are not to falsely set off fire alarms or falsely report bomb threats. Students who do either of these things will be subject to disciplinary actions.

FIGHTING

Students may not engage in verbal or physical fights in school buildings, on school grounds, at school-sponsored activities, or on their way to and from school. Students are prohibited from hitting, striking, kicking, or in any other way harming another student or school personnel. Disciplinary actions are based on the frequency and severity of the student's behavior and age.

INSUBORDINATION / CLASSROOM DISRUPTIONS

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. Disciplinary actions are based on the frequency and severity of the student's behavior and age.

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 students.

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 found on school property) will be conducted at any time when there is a 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 may possibly interfere with school purposes, may be seized by school personnel.
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.

SEXUAL DISCRIMINATION

It is the policy of the Columbus Public School District to comply in spirit as well as in fact with the regulations implementing Title IX of the Education Amendments of 1972. Title IX of the Education Amendments of 1972 prohibits sex discrimination in federally assisted education programs. Specifically, Title IX states: "*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."*

Any student who has a grievance should complete a grievance form and forward it to the Superintendent.

SEXUAL HARASSMENT

Sexual harassment in any form will not be tolerated. If violations occur, disciplinary action will be taken. Any discrimination on the basis of race, creed, national origin, sex, age or handicap will not be tolerated.

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 any look-alike or facsimile of a weapon.

STUDENT PLANNER

Every student in grades 1–4 is issued a planner. One planner is issued FREE to each student. Lost or misplaced planners MUST be replaced and purchased by the student for $5.00.

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. Parents and/or legal guardians may request in writing that information contained in student records be released for their purposes. In the event of a student transfer out of the district, student records, including academic, attendance, and discipline information will be sent to the requesting school district.

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, date and place of birth and dates of school attendance. Any parent or legal guardian who does not wish the school district to release such "directory information" must notify the principal of the school that the student presently attends.

STUDENT RETENTION

Parents are included in the retention process. The school will notify parents as early as possible if retention is being considered. Parents, teachers, support staff, and the principal discuss any retention that is considered. The building principal makes the final decision regarding student placement.

STUDENT RIGHTS, RULES, AND RESPONSIBILITIES

State rules, 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. **Parents and students are required to sign the SIGNATURE SHEET found at the beginning of this handbook.** This information is reviewed with students at the beginning of each school year.

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 do faithfully to protect this constitutional right. Those two things are: attend school and participate in the learning activities.

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 on a regular basis.

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 free education for students between the ages of five and twenty-one. All residents of the Columbus Public Schools from ages five through twenty-one are entitled to attend public schools without tuition. All students are entitled to equal educational opportunities."*

Along with one's right to equality of educational opportunity, each student has a commensurate responsibility to act in such a way as to not 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 things a student must do to protect his/her right to an education are stated as Responsibilities. These Responsibilities include:

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 to reflect one of the purposes of Columbus Public Schools. **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 to 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 Speech 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 Speech."*

RESPONSIBILITY AND RIGHT TO FREEDOM OF ASSEMBLY

Official school policy states: "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."

The right to assemble in a school building, on school grounds or at school activities can be protected by following the responsibilities listed below.

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 that are considered indecent, lewd, obscene, profane, vulgar, off-color, fighting or gutter words (swear 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 others.
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 about, or directed to, any teacher, administrator, or other school employee at any time in a public place shall comply with the six previously stated rules governing student expression. (Example: Any student who shall refer to a teacher in a public place at any time by a lewd or obscene name in such a loud voice that the teacher and/or others hear the insult may be disciplined by the school authorities.)

Any student who fails to meet these requirements when expressing himself/herself may be disciplined.

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, 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 over exhibitionism, disruption of the educational process, obscenities, disrespect, or obvious annoyance to others.

STUDENT SURVEYS

It is the policy of the District to notify parents, guardians and educational decision makers of students, electronically or by mail at least fifteen days prior to the administration of any survey which may be scheduled that includes:

1. sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature; or
2. a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use.

Such notice shall describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. Such surveys will be judiciously conducted, with full consideration of the fact that parents and family members may find items of the survey objectionable.

Parents, guardians, and educational decision makers have the right to request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, review the survey in person at the school, and exempt their child from participating in the survey.

Unless required by federal or state law or regulation, school personnel administering any such survey shall not disclose personally identifiable information of a child. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

(Board Policy 1005.03)

SUPPORT SERVICES

A variety of support services are offered by Columbus Public Schools. In order to be eligible for these services, students must meet criteria established by the district or state.

TECHNOLOGY INTEGRATION & INTERNET USAGE

Computer Network/Internet access is available to students and teachers in Columbus Public Schools. We believe that 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 throughout 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.

Students using the Internet will follow all laws, policies, and rules governing computers and iPads. 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 the appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship. A copy of the Internet Safety Curriculum may be found in the district Curriculum Office and each school media center.

APPROPRIATE USES AND DIGITAL CITIZENSHIP

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.

~~iPAD USE~~

~~Students will use their iPad in various learning settings throughout the day. Student iPads may be sent home for additional learning opportunities. Students will receive regular training during the school year to address appropriate care and usage of the iPad, as well as digital citizenship training. Students who use their iPad in an inappropriate manner may be subject to disciplinary actions.~~

~~The student iPad is in a case which acts as the insurance policy for the iPad. Student iPads are to remain in the case at all times. If an iPad is removed from the case the student is financially responsible for all damages. If an iPad charging cord and/or block are lost or damaged, students are financially responsible.~~

~~Students will log into their iPad 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 School Technology Department reserves the right to disable a student's account.~~**

~~TECHNOLOGY FEE~~

~~Students will pay a $25.00 fee that will cover accidental damage to their iPad, charger and cord. The technology fee does not cover a lost or stolen iPad, cord or charger. Student Technology Fee is due at the beginning of the school year.~~

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TECHNOLOGY FEE

Students will pay a $15.00 fee that will cover accidental damage to their iPad, charger and cord. The The technology fee does not cover a lost or stolen iPad, cord or charger.

School Board Policy 504.18 provides 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. Students or their parents must request a fee waiver.

EMAIL

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. Students are expected to use appropriate language when sending emails and are not to transmit language/material that is profane, obscene, abusive, or offensive to others. Student email accounts are subject to inspection at any time by school administration, parent/guardian or designee. Student email accounts **should not** be used for student to student or parental communication unless directed by the teacher. **In the event of noncompliance with appropriate email use, the Columbus Public School Technology Department reserves the right to terminate a student's email account and student may be subject to disciplinary action.**

GOOGLE APPS FOR EDUCATION

The Columbus Public Schools district utilizes Google Apps for Education for students, teachers, and staff. This permission form 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 the 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: https://columbuspublicschools.org/coppa

The following services are available to each student and hosted by Google as part of Columbus Public Schools on-line presence in Google Apps for Educations:

- **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 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.

KHAN ACADEMY

Columbus Public Schools may use Khan Academy as a valuable tool to enhance our students' learning experience. This platform offers personalized learning paths, interactive exercises, and a wide range of educational resources that can help students succeed. We encourage parents to create their own accounts to view their child's progress and activity. Below is some additional information about Khan Academy. If you have any questions or concerns, please contact your students' classroom teacher.

Khan Academy is a widely used, free educational platform that can be integrated into schools to offer students personalized learning paths, interactive content, and progress tracking tools. It's used for various purposes, including reinforcing concepts, addressing individual learning gaps, and exposing students to advanced content.

- Personalized Learning:
  Khan Academy's platform adapts to each student's individual pace and learning style, offering customized learning paths.
- Interactive Content:
  Engaging videos and interactive exercises keep students motivated and interested.
- Progress Tracking:
  Teachers can use Khan Academy's reports to track student progress, identify areas of improvement, and adjust their teaching strategies accordingly.
- Reinforcing Concepts:
  Khan Academy provides opportunities for students to practice and master new concepts and skills they have recently learned in class.
- Addressing Learning Gaps:
  Teachers can identify students who are struggling with specific topics and use Khan Academy to provide targeted support.
- Exposing Advanced Students:
  Khan Academy can expose advanced students to concepts beyond their grade level.
- Catching Up:
  Students who are behind can use Khan Academy to help them catch up with their peers.
- Independent Learning:
  Khan Academy encourages independent learning, allowing students to learn at their own pace and without direct teacher support.
- Accessibility:
  Khan Academy's free and accessible nature ensures that high-quality education is available to all students, regardless of their socioeconomic background.
- Khan Academy is in compliance with COPPA (Children's Online Privacy Protection Act.

How parents can view their child's work/progress:
https://support.khanacademy.org/hc/en-us/articles/202262994-How-do-I-create-child-accounts

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 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 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. For more information on COPPA, please visit 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 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. For more information on FERPA, please visit
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 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 School 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.

TELEPHONE USAGE

The telephone at the school is a business telephone. Therefore, student use is limited. If the reason to use the telephone is legitimate, the teacher and or other staff members will give the student permission to use the telephone. These calls should be kept to a minimum and be kept brief.

UNNECESSARY STUDENT ITEMS

Students should not bring items to school that may interfere with learning or endanger the health and safety of others. This includes but is not limited to fidgets, trading cards, toys, stuffed animals, etc. The school is not responsible for the loss, theft or damage of any items brought to school. The teacher or principal may confiscate such items. The school will work with the parent to return confiscated items. **If an item is not on the school supply list or directly requested by a teacher or staff member, please do not bring it to school.**

HANDBOOK ERRORS AND OMISSIONS

In lieu of missing content or errors in the handbook, school board policy and state statute will be used to interpret the situation as best possible. When a final interpretation and application is required it will be done by the Superintendent or their designee.

The Columbus Public Schools does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, marital status, age or handicap in administration or access to, or treatment or employment in, its programs and activities. If you have any special needs request that will assist you in participating in services, programs and activities of the Columbus Public School District, please contact your building principal or the superintendent of schools.

Elementary Handbook Changes
2026-2027

- Page 6–Attendance Policy: Add Lawyer Verbiage to be provided by Dr. Kay
- Page 7– Bicycles and Scooters: Added Motorized bicycles and scooters will not be permitted on school property.
- Page 9–Disciplinary Actions: Updates from Dr. Kay
- Page 15-16–Access to Library Information: Deleted former information and added new info provided by Dr. Kay
- Page 26-27–Technology Fee–Updated IPad info and tech fee change per Mr. Kwapnioski and Dr. Kay

Handbook

Kramer Education Center
Kramer Preschool

2026-2027

Welcome to Kramer Education Center

Welcome to Kramer Preschool!

We are excited to partner with you on your child's very first step into formal education. Our Preschool program is designed to provide a safe, nurturing, and engaging environment where children learn through play, exploration, and relationships.

Our Beliefs

At Kramer Preschool, we believe:

- Every child is capable of amazing growth.
- Families are a child's first teachers.
- Strong partnerships between school and home lead to the best outcomes.

Mission

To provide a high-quality, inclusive early learning experience that prepares every child for future success—supporting the Columbus Public Schools' dedication to "Engaging all learners to achieve success."

Vision

Together, we build a foundation of excellence: through inclusive, collaborative, and innovative early learning that reflects CPS's vision of strong relationships, agency, and a passion for learning, excellence, and discovery.

This handbook is intended to be used by parents and staff as a guide to the rules, regulations, and general information about Kramer Education Center. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or year. This handbook does not create a contract. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the. well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Erin Meyer

Principal, Kramer Education Center

Parent Handbook Acknowledgement

We require all parents or guardians to review and acknowledge the policies outlined in this Parent handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive school experience. Please review and indicate your understanding of the following:

I have received access to the Kramer Preschool Parent Handbook for the 2026-2027 school year.

Yes _____ No _____

I understand that Kramer Preschool operates in alignment with Columbus Public Schools policies and procedures.

Yes _____ No _____

I understand expectations related to:

- Attendance and tardiness
- Health and illness policies
- Dress code and personal belongings
- Meal procedures
- General school expectations

Yes _____ No _____

I give permission for my child's photo to be used for school-related and educational purposes.

Yes _____ No _____

Parent/Guardian Signature

Parent/Guardian Name: _____

Signature: _____

Date: _____

Emergency Contact & Authorized Pickup Confirmation

The following individuals are authorized to pick up my child from Kramer Early Childhood Education Center:

Primary Contact:

Name: _____

Relationship: _____

Phone Number: _____

Secondary Contact:

Name: _____

Relationship: _____

Phone Number: _____

Additional Authorized Pickup Person(s): (if applicable)

Name: _____

Relationship: _____

Phone Number: _____

Parent/Guardian Signature

Parent/Guardian Name: _____

Signature: _____

Date: _____

Any changes to authorized pickup persons must be communicated to the school in writing.

Kramer Education Center Philosophy

At Kramer Education Center, we believe that children learn best through play, exploration, and guided discovery. Our curriculum is designed to support whole-child development by integrating the following approaches:

Play-Based Learning

- Children learn best when they are actively engaged.
- Play is the "work" of young children. It builds problem solving, creativity, and curiosity.
- Teachers design intentional hands-on experiences where children explore, ask questions, and make discoveries.

Inclusion

- All children, regardless of ability, background, or language, are welcome at Kramer Preschool.
- Teachers collaborate with special education staff to ensure every child can participate fully.
- We create a classroom community where differences are respected and celebrated.

Whole Child Development

- Growth happens in every area: cognitive, social, emotional, physical, and language.
- We value each child as a unique learner with different strengths.
- Activities and routines are designed to nurture the whole child, not just academics.

Kindergarten Readiness

- Preschool lays the foundation for lifelong learning.
- We build strong skills in literacy, math, and problem-solving.
- Social-emotional learning helps children build friendships, independence, and confidence.

Family Partnerships

- Parents and guardians are a child's first and most important teacher.
- We value strong two-way communication between home and school.
- Families are invited to share culture, traditions, and talents in our classrooms.

Curriculum Alignment

- We use Frog Street curriculum, which is research-based and developmentally appropriate.
- Lessons are aligned with Nebraska's Early Learning Guidelines: Birth to Five Learning and Development Standards.
- Teaching Strategies GOLD is used to document growth in all areas of development.

Table of Contents

Columbus Public Schools does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, marital status, age or handicap in administration or access to, or treatment or employment in, its programs and activities. If you have any special needs request that will assist you in participating in services, programs and activities of the Columbus Public School District, please contact your building principal or the superintendent of schools.

While this handbook is intended to provide guidance specific to Kramer Education Center programming, it does not encompass all possible situations. In instances where a topic or circumstance is not directly addressed in this handbook, Columbus Public Schools Board of Education policies, administrative procedures, and applicable local, state, and federal laws will be utilized to guide decision making.

Page #	
3	Handbook Agreement
4	Emergency Contact and Authorized Pickup Confirmation
5	Program Philosophy
6	Table of Contents
7	About our Program
8	Program Enrollment
9	'26-'27 School Calendar
10	Family Involvement and Support
11	Meals, Snacks, and Food Safety
12	Attendance Expectations
13	Dress Code and Personal Belongings
14	Staffing & Qualifications
15	Safety
16	Health and Wellness
17	Important Information

About Our Program

Daily Schedule

Morning Session
7:30-11:15
Breakfast is served at 7:30 for morning session
Afternoon Session
11:45-3:30
*Lunch is served at 11:45 for afternoon session

Drop-Off Policy

- Parents may drop off for breakfast beginning at 7:30.
- All students must be walked to the entrance by an adult. Students may not walk alone for safety reasons.

Parking Lot

- Please park in the designated, legal parking spaces ONLY.
- Do not park in the bus loading zone.
- Only use handicapped parking spaces with a valid permit.
- If there is no room in the parking lot, please park on the South street parking and walk your child to the drop off area.

Ages Served

3-5 years old, prior to kindergarten eligibility

Location

Kramer Education Center
2410 16th St.
Suite C
Columbus, NE 68601

Pick-Up Policy

- Only authorized individuals listed on the child's emergency contact form may pick up the child.
- Parents must pick up on time.

Late Pickup

Children need to be picked up at the time of dismissal. We understand emergencies happen and appreciate a phone call letting us know, but if a child is regularly picked up late, may require additional follow up in accordance with Nebraska child supervision requirements.

Example Schedule

7:30-7:50- Breakfast, Arrival, Wash Hands
7:50-8:00- Music and Movement
8:00-8:20- Morning Meeting, Greeting Circle
8:20-8:30 Read Aloud 1
8:30-9:30- Math/Centers
9:30-9:40- Read Aloud 2
9:40-10:10- Outside Recess
10:10-10:20- Snack
10:20-11:05- Literacy/Centers
11:05-11:15 Closing Circle/Dismissal

*This schedule is meant to serve as an example of what your child's day may look like. Each class follows a similar schedule, but times may be adjusted to fit the needs of the classroom.

Program Enrollment

Kramer Education Center's preschool program will operate in accordance with district policy 0502.12-Student Services Enrollment of Children in Preschool Programs

Enrollment Eligibility

Qualified children may apply for participation in the District preschool programs. Children must meet the following criteria:

01 Resident

Children must reside in the District, have one parent residing in the District, or be an employee of the district.

02 Age

The district provides preschool programming for students who have reached the age of 3 or 4 on or before July 31 of the current school year. The district does not provide preschool programming for students who have reached the age of 5 on or before July 31 of the current school year.

03 Program Acceptance

Please refer to school board policy for placement and approval criteria.

Required Documents for Enrollment

Parents must submit the following documents to complete the registration process:

1. Completed Application

available at district registrar's office

2. Birth Certificate or Passport Copy

3. Immunization Records

4. Proof of Residence- Bring 1

- Electric Bill
- Lease Agreement
- Mortgage Statement
- Gas/Utilities

*One of the above must be dated within the last 30 days.

2026-2027 Kramer PRESCHOOL Student Calendar

July 2026

Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

July	
4	Independence day

August 2026

Su	M	Tu	W	Th	F	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	7
30	31						

August	
12-18	Preschool Home Visits
19	Preschool Open House 5:30-6:30pm
20	First Day of Preschool
26	No Preschool

September 2026

Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	17
27	28	29	30				

September	
2	No Preschool
7	No Preschool
9	No Preschool
16	No Preschool
25	No Preschool
29	PTC 4-8 PM

October 2026

Su	M	Tu	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	15
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

October	
1	PTC PK-12 11:30 am to 7:30 PM
1	No Preschool
2	No Preschool
7	No Preschool
15-16	No Preschool
21	No Preschool
28	No Preschool

November 2026

Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						14

November	
4	No Preschool
11	No Preschool
18	No Preschool
25-27	No Preschool

December 2026

Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	12
27	28	29	30	31			

December	
2	No Preschool
11	No Preschool
16	No Preschool
22-31	No Preschool

January 2027

Su	M	Tu	W	Th	F	Sa	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	15
31							

January	
1	No Preschool
4	No Preschool
5	No Preschool
13	No Preschool
20	
27	

February 2027

Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	7
28							12

February	
3	No Preschool
10	No Preschool
15-18	No Preschool & Home Visits
19	No PreSchool
24	No Preschool

March 2027

Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
17	21	22	23	24	25	26	27
28	29	30	31				13

March	
5	No Preschool
8-12	No Preschool
17	No Preschool
26-29	No Preschool
31	No Preschool

April 2027

Su	M	Tu	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
15	11	12	13	14	15	16	17
18	19	20	21	22	23	24	
25	26	27	28	29	30		17

April	
7	No Preschool
14	No Preschool
21	No Preschool
23	No Preschool
28	No Preschool

May 2027

Su	M	Tu	W	Th	F	Sa	
						1	
2	3	4	5	6	7	8	
15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	10
23	24	25	26	27	28	29	
30	31						

May	
5	No Preschool
12	No Preschool
18	Last Day of Preschool

June 2027

Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	
6	7	8	9	10	11	12	
12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	
27	28	29	30				

June

Color Key
First Day and Last Day of School
Make-Up Days Due to Weather (May 20-28)
No Preschool
Parent-Teacher Conferences
Open House 5:30-6:30

**Version 1 - Approved 12/15/25

Draft Version 2 / 12/1/25

Family Involvement and Support

Families are vital partners in our program.

- **Orientation and Open House**
  A family orientation is held before the start of school.
- **Home Visits**
  Each family will receive at least two home visits during the school year to discuss your child's growth.
- **Parent Teacher Conferences**
  Families meet with their child's teacher at school at least once a year to review progress and set goals.

Volunteer Opportunities

- **Advisory Board**
  Families may participate in the Parent Advisory Board.
- **Parent Engagement Events**
  Parents are encouraged to attend our regular events to interact with their children while at school.
- **Fundraising**
  Parents are welcome to join in our Kramer's fundraising events. All monies are used to fund projects that benefit our students.

Communication and Resources

- **Communication**
  Teachers use newsletters, phone calls, ParentSquare, email, home visits, and conferences to stay in touch. Families are encouraged to reach out anytime.
- **Family Resources**
  We connect families to community agencies for childcare, health, nutrition, or other needs, as requested.

Planned Absences & Family Vacations

- We understand that families may have pre-planned trips or obligations.
- Parents should notify the school at least two weeks in advance if they plan to take their child out of school for a planned, extended period.
- These absences may be unexcused and count toward chronic absenteeism.

Meals

At Kramer Education Center, we use snack time and meal time as an extension of our learning. Children learn many skills while sitting at a table with their peers. We learn: manners, turn-taking, speaking and listening, and trying new foods.

- The school provides nutritious meals daily, prepared following USDA child nutrition guidelines.
- All meals include balanced portions of proteins, grains, fruits, and vegetables.
- Breakfast and lunch are offered for enrolled students, however, they are optional. Students may bring a meal from home. Prices for meals are as follows:
  - Breakfast-
    - Full Price - $2.25
    - Reduced Price - $0.30
  - Lunch
    - Full Price - $3.10
    - Reduced Price - $0.40

Parents may request meal modifications for medical reasons. Please contact the health aid for more information.

Home-Packed Lunch & Snack Policy

- Parents may send home-packed breakfast and/or lunch if preferred.
- Families will participate in a regular snack rotation to provide healthy, store-bought snacks for the entire class.
- The classroom teacher will reach out at the beginning of the year to coordinate the expectations for nutrition and schedule.
- Please avoid popcorn, whole grapes, or hard candies as these pose a choking risk for Pre-K students

Allergy Awareness & Food Safety

- Parents must inform the school of any food allergies during enrollment.
- EpiPens & Emergency Medication must be provided if the child has a severe food allergy.
- Staff members are trained in allergy response and emergency medical procedures.

If your child has a life-threatening allergy, please work with the school to create an Allergy Action Plan.

Meal accounts are managed through the district food service system. Families will receive information on how to set up and monitor their child's meal account through the district website.

Attendance Expectations

Regular attendance is essential for a child's social, emotional, and academic development. Establishing a consistent routine helps children build a sense of structure and responsibility while making the most of their preschool experience. Below are our policies regarding attendance, absences, and tardiness.

- All students are expected to attend school during regular school hours.
- AM Session is from 7:30 AM-11:15 AM
- PM Session is from 11:45 AM-3:30 PM
- Parents are responsible for ensuring their child arrives at school on time each day.
- If a child will be absent, parents must notify the school office by 8:00 AM for AM session and 12:15 for PM session. If your child rides the bus (if they qualify), you must also notify the transportation department.
- **Chronic absenteeism (more than 10% of the days in session that are not medically excused) may result in a review of the child's enrollment status.**

Tardiness & Late Arrivals

- The school day begins at 7:30 AM (morning session) and 11:45 AM (afternoon session). Children arriving after 7:45 AM (morning session) and 12:00 PM (afternoon session) are considered tardy.
- Parents must sign in late arrivals at the school office.
- Frequent tardiness (5 or more occurrences per month) may lead to a parent meeting to discuss solutions for improving attendance.

Reporting Absences

- Parents must call or send a ParentSquare message to the school office before 8:00 AM to report an absence for the morning session and 12:15 PM for the afternoon session.
- If a child is absent for more than three consecutive days, a doctor's note may be required for medical-related absences.
- If a child is absent for more than one week without communication, their spot may be forfeited and given to a child on the waiting list.

Unexcused Absences & Attendance Review

An absence is considered unexcused if the school does not receive a medical note.
Chronic absenteeism (more than 10% of the days in session that are not medically excused) may result in a review of the child's enrollment status.

Dress Code Guidelines

We encourage children to wear comfortable, weather-appropriate clothing that allows for safe movement, active play, and independent self-care. Our dress code promotes practicality and safety, while allowing children to express themselves.

Comfortable, Play-Appropriate Clothing

- Children should wear loose, breathable clothing that allows free movement.
- Clothes should be easy for children to manage (e.g., elastic waistbands instead of buttons/zippers).

Weather-Appropriate Attire

- Cold Weather: Coats, gloves, hats, and closed-toe shoes.
- Warm Weather: Lightweight, sun-protective clothing.

Extra Clothing Requirement

- Parents must provide a labeled extra set of clothes (shirt, pants, socks, and underwear) in case of spills or accidents.

All jackets, coats, and accessories must be labeled with the child's name to prevent mix-ups.

What Not to Wear

- Clothing with inappropriate images, logos, or slogans.
- Jewelry or accessories that pose a safety risk (e.g., dangling earrings, long necklaces).
- Costumes or dress-up clothes (except on designated theme days).
- Shoes with wheels, flip-flops, or heels.

Personal Belongings Policy

Items to Bring Daily

- **Backpack**
  Large enough for a water bottle, extra clothes, and schoolwork
- **Reusable Water Bottle**
  Labeled with the child's name. We do not allow other liquids in water bottles.

Items Not Allowed at School

- **Toys from home**
  Except for special sharing days
- **Electronic devices**
  Tablets, smartwatches, phone
- **Expensive or sentimental items (including money)**
  The school is not responsible for lost or damaged items.

By following this dress code and personal belongings policy, we ensure that all children feel safe, comfortable, and prepared for a fun and active day at school.

Staffing & Qualifications

Principal

- Certified with the Nebraska Department of Education
- Master's Degree in Educational Administration
- Minimum of 3 years of teaching experience

Teachers

- Certified teaching certificate with Nebraska Department of Education
- Early Childhood Endorsement

Paraeducators

- Trained assistants who support classroom learning.

Other Requirements

- Each classroom has a minimum of one staff member certified in CPR/First Aid.
- Background checks are completed on all staff prior to employment.

Program Evaluation and Improvement

Each year, Kramer's Preschool reviews curriculum, assessment data, Parent Advisory Board feedback, and family feedback to improve the program. Staff meet regularly to reflect on teaching practices.

Safety

Supervision

Children are always supervised by staff: indoors, outdoors, and during transitions.

Outdoor Play

Children go outside daily unless temperatures are below 20°F (wind chill considered).

Mandated Reports

All school staff are mandated reporters under Nebraska law and are required to report suspected abuse or neglect.

Emergency Drills

The following safety drills are practiced regularly:

- Fire
- Tornado/weather
- Lockdown
- Evacuation

Kramer Education Center utilities the Standard Response Protocol. See below for more information.

What does this mean?

Standard Response Protocol (SRP):

“The SRP is based on the response to any given situation not on individual scenarios. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - These five specific actions that can be performed during an incident. When communicating these, the action is labeled with a “Term of Art: and is then followed by a “Directive.” Execution of the action is performed by active participants.”

Hold: "In your room or area. Clear the halls."

Secure: "Get inside. Lock outside doors."

Lockdown: "Locks, lights, out of sight."

Evacuate: "To a location."

Shelter: "State hazard and safety strategy."

The “I Love U Guys” Foundation. (n.d.). Standard Response Protocol (SRP). https://iloveyouguys.org/standard-response-protocol/

Health and Wellness

Health Records

A current vaccination record is required upon enrollment and updated annually.

All pertinent health conditions need to be reported to the health office prior to the first day.

Health plans or any medications requiring administration, if required, should be in place prior to the first day.

Illness Policy

Children must stay home if they have:

- Fever of 100.4°F (38°C) or higher (must be fever-free for 24 hours without medication to return).
- Vomiting or diarrhea in the past 24 hours.
- Unexplained rash, pink eye, or contagious illness.
- Persistent cough, difficulty breathing, or flu-like symptoms.

If your child is absent for 3+ days due to illness, a doctor's note is required.

Medication Policy

Prescription medications require a Medication Authorization Form from a doctor.

All medication must be in its original packaging and handed directly to a staff member.

No medication (including cough drops) should be left in a child's backpack

Recess Restrictions

If a student requires restricted recess due to health conditions for more than one (1) day, a healthcare provider note is required.

Important Information

Field Trips

Throughout the school year, we may go on field trips. Kramer Education Center will follow district policies and procedures regarding field trips. Parents will be notified in advance of the field trip.

Party Invitations

Invitations to birthday parties, etc. may be distributed at school only if an entire class is to receive the invitation. The singular exception is if invitations are given to all the boys or all the girls in a classroom.

Class Parties

If you would like to furnish treats for parties and special projects, please discuss with the classroom teacher first. We have some children with food allergies and want to keep everyone safe. We encourage you to sign up to help out where needed. Please communicate with your child's teacher if you would like to come and help.

Inclusion and Accessibility

- All children, including those with disabilities or developmental delays, are welcome.
- Teachers collaborate with special education staff to support children with Individualized Education Programs (IEPs).
- Classrooms are designed to be accessible for all learners.

Fees

- Our program is funded through state and district resources.
- Families may be asked to contribute a small snack or supply fee, but no child is ever denied access due to inability to pay.

Columbus Public Schools
2026-2027

Certified/Teacher
Employee Handbook

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FOREWORD

Section 1: Intent of Handbook

Welcome to Columbus Public Schools. This handbook is intended to be used by teachers and other certificated staff to provide general information about Columbus Public Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Columbus Public Schools and the Columbus Public Schools Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will take precedence.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

In lieu of missing content or errors in the handbook, school board policy and state statute will be used to interpret the situation as best possible. When a final interpretation and application is required it will be done by the Superintendent or their designee.

This handbook will be in effect for the current and subsequent school years unless replaced by a later edition.

Section 2: Information About Columbus Public Schools

Profile of Columbus Public Schools:

In many ways, Columbus Public Schools are similar to schools found in any mid-western community of 25,000 in population. However, the differences which exist may be said to be significant. Only a close

examination will reveal the importance of the differences because it is nearly impossible to quantify such things as community support, dynamic leadership, and belief in education.

The Columbus Schools are governed by a six-member elected Board of Education that sets policies for the District. The Board appoints a Superintendent who is responsible for day-to-day administration of Board policy. The superintendent supervises all administrative staff including building principals, who are in daily contact with teachers and students.

The Columbus Public School District serves approximately 4,100 students who live within its boundaries. The organization of the District features five new or recently remodeled K-4 elementary schools, one 5-8 middle school, and one four-year high school. In 2023, CPS opened a pre-school only building called the Kramer Education Center. The center will serve as the hub for pre-school classrooms, birth to five services, and leased space for a privately run daycare facility. The District presently employs over 330 Nebraska certified teachers.

Core area curricula for reading/language arts, math, science, and social studies are aligned to the Nebraska State Standards. Curriculum guides for all other content areas are developed using national standards. Curricula are reviewed and revised on a regular basis. Instruction in English, science, mathematics, social studies, information literacy, art, music, health, and physical education is provided at all levels. World languages, family and consumer sciences, computer literacy, business education, and STEM education are available at the secondary level.

The District seeks to provide students with many educational options. The middle school offers high track courses in world languages, language arts, math, and science. In addition, middle school students can take exploratory curriculums in industrial technology, art, speech, world languages, family consumer sciences, chorus, music, band, and computers.

The high school offers advanced placement (AP) classes in chemistry, calculus, English, physics, psychology, and U.S. Government, as well as college placement courses. Students have the opportunity to take coursework from other schools via the Distance Learning Center. Students also have the opportunity to take part in band, chorus, and the fall musical as well as more than 55 extracurricular activities. Columbus High School offers 20 varsity sports and is in Class A which means it is one of the largest schools in Nebraska. Teams participate in events sponsored by the Heartland Athletic Conference.

Appropriate educational services for all students are important in the Columbus Public Schools. Students with handicapping conditions need specialized services to help them maximize their learning capabilities. A continuum of Special Education services and programs are provided to meet individual needs. These services include support services for families and children in home and preschool settings. School age children receive Special Education services in regular education classrooms and in self-contained settings as determined by each child's individualized educational plan.

In the belief that reading is the key to academic success, the Columbus Public School District's reading program includes direct instruction in phonics, word structure skills, vocabulary, and comprehension skills. The Nebraska State Standards and teacher expertise are used to establish the grade level expectations. Reading instruction is provided in small groups at the appropriate level for each student. Ongoing assessment is an integral component of the instructional program to verify acquisition of skills and to ensure movement of students to the correct level of difficulty for instruction. In addition to the regular delivery of instruction, interventions are implemented whenever students are not meeting the expectations of their specific grade levels.

Assistance in the basic reading program is provided through a variety of support services in the elementary schools. Children in eligible schools who are in need of additional support may be helped through the Title I, EL, or Special Education programs.

Teachers selected for this district are judged to be highly professional with the desire and intent to continually grow professionally. Staff development activities are provided in-district through structured teacher collaboration meetings and on specified professional development days during the school year. In addition, staff members are provided opportunities to attend workshops and conferences as appropriate to their needs and instructional areas.

Teachers in Columbus:

- Can participate in local, state and national professional groups.
- Work together to develop and update curriculum.
- Serve on professional task forces in the staff development program.
- Have assistance from excellent specialized referral services.
- Participate in decision making in their individual buildings.
- Pursue opportunities for professional advancement within the District and participate in grow-your-own leadership opportunities.

Section 3: District Mission Statement

The Mission of the Columbus Public Schools: "Engaging All Learners to Achieve Success"

The Vision of the Columbus Public Schools:
Columbus Public Schools will continuously strive to be a high-performing learning community that will meet the unique diverse learning needs of all students.

To attain this Vision, we will

- Maintain a dedicated, clear, and collaborative focus on student learning and outcomes.
- Provide a safe and supportive environment for learning and teaching.
- Foster communication, trust, support, and partnerships with stakeholders.

Section 4: District Administration

Dr. Chip Kay	Superintendent	
Dr. Jason Harris	Director	Special Education
Mr. Jason Schapmann	Director	Human Resources/Finance
Mr. Leonard Kwapnioski	Director	Operations
Ms. Brooke Kavan	Director	Teaching and Learning
Ms. Nicole Anderson	Executive Cabinet	Communications and Foundation Director
Ms. Sara Colford	Executive Cabinet	Assistant Director for Student Services
Ms. Angie Luebbe	Principal	Emerson Elementary School
Ms. Sarah Bird	Principal	North Park Elementary School
Mr. Andy Luebbe	Principal	Centennial Elementary School
Mr. J.P. Holys	Principal	Lost Creek Elementary School
Ms. Desiree Teahon	Principal	West Park Elementary School
Ms. Erin Meyer	Principal	Kramer Education Center
Ms. Amy Haynes	Principal	Columbus Middle School
Mr. Jordon Anderson	Assistant Principal	Columbus Middle School
Ms. Adriana Carnes	Assistant Principal	Columbus Middle School
Ms. Katie Rose	Assistant Principal	Columbus Middle School
Mr. Alex Dostal	Assistant Principal	Columbus Middle School
Mr. David Hiebner	Principal	Columbus High School
Mr. Austin Carmichael	Assistant Principal	Columbus High School
Ms. Michelle Oppliger	Assistant Principal	Columbus High School
Mr. Michael Ziola	Assistant Principal	Columbus High School
Mr. Tim Kwapnioski	Activities Administrator	Columbus High School

Article 1: SCHOOL CALENDAR AND SCHEDULES

Section 1: Calendar

The most up-to-date and accurate school calendar, planning calendar, and school activities calendar is located on the District Website (http://columbuspublicschools.org) or in Google Drive in the shared drive called STAFF-HR.

Section 2: Daily Schedule

Will be communicated by the building Principal. It will be a minimum of 8 hours of duty for full-time. Teachers may not alter their scheduled work time when students are present. Start time is 7:45am and end time 4:00pm.

Section 3: Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. The District will use a coded notification system to notify staff when weather is being monitored and when changes to the school schedule are possible.

Decision to Close Schools: A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made through the automated calling system, social media, the CPS Mobile Application, and to local and regional radio and television media when schools will be closed.**

After School Starts**:** Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions: Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions: Columbus Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Section 4: Contract Days

Teachers are contracted for 188 contract days for the school year (hereinafter referred to as the "contract year"). Teachers new to the district have 191 contract days. These contract days shall be served by individual teachers on varying schedules as established by the Board of Education and administration.

Section 5: Make-Up Days

Unless weather prohibits it, **staff will be required to report on snow days** at a time determined by the Superintendent. In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days may be scheduled by the administration during (or after) the contract year as needed to allow all teaching staff to serve the full number of contract days.

Article 2: EMPLOYMENT, COMPENSATION, AND BENEFITS

Section 1: Employment

A teacher is employed by Columbus Public Schools when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend, or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year, a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance by the date designated in policy, currently April 15th. Failure of teachers to respond to the request to signify acceptance of employment by the designated date shall constitute cause for amendment of termination of the teacher's contract.

Should a teacher wish to resign from employment, the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, a resignation for the following school year is submitted after April 15th, or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation. Each late resignation will be handled on a case-by-case basis. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-829.

Section 2: Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra-duty assignment may be a part of the evaluation of the teacher's overall performance to the District.

Section 3: Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including, but not limited to, Neb. Rev. Stat. § 79-8,109.

Section 4: Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. Board of Education policy requires that the proper channeling of complaints involving school personnel shall be from the complainant to the employee, to the principal, to the Superintendent, and then on to the Board of Education. Complete information regarding complaints may be found in Appendix 1.

Section 5: Compensation

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement. Teachers must have their current teaching certificate on file.

Graduate Coursework for Salary Schedule Movement, Additional Endorsements, or Advanced Degree. Advancement on the salary schedule from one column to the next shall automatically occur whenever the following criteria are met.

1. Credit hours above the B.A. level shall be "graduate" hours. In specific cases, undergraduate credit hours will be allowed to apply to the salary schedule to fulfill special needs of the District and the teacher. A written proposal or course of study shall be submitted to the Director of Human Resources for the application of undergraduate courses to the salary schedule. The Director of Human Resources shall give a written decision with rationale for the decision. The person making the application shall have the right to make an oral presentation to the Director if he/she feels the Director's decision is incorrect. After the oral presentation, the decision of the Director shall be final with no right to appeal to the Superintendent or Board of Education. The decision shall be forwarded to the Superintendent.
2. At least one-half of these "graduate" hours must be in/or associated to the teaching field, and upon reaching 18 graduate credit hours, if hours are to be used for placement on the

salary schedule, the teacher must show that they are in an approved Master's Degree Program and that the hours count toward that program or are courses that the Superintendent or designee approves.

3. All hours above the Master's Degree must be graduate hours and related to the teacher's professional field, curriculum and instruction, counseling, or administration and related to the School Districts initiatives. All requests for hours above the Master's Degree shall be submitted to the Director of Human Resources for approval. Decisions may be appealed to the Superintendent for approval.
4. Continuing education credits (CEU) shall be earned in participatory activities, i.e., a course, conference, workshop, lecture, or other activity, at which attendance is monitored and verified through an approved or accredited continuing education program. Three certification/continuing education units will equal one college credit. Credits must be earned in an employee's assigned teaching or certification area. These areas include but are not limited to SLP's, CTE/STS, Career Coordinator, School Psychologist, Hearing/Vision Specialists, EL teachers, Social Workers or other certified areas not included in continuing education at a post-secondary institution. Documentation of completion from the accrediting or certifying program is required for credit. (Only applies 9-1-24 and after)

Changes in Salary Schedule Placement. Changes in a teacher's placement on the salary schedule are governed by the provisions of the negotiated agreement. Teachers are expected to (1) complete the upgrade form by the last contract day of the prior school year and submit to the Human Resources Department and (2) provide the Human Resources Department with an official transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before September 1 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to provide an official transcript on or before September 1 from the post-graduate institution of the graduate hours earned will result in no recognized credit for such school year. Vertical steps are advanced at (1) step downward on the salary schedule per year, limited by the maximum number of vertical steps per horizontal column. Vertical placement is not always equal to years of service at CPS.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 20th of the month, or the last preceding school day if the 20th falls on a vacation or weekend day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board advance more than one month's salary. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum. Teachers new to the district have the option to receive their salaries divided into thirteen (13) equal payments with the first payment beginning in August of their first year of employment. The August paycheck will also include summer training stipends. Insurance benefits or cash in lieu will begin on September 1 and be divided out over twelve (12) equal payments.

Signing Bonus: Teachers new to the district will receive their signing bonus plus any other stipend for required training completed prior to the first contract day. This pay will be issued in the August pay cycle.

Additional compensation over and above regular compensation, extra-duty pay, and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid

leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Section 6: Extended Duty Pay

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at the rate listed in the negotiated agreement. Extended duty days will not be counted if worked on a regularly scheduled contract day. **A full extended duty day is 8 or more hours. Paid leave cannot be used in lieu of working extended duty contract days or summer school.**

Section 7: Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such an election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status. Continued health insurance benefits are available through COBRA for certain qualifying events.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA provides coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 8: Payroll and Payroll Deductions

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Section 9: Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular working hours between two or more work sites. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal. Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

Section 10: 403(b) Salary Reduction Agreements

The District will cooperate with any teacher who chooses to participate in an investment program under an Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District.

Section 11: Overtime

Teaching professionals and other staff covered under the negotiated agreement are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time.

Section 12: Employee Assistance Program

The District provides an Employee Assistance Program staff may access when needing to deal with issues such as depression, stress management, anxiety, marital difficulties, family conflict, alcohol, or drug addiction, financial or legal concerns, problem gambling, eating disorders, childcare, and eldercare, etc. Information for this program is available in the Shared Drive Staff-HR in Google.

Section 13: ID Badge for Admission to School Activities

The employee's ID badge will serve as their activity pass and allow the employee, spouse, and children to attend home events with them at no cost. Exemptions apply for NSAA District, Sub-State, or State contests. **Clarification on Children** - Must be a child of the employee, school age, and living at home. Children may not be dropped off to attend, and the employee must also be attending the event.

Section 14: Workplace Accommodations (504)

Employees requiring workplace accommodations may seek assistance through the 504 process starting with the completion of the 504 Request Form in the Staff-HR folder.

Section 15: Require Trainings

Due to compliance with Rule 10, the Nebraska Department of Education, laws enacted by the Legislature, the Nebraska Schools Activities Association, the United States Department of Agriculture, or other governing agencies certified staff may be required to attend, participate, complete, or demonstrate competency related to specific trainings, standards, or skills. If the completion of these requirements is considered a condition of employment, failure to complete them as prescribed will result in suspension and/or termination.

Article 3 – ABSENCES FROM WORK

All absences outlined in Article 3 of this handbook require a leave form to be completed and submitted via the District's approved platform.

Section 1: Paid Leaves

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement. During such paid leaves, teachers shall continue to

receive all salary and fringe benefits called for by the negotiated agreement. The leaves provided by the District are to be used for the purpose intended.

Definition of Immediate Family (as applied to sick, bereavement part II, and FMLA): For the purpose of implementation of this written agreement, only the following shall be considered members of the immediate family of an employee: husband, wife, child, mother, father, sister, brother, mother-in-law, father-in-law, grandparents, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, niece, nephew, aunt, uncle, step children, step mother, step father, step brother, and step sister.

Requests for Leave: Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important. A teacher who becomes ill outside of school hours and is unable to work is to contact the District's sub-caller, request leave via the District's approved platform, and/or contact their designated supervisor before 6:30 a.m. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the building secretary as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such an advance report of need for leave as soon as possible.

For personal and other leaves, a request for leave is to be submitted to the supervisor at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

Return from Leave: Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of five consecutive days or more due to illness, may be requested to present a written statement to the supervisor from the teacher's physician or health care provider stating that the teacher is physically able to return to duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 2: Payroll Deductions for Absences in Excess of Paid Leave (aka Unpaid Leave)

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary shall be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = 1/188 of your total salary and fringe benefits. The deduction will not include any extended contract, extra-duty, or stipends unless those duties are affected by the absence. Unpaid leave requests will require an explanation of the absence and it is a general expectation that this option is for extended illness or FMLA, lack of available daycare, or unforeseen circumstances. Unpaid leave is not an entitlement because you are choosing to forfeit pay. Excessive unpaid absences (not covered under FMLA) may result in termination.

Section 3: Sick Leave

Each certificated employee of the District, upon completion of one (1) full day of work during his/her first year of employment, shall be eligible for the provisions of this policy. This policy governs the extent an employee will receive pay for absence from work for reasons of personal or family illness/injury (see Workman's Compensation Policy), conditions associated with pregnancy, childbirth, or related medical conditions and quarantine due to exposure to a contagious disease which prevents an employee from reporting to work able to perform his/her work satisfactorily. A written verification from a physician licensed to practice medicine may be required by the Superintendent (or designee) after an absence from work that exceeds five (5) consecutive working days. In addition, if said absence continues beyond twenty (20) consecutive working days, said employee may be required to submit a written verification from a licensed physician of the need for his/her continued absence from work and may be required to submit additional written verification from a licensed physician each ten (10) working days thereafter to remain eligible for this benefit.

The number of days an employee shall receive pay for absences due to reasons or conditions defined above will be determined by the number of accumulated sick leave days credited to said employee. An employee may, at his/her discretion, request that any days absent from work for a condition defined in the previous paragraph be treated as, and shall be granted as, leave without pay for such absences. Any days absent from work for a condition defined in the previous paragraph beyond the number of accumulated days shall be treated as leave without pay. Employees of the District will be granted ten (10) days of sick leave each year. Said days will be allowed to accumulate to a maximum of eighty (80) days. Sick leave may be taken in 1/8 of a day increments.

Upon returning to work for absence due to a condition defined herein, the affected employee must file with his/her immediate supervisor a **Sick Leave** form through the Absence and Substitute online system. This form shall contain a perjury statement reading, "I declare under penalty of perjury that this is a true and just claim and falsifying this report could result in loss of all or part of my accumulated sick leave."

A teacher who is reemployed shall receive sick leave benefits in the following manner:

1. Up to two (2) years absence, no loss of accumulated leave;
2. Three (3) to five (5) years absence, five (5) days loss of accumulated sick leave for each year of absence;
3. Six (6) or more years of absence, will start as a new teacher.
4. Covered employees on Extended Duty shall receive additional Sick Leave at the rate of one (1) contract day for each additional twenty (20) contract days of work.

Any catastrophic illness or other situation under the sick leave provisions may be considered by the Superintendent for additional sick leave.

Upon separation from the District a certificated employee who has completed 15 or more consecutive years with the District will be compensated one-half of the regular substitute teacher rate in that employee's final year with the district for each day of unused sick leave up to a limit of 40 days. Unused

sick leave will be compensated in increments of no less than .5 days. Compensation will appear in the June payroll check.

In the event that the District implements an Early Retirement Incentive Program, a certificated employee who has completed 15 or more consecutive years with the District shall be permitted to select either the pay for unused sick leave benefit or the early retirement incentive program benefit but not both benefits.

Section 4: Leave of Absence (LOA)

The Columbus Public Schools Board of Education, recognizing the need of staff members to take leave from their duties at school for various situations, establishes a program in which staff members can request a leave of absence without pay for a specific period of time. Approval of such leave shall be governed by the instructional needs of the students as determined by the Building Principal/Director. Requests for leave without pay must receive the written approval of the Building Principal/Director and the Superintendent of Schools before being granted. Staff members shall submit their requests for leave on appropriate forms supplied by the school district and follow specific rules and regulations as established by the administration to support this policy.

The following rules and procedures will govern leave without pay:

1. A leave shall not be granted for a time period greater than one year in length.
2. Staff members shall make their requests on a leave without pay form and shall attach a written letter identifying the purpose for such leave. Forms should be submitted to their Principal or Director.
3. A Principal or Director shall consider the following before acting upon a request for leave without pay:
    a. Instructional needs of the students in the District.
    b. The needs of the staff member requesting the leave.
    c. Ability to find a suitable replacement for said staff member.
    d. If leave is for less than one year, appropriate starting and ending times of leave will be established. These times should prove to be the least disruptive for the students' educational program.
4. The Principal/Director may approve or reject the request for leave without pay.
5. If the Principal/Director approves the leave without pay, the staff member shall do the following:
    a. Submit to the Principal/Director on an approved form the mailing address where the staff member can be reached during March of the year when the staff member is on leave so that the staff member can receive notice of the offer of continuing employment.
    b. The staff member will understand that he/she shall respond to the offer of continuing employment by:
        i. Stating that he/she wants to return to his/her position or;
        ii. Requesting an extension of his/her leave for another year thereby giving up his/her right to a guaranteed position.

c. If a teacher is on an extension of his or her leave, and said teacher indicates that he/she wishes to be employed, such teacher shall accept the first position offered. If such an offer is not accepted, no other offers will be made during that year. The teacher is free to apply for any position that is available and such application will be given consideration.
d. If the staff member does not respond within the allotted time frame, it shall be considered as a resignation and the Board will terminate the contract and all obligations to the staff member.
e. If the Principal/Director approves an extension for the staff member, the staff member shall complete all steps (a) through (c).

6. In no case will a staff member be granted more than two extensions to leave without pay. The total time frame of leave without pay and extension will not exceed three years. If a leave of absence begins during a school year and does not extend beyond ten (10) working days, said employee's salary will be reduced by 1/(number of contract days) for each day missed. If said absence continues beyond ten (10) consecutive working days in one school year, said employee's salary and health insurance/annuity money will be reduced according to the formula named above. Said employee's life insurance and long-term disability insurance will be continued at the District's expense for the duration of the leave during the school year for which the leave was initiated. Any employee receiving an extension of his/her leave beyond the school year during which the leave was initiated will receive no salary or other monetary benefits until he/she returns to work. An employee on such leave beyond ten (10) consecutive days may elect to continue his/her health insurance at his/her expense. No increment credit will be awarded to any teacher on such leave if his/her absence during any school year is for more than one-half school year.

Section 5: Bereavement Leave

(Part I) Five (5) days per incident shall be granted in the event of the death of a child, spouse, parent, brother, sister, or sole responsibility, which shall not be charged against sick leave accumulation. Bereavement leave will also be available to both the male and female parent in the event of a lost pregnancy (miscarriage, ectopic pregnancy, or stillbirth). Five additional days per incident may be granted which shall be charged against accumulated sick leave.

(Part II) Three (3) days per incident shall be granted in the event of the death of other immediate family members, which shall not be charged against accumulated sick leave. Three additional days per incident may be granted which shall be charged against accumulated sick leave.

(Part III) Up to two (2) days per year may be allowed to attend the funerals of relatives or personal friends not covered by the immediate family definition, which shall not be charged against accumulated sick leave. Two additional days may be granted during the current school year, which shall be charged against accumulated sick leave.

Staff members are to submit requests for bereavement leave on the Application for Leave form. Leave requests submitted following the absence will not be accepted unless approved by the Principal and Director of Human Resources.

Section 6: Family Parenting Leave

Up to five (5) days of accumulated sick leave per year may be used for family parenting (grandchild or adoption) leave. An additional five (5) days may be used for which substitute pay will be deducted. Thereafter, full pay deduction will be made.

Section 7: Personal Leave

Three (3) days of paid personal leave shall be granted to each certificated employee during each contract year. Persons desiring to take a personal leave day must make a personal request to their immediate supervisor. The exercise of personal leave shall be subject to the following provisions:

1. Three (3) days of personal leave requested shall be subject to administrative approval and must be applied for at least (5) calendar days in advance of the date the leave will occur.
2. The Superintendent may grant personal leave without 5 days notice (assuming the employee has a day of personal leave left) when conditions or situations make it impossible for an employee to fulfill his/her assigned duties.
3. Application for personal leave that extends the breaks of Labor Day, Thanksgiving, Christmas / New Years, spring break, Easter, or Memorial Day; or that replaces the first contract day, the last contract day, or parent / teacher conferences shall be subject to the Superintendent's approval.
4. Personal Leave shall be handled confidentially.
5. The District will compensate certificated employees $150 for each day of unused personal leave up to a maximum of three (3) days per school year. Unused personal leave will be compensated in increments of no less than .5 days in the June payroll check.
6. An certified employee who is in year ten (10) or more with Columbus Public Schools will receive one additional personal leave day to be used annually, without carry-over, and without compensation if unused. The additional day would be considered the 4th personal day of use.
7. An employee who does not complete all 188 days of their annual contract due to termination, resignation, or retirement become ineligible for unused personal day compensation as outlined in section 7, #5.

Section 8: Personal Professional Leave

Certified employees covered by this agreement shall have the opportunity to use up to three (3) personal professional leave days per school year. These days must meet district initiatives, personal professional development, school improvement, and/or professional improvement plans for an employee to be eligible for this leave. This leave requires the approval of the building Principal and the Superintendent (or designee) at least 14 calendar days in advance. Professional development is defined as a specific conference or event where the attendee has the opportunity to participate in development activities, general or individual sessions, or goal-oriented shadowing/mentoring opportunities. Professional leave required by the District is covered under Section 16.

Section 9: Adoption Leave

An employee of the District who adopts a child may use provisions of the Adoption Leave Policy as per state statute. Refer to Section 6 for additional guidance.

Section 10: Court Summons Leave

Any teacher subpoenaed to appear as a witness in court must notify his/her supervisor as promptly as possible upon receipt of the subpoena. In addition to informing his/her supervisor, the teacher shall complete a Court Summons Leave Form.

Any teacher of the district responding to a subpoena for school-related reasons as provided above shall not receive any reduction in salary for any part of the period of time he/she is absent from work. No deduction of leave time shall occur. The District may reduce the employees pay by an amount equal to any compensation, other than expenses paid by the court, for their appearance.

A court summons, subpoena, or bench warrant related to personal or non-school business requires the use of personal or unpaid leave and does not qualify under section 10.

Section 11: Election Worker, Jury Duty, or CASA Leave

A teacher who is appointed as an election worker or summoned for jury service shall promptly notify the Principal of such appointment or summons. The teacher's salary will continue during time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses paid by the court for jury duty. Teachers are to notify their Principal of the amount received for such jury duty.

If a teacher is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the Principal of any other form of legal summons which may require an absence from duty.

Section 12: Military Leave

Teachers who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, “reserves”), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Teachers who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Teachers who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the teacher’s regular annual leave.

When the governor of this state declares that a state of emergency exists, and any teacher who is a member of the reserves is ordered to active service of the state, the teacher shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of

absence shall not be a military leave of absence; other forms of leave may be granted. The teacher shall receive normal salary or compensation minus the state active-duty base pay the teacher receives in active service of the state.

Section 13: Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

FMLA absence request forms are available in the STAFF-HR Google Shared Drive under "Leave Documents".

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a 'group health plan will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Columbus Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Columbus Public Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. Columbus Public Schools requires the use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627 or www.wagehour.dol.gov

An additional provision of FMLA leave under the certified negotiated agreement permits an employee who exhausts paid leave during the 12-week period to have unpaid days deducted at the cost of their substitute instead of at their daily rate outlined in Section 2.

Section 14: Maternity Leave

Maternity leave is a qualifying leave condition covered under Section 13: FMLA. For maternity leave not qualifying as FMLA leave, an employee is requested to use no more than six calendar weeks of absence. Under both FMLA leave and non-FMLA leave paid days for maternity leave are limited to the number of days an employee has available under their personal, annual sick leave, and accumulated sick leave.

Section 15: Consideration of Elective Leave Requests

Staff members are to submit requests for all forms of elective leave (personal leave and professional personal leave) to their immediate supervisor through the Absence and Substitute online system. Such requests will typically be approved but may be denied based on relevant issues such as: a) the number of other regular employees who will be absent during the requested leave, b) the availability of substitutes, if necessary, c) special activities occurring in the building during the requested leave, d) if sufficient prior notice has not been provided, or e) if provided leave has already been utilized. Denied leave requests may be resubmitted for consideration on alternate dates.

Section 16: School Activities or School Related Professional Absence

Leave related to supervision, coaching, sponsoring, conference attendance, or other absence directly related to your paid position(s) with the school district. These absences are not elective, which are subject to provisions of Section 8. A leave form in Absence & Substitute is required for this type of absence.

Section 17: Emergency Leave Bank

Per the negotiated agreement, an emergency medical leave bank is hereby established to protect certified staff members from financial loss due to extended absence from contractual duties. The

EMLB is not intended as a means to obtain additional leave once an individual has exhausted sick and personal leave. Rather, the purpose is to provide additional leave in the case of sudden, unforeseen illness or disability of indeterminate duration or maternity circumstances as described in Appendix E of the negotiated agreement. Only those who contribute to the bank will be allowed to access resources of the bank. The Director of Human Resources will provide details and annual donation/sign-up forms at the start of each school year. The EMLB Policy can be found in the Staff-HR shared drive.

Article 4: DUTIES AND RESPONSIBILITIES

Section 1: Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a teacher's employment.

The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools have differing starting and ending times for the student day. Certificated employees assigned to a building are to be at their assigned duties, except that duty-free lunchtime can be spent off-site. Staff may leave the building earlier when called to a district meeting.

Certificated employees are required to serve ~~on~~ playground, lunchroom, and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by administrators, department heads, and team leaders, except those meetings which are designated for optional attendance.

Section 2: Arrival to Duty Assignments

Staff covered under the certified agreement should be on duty no later than 7:45am and leave no earlier than 4:00pm except for meetings or duties related to employment with Columbus Public Schools.

Section 3: Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reasons

of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Planning time is an essential part of the workday for certified staff. Planning time should be utilized effectively and efficiently. Staff should not regularly leave the building during their plan time and on the rare exception it is necessary to notify your administrator prior to leaving the building.

Section 4: Lesson Plans

Teachers will prepare written lesson plans according to building rules and procedures. A teacher folder/binder, which includes lesson plans, class rosters, etc. must be organized and easily accessible for review. If that is not possible, the folder/binder should be kept in a place in which they will be readily available in the teacher's absence. If the folder is kept digitally on Google Drive please share it with your building administrator.

The lesson plans must be sufficiently clear in establishing objectives and related activities so that a substitute teacher or other staff member not familiar with previous classroom activities or progress can easily use them. The lesson plans must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 5: Daily Class Record Books

Every teacher is required to keep a complete record of the attendance and achievement of every student. Records may be kept in written or digital format in compliance with District expectations. Grades and attendance should be kept up-to-date at all times.

Section 6: Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Textbook and Room Inventory: All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student to whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note the condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider fair. Insist that students put covers on their books by the end of the first week after receiving them.
2. Use of Phones/Cell Phones: Teachers shall not use phones or cell phones during instructional time or during professional development time except in the case of an emergency. This includes phone calls, text messaging, or the use of any other personal applications.
3. Use of Paraeducators: Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students with the teacher aide in a supportive role. Classroom paras should primarily be used to provide individual or small group assistance

to students. Paraeducators are to work only on their assigned workdays and within their assigned workday.

4. Checking Out of Equipment: All equipment must be checked out through the building principal or designee. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee.
5. Requisition of Equipment and Supplies: Books and supplies that are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.
6. E-mail: Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail throughout the day and should timely respond to e-mails which require a response but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited and is subject to the rules governing overall computer usage found in Board policy and this handbook. A user fee may be paid that allows staff to utilize computers for personal uses.
7. Teacher Mailbox: Each teacher will be assigned a mailbox located in the school office or workroom. Teachers should check for mail each morning and later in the school day, if possible. If something requires an answer, teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communication regarding school business.
8. Teachers Meetings: All teachers are expected to be present for staff meetings, unless they are absent from school for good cause or have made prior arrangements.
9. Food/Drink: Any rooms where food or drink is stored, including in refrigerators, items should be cleaned out monthly. During breaks extending beyond 5 days, all food items should be cleaned out and refrigerators unplugged. This does not apply to kitchens or break rooms.

Section 7: Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

1. Proper Supervision
   - Report to all duty assignments on time.
   - Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
   - Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on supervised duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
   - If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be

confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).

- Use of corporal punishment is prohibited at Columbus Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions
   - Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
   - Repeat safety instructions as often as needed.
   - When you go over safety rules with students, note it in your written records (e.g., your lesson plan book or daily reports).
3. Proper Maintenance of Buildings, Grounds, and Equipment
   - Conduct periodic inspections of equipment under your control or in your area of supervision.
   - If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
4. Proper Warnings
   - If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance: The office administration should be contacted immediately when possible and students detained when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches: Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present or escorted to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights: Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8: Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for all students in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class present a lesson on classroom, homework, technology, and behavior expectations and consequences to students. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing, visual, or digital. Give one copy to the students, post one copy in the room, and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to bullying.
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral to ensure the student went to the principal or the counselor as instructed. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the principal if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.

9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. Violations of student rules which are also violations of state law, are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9: Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 10: Reporting Child Abuse

Nebraska State Law mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) 1-800-652-1999 when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- Placed in a situation that endangers his or her life or physical or mental health;
- Cruelly confined or cruelly punished;
- Deprived of necessary food, clothing, shelter, or care;
- Left unattended in a motor vehicle if such minor child is six years of age or younger;
- Sexually abused; or
- Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their school counselor, social worker, principal, or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, school social worker, or an administrator will help you.

Section 11: Fundraising

Fundraising is defined as the selling of a product, providing a service or activity, or requesting donations of any kind. As noted in **Board of Education policy 506.07**, all fundraising for student organizations, outside organizations, and charitable giving campaigns must have prior administrative approval from the building principal and the Director of Business/Human Relations, evidenced by signature on a completed School Fundraising Application. School District employees who supervise official school programs or extracurricular activities are directed not to organize, conduct, or involve students in fundraising activities unless the fundraising activity has been approved. Requests should be submitted digitally at least sixty days prior to the event so they can be reviewed by the Board of Education.

When receipts from fundraising or other activities are sent to the Administration Building to be deposited, they are to be accompanied by a properly completed Report of Cash/Checks Submitted form. Receipts should be counted by two separate people at the building, the form completed, and the receipts and form sent to the Administration Building. Upon arrival at the Administration Building, the receipts will be re-counted prior to deposit in the appropriate account and bank.

All fundraisers should have a clearly defined and itemized use of funds prior to approval.

Section 12: Purchases with Building or District Funds

The Board of Education recognizes the importance of sound fiscal management practices and expects efficient and consistent procedures in purchasing materials and services for the district. Requests for equipment, materials, books, supplies, reimbursement claims, and other expenses shall be made by the employee to his/her supervisor or administrator. Such requests are to be approved prior to the order being placed or the expense being encumbered. No payment of a bill will be made without an approved purchase order and an itemized invoice. Tax exempt status is to be requested of all purchases and sales tax will only be reimbursed if the vendor does not accept the tax-exempt form.

All purchasing for the district will adhere to an approved purchase process that clearly establishes the contractual arrangement between the supplier and the school district. No employee may enter into a contract with a supplier unless the administrator or supervisor also endorses that contract.

Section 13: District Credit Cards

A CPS credit card may be checked out for occasions when you are traveling on District business and returned when its specific use has been accomplished. If you wish to use a District credit card, contact the Director of Finance and Human Resources no less than 5 days in advance to complete a request and

summary of District policies pertaining to expenditures and use of credit cards. Receipts must be returned with the credit card including the appropriate budget code.

Section 14: Cash in School Buildings

Under District Policy 709.00, the amount of cash that may be kept in the school building for the purpose of making change shall be sufficient for the day's operations. This includes fundraising activities, petty cash, food service funds, jean/pop/staff courtesy funds, student council, the library, school activities/athletics and any other District (or extended) school group or activity. Excess cash shall be deposited in the authorized depository/account of the school district. Cash on hand should only be secured in a locked location in the school building's main office and should never be kept overnight in classrooms or other unsecure locations. Board Policy 706.02 has established $50 as a reasonable amount of "on-hand cash" for the petty cash fund. That standard, for most situations, should be used when determining if a deposit should be made for excess cash. This does not apply for cash boxes used for events taking admission.

Section 15: Professional Travel

When traveling outside of Columbus for the District, several policies cover aspects of professional travel. Please review when attending conferences, meetings, or other qualifying events. School activities or field trips where students are competing, performing, or attending may be handled differently.

- Transportation – Board Policy 402.20
- Lodging – Board Policy 402.20
- Meals Per Diem – Board Policy 402.20
- Credit Card – Section 13 p. 27
- Leave – Section #8 p. 17 and Section #16 p. 20
- Reimbursement – For mileage or meals, use proper form, see Section #9 p. 12 and is also covered under Board Policy 706.05

Section 16: Obligation to Report Criminal Charges, Convictions, and Protection Orders

Consistent with Board Policy 405.02, all staff are required to report certain criminal and legal matters to the District.

Any staff member who is arrested, cited (other than for a minor traffic infraction), charged with, or convicted of any of the following must submit a written report within three (3) calendar days to their direct supervisor, building principal, or the Director of Human Resources:

- Any felony or misdemeanor offense (other than a minor traffic infraction);
- Any offense involving violence, domestic abuse, weapons, theft, fraud, or dishonesty;
- Any offense involving the abuse, neglect, or endangerment of a child or vulnerable adult;
- Any sex offense or offense requiring sex offender registration;
- Any offense involving drugs, controlled substances, or alcohol (including DUI/DWI/MIP);
- The issuance of any protection, restraining, or harassment order against the staff member; or

- Any other legal matter that could reasonably affect the staff member's ability to perform assigned duties or pose a risk to students, staff, or the school community.

The report must include the date, location, nature of the offense or order, court or jurisdiction (if known), and current status of the matter. The duty to report is ongoing and staff must also report subsequent charges, amendments, plea agreements, convictions, dismissals, sentencing, modifications, and final dispositions within three (3) calendar days.

Reports will be handled confidentially to the extent permitted by law. This requirement is in addition to all other reporting obligations under District policy and state and federal law. Compliance is a condition of employment.

For the full requirements, definitions, and procedures, refer to Board Policy 405.02.

Article 5: PERSONAL AND PROFESSIONAL CONDUCT

Section 1: Professional Ethics Standards

The Columbus Public Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District. Violations of appropriate and professional conduct, including those listed or not listed in Article 5, may result in Columbus Public Schools filing a complaint with the Nebraska Professional Practices Commission resulting in the revocation, suspension, public reprimand, or private reprimand of the employee and their certificate.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence, and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.
The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit

good moral character, maintain high standards of performance, and promote equality of opportunity. In fulfillment of the educator's contractual and professional responsibilities, the educator:

A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
C. Shall not use coercive means or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
F. Shall not sexually harass students, parents, or school patrons, employees, or board members.
G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
I. Shall report to the Superintendent any known violation of paragraphs B, E, or G above.
J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the student, the educator:

A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession. In fulfillment of the obligation to the public, the educator:

A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
E. Shall not commit any act of moral turpitude nor commit any felony under the laws of the United States or any state or territory.
F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect. In fulfillment of the obligation to the profession, the educator:

A. Shall provide, upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
B. Shall not misrepresent his or her professional qualifications nor those of colleagues.
C. Shall practice the profession only with proper certification and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect. In fulfillment of the obligation to professional employment practices, the educator:

A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
B. Shall not knowingly withhold information regarding a position from an applicant or employer or misrepresent an assignment or conditions of employment.
C. Shall give prompt notice to the employer of any change in availability of service.
D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.

E. Shall not assign to unqualified personnel tasks for which an educator is responsible.
F. Shall permit no commercial or personal exploitation of his or her professional position.
G. Shall use time on duty and leave time for the purpose for which intended.

Section 2: Evaluations

Evaluations of teachers will be conducted in accordance with the BOE approved Professional Performance Model. Supervisors reserve the right to observe, appraise, or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration. Evaluation resources and the professional performance model is located in the **Staff-HR shared drive**.

Section 3: Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner during school and after school hours.

Section 4: Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

The relationship between a building principal or supervisor and staff within the building or department is always enhanced by direct communication between the staff members and the principal or supervisor. Direct communication is the best way to solve potential problems, relieve tensions, and to clarify any misunderstandings.

The staff member should request a conference with the building principal or supervisor and attempt to resolve the concern or complaint. In the event the concern is with the building principal, then the staff member should request a conference with the Superintendent of Schools.

Section 5: Professional Attire

It is important for teachers to project a professional image to students, parents, and co-workers. Appropriate attire and personal appearance are key components of projecting a professional image. Teachers are expected to maintain conservative and professional (business casual) attire when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary. We encourage all staff to wear CPS apparel when appropriate.

Section 6: Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

A. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
B. The teacher is not to provide private tutoring in a school building.
C. The teacher is not to provide private tutoring during duty time.
D. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 7: Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 8: Use of Cell Phone, Technology, and Social Media

Use of a cell phone, laptop, tablet, or any device to make audio or visual recordings of students, staff, parents without their consent is prohibited and will be deemed as unprofessional conduct. Posting of audio, pictures, video, or any likeness of a student, parent, or staff member on any public forum/social media without prior permission is prohibited. Pictures, video, or audio posted through a school approved account on a public forum or social media that adheres to District policy is acceptable and should promote a positive image of the school district and/or person(s) included in the post.

Employees of the District posting comments, pictures, video, or audio on social media or using their position as an employee to further an agenda outside of the school district chain of command may be considered insubordinate. School business and communication should be conducted within the proper chain of command at all times.

Section 9: Employment Contract

A certificated employee in their first three years of employment with Columbus Public Schools is considered probationary and are covered under Nebraska Statute 79-828. Permanent certificated employees are those employed beyond three consecutive years with the District and are covered under Nebraska Statute 79-829. An employee is under contract with Columbus Public Schools from the initial signing of a certified contract until they (a) resign in writing, (b) are notified of non-renewal, (c) are terminated, or (d) fail to hold a valid Nebraska Teaching Certificate. Amended contracts are received to properly establish and communicate pay rate annually. An employee contracted with Columbus Public Schools may be assigned any position, location, or duty regardless of what position is specifically listed on a signed contract in order to best serve the needs of students.

Article 6 – ACADEMIC MATTERS

Section 1: Purpose and Goals of Academic Achievement

The Columbus Public Schools Board of Education is committed to providing a quality education for all Columbus Public School students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Section 2: Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education (special education students), students with other disabilities which impact the educational program (504 students), and limited English proficient students (LEP or EL students). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/EL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3: Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4: Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the Board of Education and community. To this end, teachers shall develop a variety of common assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on report cards.

Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. Grades must be recorded for all curricular areas.

Recording Grades. Each teacher shall record grades in the District-approved record keeping system. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales approved for the elementary, middle, and high school. Any deviation from the approved grade scales must be approved by the building principal.

Grading scales are expected to be used according to the following guidelines:

- No other grade scales are to be used on official records or reports.
- "Failing," "unsatisfactory," or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
- The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester, not an average of two nine-week marks).
- Teachers may exercise professional judgment in distributing marks. Behavior should not be included in an academic grade. Marks are not expected to be distributed on a normal curve.

Elementary Grading includes standards-based grading and work habits as an approved model of assessment. Elementary teachers are to follow the guidelines set forth for this grading-system.

Section 5: Updating Grades

6-12 teachers should update grades weekly and K-5 teachers should be updated grades every two weeks or more often if directed by principals.

Reconsideration of Grades/Marks: Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event parents or students question a grade, the parents/guardians and/or student may be included in the conference.

Incomplete Classes: Some students in certain situations may qualify for an approved incomplete for a course. Late entry or a serious injury at an awkward point in the semester are examples of such situations.

Transfer Grades: A student transferring into Columbus High School at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal or designee.

Reports to Parents: Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents. Students and parents may review grades through the online student information system Synergy. Unique login information is required. Teachers are expected to keep their grades in Synergy up-to-date and accurate as a means of reporting progress.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, or other behaviors, etc. The parents do not have this knowledge. These ~~If any such~~ factors should not have significant bearing on the student's grade but may be impacting their academic performance. Along with their relationship with teachers, ~~notes~~ communication should be ~~sent to~~ make with parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths, areas needing improvement ,and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes, which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Section 6: Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. Communicating with parents before parent-teacher conferences is highly encouraged. Absences from Parent-Teacher conferences require the use of personal, sick, or FMLA leave, unpaid leave will not be permitted. Teachers will be required to make-up the parent meetings.

Section 7: Use of Video Resources for Instructional Purposes

Video or other media resources used to support the educational process must 1) relate to the concept being taught, 2) have a PG-13 or lower rating (or have prior permission by the principal if above PG-13), 3) must be previewed in their entirety by the teacher before using in class, and 4) the expectation is to use excerpts of the program to illustrate important concepts rather than viewing an entire 90- to 120-minute show.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1: Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use, or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense away from the workplace or off duty time.

As a condition of employment, teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2: Smoke- and Tobacco-Free Workplace

The use of tobacco products in the District's buildings, on school grounds, all owned or leased facilities, and school owned/leased vehicles is prohibited.

Section 3: Weapon-Free Workplace

Regardless of state statute on conceal or permit less carry, The District prohibits any person from being in possession of a weapon at a school facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary, or gas bomb, grenade, rocket, missile, mine, or similar device;
5. Any bludgeon, sand club, metal knuckles, or throwing star;

6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocketknife with a blade of 2-1/2 inches or more is a prohibited weapon. A switchblade knife is prohibited regardless of size of the blade. A switchblade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
8. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes. This shall not be considered as possession of a weapon unless the mace or other similar chemical agents that are typically designed for individual personal defensive purposes is in larger quantities and/or concentrations that would be considered excessive. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
9. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
10. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

An exception to this policy applies to law enforcement officers in uniform, on-duty, or assigned to Columbus Public Schools as a student resource officer.

Section 4: Acceptable Use of District Computer Network and Internet

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

The expectation of the Board of Education is that employees will conduct themselves in such a way as to promote a positive school atmosphere through professional and appropriate dress code, interpersonal relationships, and employee conduct. This includes any communication, verbal, written or electronic. As public employees, all staff should recognize that students, peers, parents, and community members are continuously observing their actions. All staff must be aware that their actions and demeanor are reflected in the conduct of students, which may impair their effectiveness as employees.

The personal life of an employee, when communicated by texting, social networking, or other personal communication conducted via the Internet or any other form of communication will be a concern of the Administration and Board of Education if it impairs the employee's ability to effectively perform

his/her job or it violates local, state, or federal laws or contractual agreements. This not only includes communication through devices provided by the district, but also personal or privately owned systems or electronic equipment if said communication merits disciplinary actions consistent with state law, federal law, and/or Board policy.

It is the expectation that all employees will maintain appropriate and professional boundaries with students at all times, both inside and outside of school. No employee shall engage in inappropriate or unprofessional conduct, especially conduct of a sexual nature, with a student at any time. This includes inappropriate communication, be it verbal, written or electronic, through any manner such as in person, via telephone, cell phone, computer, personal data assistant, text messaging, instant messaging or any and all social networking mediums.

In using the computers and the Internet, users agree to the following:

1. Since copyright laws protect software and other content, users will not make unauthorized copies of software or content on school computers. If a user downloads public domain programs for personal use or non-commercially redistributes a public domain program, the user assumes all risks regarding the determination of whether a program is in the public domain.
2. Users shall not access material that is obscene, pornographic, or otherwise inappropriate for educational, work-related, or personal uses or contrary to the District's mission. Users are not permitted to knowingly access information that is profane, obscene ,or offensive toward a group or individual based upon race, gender, national origin, or religion.
3. Users will protect the privacy of other computer users' areas by not accessing their passwords.
4. Users will not engage in hacking or otherwise attempt to gain unauthorized access to system programs or computer equipment. Attempts to harm, destroy, or remove computer software or equipment is prohibited unless removed by authorized CPS personnel.
5. Users will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Users will not attempt to log in to the districts' local system administrator account.
7. Users understand that the intended use of all computer equipment is to meet instructional and educational objectives. All District related content and materials are required to be stored within a district domain account.
8. Users will not use the network for financial gain or for any commercial or illegal activity.
9. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of online services or products. The user is solely responsible for any such charges.
10. Users are responsible for the integrity of information accessed and any software downloaded. If the computer becomes inoperable, the computer will be restored by the tech department to the state in which it was originally received by the user. Users will be responsible for reloading any lost material or programs.
11. Users will be responsible for back up of all data on the computer. The district recommends that all important data be stored within your district Google Drive account or saved to an external hard drive. The district is not responsible for lost data.

12. The District reserves the right to inspect a users' computer and computer usage at any time. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. Computers are the property of Columbus Public Schools and are therefore subject to changes or modifications as deemed necessary by the district.
13. A technology protection measure is in place that blocks and/or filters Internet access. The Internet filter is designed for preventative access to Internet sites that are not in accordance with District policies and regulations. Inappropriate bypassing of the filter is prohibited. When an authorized user bypasses the filter, the user takes responsibility for content that appears and is displayed for classroom viewing or on their device.
14. All district purchased software through the App store must be done by the CPS IT department. This includes the Apple suite (Pages, Numbers, Keynote) downloads on your district computer.

As the user, you are taking sole responsibility for all activity on any school-issued device, whether activity be attended or unattended. Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to the immediate suspension or termination of the user's Internet account and computer privileges, reprimand, suspension, or termination.

Personal Use and Fee

The purpose of technology provided to staff at Columbus Public Schools is to meet the educational needs of the district. The occasional personal use agreement allows Columbus Public Schools staff to have occasional personal use. It is understood and accepted that any use of technology provided by the district is not private. It is important to remember that the equipment and the software are the property of the school district. Each employee will be charged, through a September payroll deduction, an annual personal use fee of $45.00 to cover the additional coverage related to personal use of school devices. An employee may contact the Director of Operations or his/her designee, Mr. Leonard Kwapnioski, to opt out of personal use coverage by September 15th of each year. An employee opting out will not have damage coverage of their device.

Important Information Concerning CPS Technology

Reporting lost or stolen technology during the school day:

- If your iPad or computer is missing or stolen, contact your building principal AND someone in the Tech Dept IMMEDIATELY: Leonard Kwapnioski (c-402-910-3282) or (x11517), Jeff Uchtman (c-402-276-1015) or (x12352), Corey Underdahl (c-402-650-6731) or (x12450).
- Machines covered by AppleCare will follow Apple's troubleshooting protocol to determine if machine damage is covered. Employees are automatically enrolled in the District damage protection plan through payroll deduction in October. An employee may opt out of the plan by September 15th of each year by notifying Mr. Leonard Kwapnioski. All non-covered damages will be the responsibility of the employee. Under no circumstances shall an employee try to repair any district-owned device. All damage requiring repair shall be reported to and coordinated by CPS District Technology as soon as possible.
- Be aware of the CPS policy regarding the use of student images and/or names in digital or paper media produced by you or in your classroom.

- Follow correct copyright procedures when using images and materials that you do not own.
- District-owned and managed software will be updated based on the device. Please follow directives of the IT department regarding updating software for your laptop, desktop, table, or iPad.
- Self-installed software will be updated and maintained by the user who installed the software.

Reporting lost or stolen technology at times other than 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 there is no answer, please leave this information on the answering machine:
  - Name of person the equipment is assigned to
  - Person's name making report
  - Location where computer was when it went missing
  - Contact number to be called back

Section 5: Use of School Facilities

Teachers will be provided access to the school. Teachers are expected to maintain security of building access methods and not give this access to others. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. For non-school sanctioned activities an employee should follow the District policy on facility rental and use of facilities. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 6: Care of School Property

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7: Use of Telephone

Personal telephone calls and messaging shall not be made during student instruction time except in the event of an emergency. This includes the classroom phone and personal cell phone.

Section 8: Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

Section 9: Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings, or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 10: Security of Desks and Lockers

Offices, teacher desks, lockers, file cabinets, and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a briefcase, purse, or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 11: Video Surveillance

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District facilities and equipment in accordance with Board Policy 402.22.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student, employee, or other building user violating school policies or rules or local, state, or federal laws, the video surveillance recording may be used in appropriate

disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 12: Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event. Non-district requests should be sent to the Administration Building.

Section 13: Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, 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." Teachers should seek assistance from administration if there are any questions regarding what may be copied.

Section 14: Lost and Found

Teachers who find lost articles are asked to take them to the office where the owner can claim the articles.

Section 15: Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan, which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations.

Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.
The District also has a safety committee to address employee accidents, injuries, and work place conditions. A representative from CEA plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the president of the teachers association (CEA). Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers association representative of the safety committee, (2) contact the president of the teachers association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders, and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter and keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly, or assistance. Know how to properly lift.
8. Report any personal injuries or medical problems while on duty to your supervisor immediately and complete the employee accident report. This should be forwarded to the Human Resources office.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.
11. Use your blood-borne pathogen kit and training provided.
12. Every student accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school (home or away) must be reported immediately to the Principal or supervising administrator.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and

first aid. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

Accidents

Every accident which results in a personal injury involving students or staff must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach, or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork. These documents should be forwarded to the Human Resources office. Updated injury procedures and forms are located in the Staff-HR shared drive in Google.

Section 16: Traveling on School Business

School employees will be provided with a school-owned vehicle when such a vehicle is available. Submit a transportation request to the CHS Activities Assistant. When a school vehicle is not available or for trips outside the boundaries of the District but less than 60 miles one-way, reimbursement for the use of a personal vehicle will be at the rate established by the State of Nebraska. If an employee chooses to use a personal vehicle in a situation where a school vehicle could have been used, the reimbursement rate for such travel will be the estimated cost of using a school vehicle.

Under Title 92, Chapter 91, section 002.02, an activity trip (school business) means the transportation of children, pupils, and/or school personnel to and from a given location to a second or subsequent location or locations without stopping to load or unload the passengers on the public highways for the purpose of transporting the passengers to any activity or event sanctioned, authorized, or sponsored by the school district. Under this definition (005.03 Authorized Passengers) children of family members may only be included in the transportation if they are part of the team or sanctioned group involved in the activity. No one except school personnel, supervisory personnel, and pupils assigned to the school bus for a particular route schedule or for an activity trip may ride in such vehicles.

Section 17: District Employee Communications

The District sends regular communication to employees 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 automated dialing technology are prohibited unless the calls are made for emergency purposes or made with prior express consent of the cellular phone subscriber. In order to comply with the Federal Consumer Protection Act, Columbus Public Schools needs your consent to call the cellular phone number. By signing the receipt for this handbook, you give Columbus Public Schools permission to call all cell phones registered in District records for District communication purposes.

Section 18: Scent Devices

To ensure that every District building is free of potential allergens, employees are prohibited from bringing onto the premises natural or artificial scents that could cause allergic/asthmatic reactions or be irritating to others. Scented personal products (such as fragrances, colognes, lotions and powders) that are perceptible to others should not be worn by employees. Other scented products (candles, potpourri, scentsy, diffuser, and similar items) are also not permitted in the workplace due to increased risk of allergic/asthmatic reactions.
Employees required by medical necessity to use products that contain odors perceptible to others may request a reasonable accommodation from their supervisor, Principal, or the human resources (HR) department. Any employee with a concern about scents or odors should contact the building Principal.

Section 19: Small Kitchen Devices

Board policy 903.09 and 903.09R1 specifically maps out the District's commitment to energy savings. Along with the existing Board Policy there is the inherent safety risk associated with small kitchen devices in non-approved areas. The district has established common areas, teacher workrooms, or staff kitchens where these devices may be used. **Outside appliances**, which includes, but is not limited to, coffee maker, portable heater, microwave, any size refrigerator, etc. **may NOT be used in a District classroom**, office space, or conference rooms without approval from the Director of Operations or their designee. Any other request shall require an inspection of the equipment and approval. Appliances or equipment purchased by the district and approved for academic use in a defined area are permissible. Approvals are for the specific piece of equipment in a specific location for a specific use. Approval will be done in writing and kept on a master list. The district assumes no responsibility for damage to a personal appliance brought to school. These designated and approved items should be unplugged when not in use.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1: Notice of Nondiscrimination

As an equal opportunity employer, Columbus Public Schools will not discriminate on the basis of race (including skin color, hair texture and protective hairstyles), color, religion, national origin, sex, physical or mental disability, age, sexual orientation and gender identity, or any such related condition in the hiring, dismissal, or retention of CPS employees provided that in the case of handicapping condition, the condition itself is not a limiting factor in the performance of the designed essential duties for the position involved.

The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures, or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin), or Section 504 (discrimination,

harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights
8930 Ward Parkway
1801 L Street, N.W. Suite 2037
Kansas City, MO 64114
816-268-0550

The U.S. Equal Employment Opportunity Commission (EEOC)
Washington, D.C. 20507
(800) 669-4000; TDD: (800) 669-6820
FAX: 816-823-1404; TDD: 800-437-0833

Section 2: Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies, or programs. The contact address for the coordinator(s) is: Columbus Public Schools, 2410 16th St Ste A, Box 947, Columbus, NE 68602-0947, (402) 563-7000.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Dr. Chip Kay
Title IX	Discrimination or harassment based on sex; gender equity	Employees – Mr. Jason Schapmann Students – Mr. Tim Kwapnioski
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Dr. Jason Harris and Mr. Leonard Kwapnioski
Homeless student laws	Children who are homeless	Dr. Chip Kay
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dr. Chip Kay

Section 3: Anti-discrimination & Harassment Policy

Elimination of Discrimination

The Columbus Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: Columbus Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students, or other persons is prohibited. In addition, the Columbus Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion, or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability, or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional, or educational environment.

Age harassment (40 years of age and older) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age. Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work, classroom, or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments, or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body.

Section 4: Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment, or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

- Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
- Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
- Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough but informal and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
- The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5: Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6: Disclosure of Student Information to Military Recruiters and Colleges

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education without their prior written consent. Employees are expected to follow these requirements.

Section 7: Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Section 8: Student Privacy Protection

The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
   - Political affiliations or beliefs of the student or the student's parent;
   - Mental or psychological problems of the student or the student's parent;
   - Sexual behavior or attitudes;
   - Illegal, anti-social, self-incriminating, or demeaning behavior;
   - Critical appraisals of other individuals with whom the student has close family relationships;
   - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
   - Religious practices, affiliations, or beliefs of the students or the student's parent;
   - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term "instructional materials" does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 9: Parental Involvement

General - Parental/Community Involvement in Schools

The District's policy is to welcome parental involvement in the education of their children. As a part of this policy, employees are expected to:

- provide parents timely information about their child's progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student's academic and behavioral needs;
- make textbooks, completed tests, and other curriculum materials available for review by parents upon request;
- permit parents access to their child's records according to law and school policy;
- encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor, or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
- assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
- permit parents to excuse their child from testing, classroom instruction, and other school experiences when possible and educationally appropriate;
- notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
- encourage parents to express their concerns, share their ideas, and advocate for their child's education.

Title I Parental Involvement

The District has a separate policy established pursuant to the No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children been given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents play an integral role in assisting their child's learning; that parents are encouraged to be actively involved in their child's education at school; that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

Section 10: Homeless Students

The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 11: Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 12: Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

Appendix 1: COMPLAINT PROCEDURES FOR STAFF: Policy 403.055

The Board of Education advises the public that the proper channeling of complaints involving school personnel shall be from the complainant to the employee, to the principal, to the Superintendent, and then on to the Board of Education.

Internal Complaints regarding School Personnel

Step 1
If the complaint is in regard to another staff member,

a. The complainant should request a conference with the building principal to resolve the concern or complaint.
b. If it is determined that an investigation will take place, the complainant must provide the issues of the complaint in writing and sign the document as confirmation.

Step 2
If a staff member is dissatisfied with the result of this conference, the staff member can request a second conference with a district administrator (Director of Finance and Human Resources), the principal, and the staff member.

Step 3
If a staff member is not satisfied with the resolution of the complaint at Step 2, the staff member can request a conference with the Superintendent of Schools for discussion of the problem.

**If a complaint is in regard to the building Principal the staff member must go directly to Step 2

Internal Complaint Process regarding an Administrator

Step 1
If the complaint is in regard to the building principal, the complainant should request a conference with the Superintendent to resolve the concern or complaint.

a. If it is determined that an investigation will take place, the complainant must provide the issues of the complaint in writing and sign the document as confirmation.
b. The Superintendent or his/her designee reviews, investigates, and will then make a determination as to whether the complaint is valid or not.
c. The complainant will receive confirmation that the investigation has taken place during the documented time frame.

Step 2
If the staff member is dissatisfied with the result of step one in the process, the staff member can request an appeal for a second evaluation to be conducted by ~~Executive~~ Director of Human Resources.

Step 3
If the staff member is not satisfied with the outcomes of the previous two steps, the staff member can request a conference with a committee of the Board of Education that is appointed by the board president.

Step 4
The staff member may file a complaint to the board as a whole after all other steps have been exhausted.

Community Complaints regarding School Personnel

Step 1
If the complainant is not satisfied with the process with the employee in question, the Principal or his/her designee reviews, investigates, and makes a recommendation.

Step 2
If the complainant is not satisfied with the process and outcome of the building principal, the principal's recommendation will be reviewed and a decision made by the appropriate central office administrator (Director of Finance and Human Resources).

Step 3
If the complainant is not satisfied with the process of the administrator's decision, an appeal can be made to the Superintendent of Schools.

*If a complaint is in regard to the building Principal the community member must go directly to the Superintendent

**Any statement containing a charge or a complaint against an employee of the school district must be submitted in writing, verified and signed by the complainant.

Community Complaints regarding School Administration

Step 1
If the complaint is in regard to the building principal, the complainant should request a conference with the Superintendent of schools to resolve the concern or complaint.

a. If it is determined that an investigation will take place, the complainant must provide in writing and sign to confirm the issues of the complaint.
b. The Superintendent and his/her designee reviews, investigate, and will then make a determination as to whether the complaint is valid or not.
c. The complainant will receive confirmation that the investigation has taken place during the documented time frame.

Step 2
If a complainant is dissatisfied with the result of step one in the process, the staff member can request an appeal for a second evaluation to be conducted by the Director of Human Resources.

Step 3
If the complainant is not satisfied with the outcomes of the previous two steps, the staff member can request a conference with a committee of the board of education that is appointed by the board president.

Step 4
The complainant may file a complaint to the board as a whole after all other steps have been exhausted.
*If a complaint is related to the building Principal the community member can go directly to Step 2

**Any statement containing a charge or a complaint against an employee of the school district must be submitted in writing, verified, and signed by the complainant.

INSTRUCTIONS FOR PREPARING A COMPLAINT

Please Type or Print.
1. If you are filing a complaint against a process, problem, person, or more than one person, a separate form should be used for each process or person. If you have more than one complaint against the same process, problem, or person, you should use one form and describe each incident. As the Complainant, your name and phone number must appear in the blanks at the top of the first page.

2. The process, problem, or person against whom a Complaint is filed is called the Respondent and the Respondent's name must appear at the top of the first page on the left hand side, below your name. Also list the Respondent's name and telephone number in the blanks immediately underneath the complainant information.

3. In the complaint section, please list the facts which you believe constitute a violation of professional conduct and ethics and/or process used. Use additional sheets as necessary and number each page.

4. In the witness section, list individually the full name and telephone number of each witness to verify as to the alleged incident if appropriate.

5. Your signature should appear on the "verification" page indicating the complaint is factual to the complainant's knowledge.

6.Please mail, email, or deliver the completed Complaint form to the direct supervisor. If the complaint is in regard to the direct supervisor, please send the form to the Superintendent. If the complaint is in regard to the Superintendent, please send the form to the ~~Executive~~ Director of Human Resources.

A blank complaint form is attached or you may type your own form.

In accordance with Board Policy 403.05 and 403.055, of the *Columbus Public Schools Policy Handbook*, the Complainant states as follows:

Complainant is: _____

_____

_____

Respondent is: _____

_____

_____

_____

Complaint: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Complaint
Case No. _____

Page _____

Witness(es): _____

VERIFICATION

WHEREFORE, Complainant requests that the Superintendent investigate this Complaint and take such action as is warranted.

I, _____

_____

___, have read the contents of the Complaint and that to the best of my knowledge, information, and belief such contents are true and there is reasonable cause for filing said document.

_____

_____

_____

(Signature of Complainant)

_____

_____

_____

(Printed Name of Complainant)

Dated this _____

day of _____

_____

, 20_____.

BEFORE THE SUPERINTENDENT OF SCHOOLS &
COLUMBUS PUBLIC SCHOOLS BOARD OF EDUCATION

For Internal Use

_____
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Case No. _____
(Name)

)
Leave Blank
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)
(Telephone #)

)
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)
(School)

)
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Complainant,
)
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)
(Name)

)
)
(Telephone #)

)
)
(School)

)

)
Respondent.
)

Appendix 2: Title IX Nondiscrimination

Section 1: Notice of Nondiscrimination

The Columbus Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination. Local complaint or grievance procedures are provided for by the district and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights, where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
816-268-0550

The U.S. Equal Employment Opportunity Commission
1801 L Street, N.W.
Washington, D.C. 20507
800-669-4000; TDD: 800-669-6820

Section 2: Designation of Coordinators

Any person having inquiries concerning the district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for each coordinator is: Columbus Public Schools, 2410 16th St Ste A, Columbus NE 68601.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Dr. Chip Kay
Title IX	Discrimination or harassment based on sex; gender equity	Employees – Jason Schapmann Students – Tim Kwapnioski
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Jason Harris and Leonard Kwapnioski
Homeless student laws	Children who are homeless	Dr. Chip Kay
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dr. Chip Kay

COLUMBUS PUBLIC SCHOOLS

CLASSIFIED STAFF HANDBOOK

2026-2027

STAFF COVERED UNDER THE CLASSIFIED HANDBOOK INCLUDE:

Food Service, Technology, Registrar, Translators/Interpreters, Administrative Assistants, Secretaries, Health Aides, Media Aides, Paraprofessionals, Custodial, Maintenance, Bus Drivers, Office Staff, After School Program, and other hourly employees not listed above.

This handbook is an outline of the basic policies, practices, and procedures of the Columbus Public Schools. It contains general statements of policy, and it should not be read as including the details of each policy, or a promise that the provisions in it will be applied in all cases. The provisions may be changed at any time, with or without notice. This handbook totally supersedes all previous handbooks. The handbook is not a contract, expressed or implied, between the school district and the employee.

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Intent of Handbook

Welcome to the Columbus Public Schools. This handbook is intended to provide classified employees with general information about the Columbus Schools and to serve as a guide to policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to Classified Employees are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law and Board policies and regulations will take precedence over the handbook.

This handbook does not create a contract of employment. Classified employee positions and assignments may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except for the contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

In lieu of missing content or errors in the handbook, school board policy and state statute will be used to interpret the situation as best possible. When a final interpretation and application is required it will be done by the Superintendent or their designee.

This handbook will be in effect for the current school year and subsequent school years unless replaced by a later edition.

The contents of this handbook shall supersede any oral statements made to any classified staff employee.

As an employee of the Columbus Public Schools you are a public figure and are expected to be a positive role model.

Mission and Vision of the Columbus Public Schools

The Mission of the Columbus Public Schools: "Engaging all learners to achieve success"

The Vision of the Columbus Public Schools:

Columbus Public Schools will continuously strive to be a high-performing learning community that will meet the unique diverse learning needs of all students.

To attain our Mission and Vision, we must demonstrate that we will:

- Maintain a dedicated, clear, and collaborative focus on student learning and outcomes.
- Provide a safe and supportive environment for learning and teaching.
- Foster communication, trust, support, and partnerships with stakeholders.

Members of the Board of Education

Mike Jeffryes, President
3255 37th Avenue, Columbus, NE 402-276-3597

Marv Zoucha, Vice President
4058 54th Avenue, Columbus, NE 402-276-5768

Candace Becher, Member
120 SE Calle Colombo, Columbus, NE 402-910-4579

Doug Molczyk, Member
2870 North Park Lane, Columbus, NE 402-276-4033

Theresa Seipel, Member
4302 31st Street, Columbus, NE 402-910-6667

Doug Willoughby, President
656 Quail Lane, Columbus, NE 402-270-7195

Administrative Staff

Dr. Chip Kay	Superintendent	
Dr. Jason Harris	Director	Special Education
Mr. Jason Schapmann	Director	Finance and Human Resources
Mr. Leonard Kwapnioski	Director	Operations
Ms. Brooke Kavan	Director	Teaching and Learning
Ms. Sara Colford	Assistant Director	Student Services
Ms. Nicole Anderson	Assistant Director	Communications/CPS Foundation
Ms. Angie Luebbe	Principal	Emerson Elementary School
Ms. Sarah Bird	Principal	North Park Elementary School
Mr. Andy Luebbe	Principal	Centennial Elementary School
Mr. J.P. Holys	Principal	Lost Creek Elementary School
Ms. Desiree Teachon	Principal	West Park Elementary School
Ms. Erin Meyer	Principal	Kramer Education Center
Ms. Amy Haynes	Principal	Columbus Middle School
Mr. Jordon Anderson	Assistant Principal	Columbus Middle School
Ms. Adriana Carnes	Assistant Principal	Columbus Middle School
Ms. Katie Rose	Assistant Principal	Columbus Middle School
Mr. Alex Dostal	Assistant Principal	Columbus Middle School
Mr. David Hiebner	Principal	Columbus High School
Mr. Austin Carmichael	Assistant Principal	Columbus High School
Ms. Michelle Oppliger	Assistant Principal	Columbus High School
Mr. Michael Ziola	Assistant Principal	Columbus High School
Mr. Tim Kwapnioski	Activities Administrator	Columbus High School

ARTICLE 1: SCHOOL CALENDAR & SEVERE WEATHER & CANCELLATIONS

Section 1: Calendar(s)

School Calendar can be found at Staff-HR Calendars that will show in session, vacation, and professional development days.

This year there is also a Planning Calendar available that shows the start and ending date for employees, days to be in attendance when students are not present, and observed holidays.

You may also view future Draft Calendars in this same folder as they become available.

Section 2: Severe Weather and School Cancellations

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the superintendent's staff will notify local news media when inclement weather warrants such action. This information is broadcast regularly by radio stations. When the weather is questionable, please tune into KLIR 101.1 FM for announcements. A decision to close or delay the start of school will be made before 6:30 a.m. The district will also utilize the Columbus Public Schools cell phone application and Thrillshare for district-wide messages.

There is no fail-proof way to determine severe weather and there are wide differences of opinion on how severe the weather must be before schools are closed. Good and bad decisions are made in trying to predict what Mother Nature will do. Decisions to close school or keep it open are made on the best available information. Weather information about winter storms is obtained from the news media. Personal observations on the weather and road conditions are also made.

Columbus Public Schools will operate school every day possible and will generally have school when surrounding school districts close. Rural districts operate many school buses; therefore, road conditions and visibility affect school closing decisions. The danger and risk to students is generally less in Columbus because Columbus students' homes are relatively close to school, streets are usually open, visibility is generally better in town, the shelter of homes in case of emergency is near, and CPS operates few school buses.

The question is often asked, "Why not close school more frequently in bad weather?" Learning is important to Columbus Public Schools. The curriculum has been designed to be accommodated in 1,032 elementary hours, and 1,080 secondary hours; fewer school hours mean less learning. The staff cares about the learning that takes place. When weather jeopardizes the health and safety of young people, health and safety becomes priority number one and school is dismissed. In addition, the State of Nebraska maintains a minimum number of hours per year for school operation. Dropping below the 1,032 or 1,080 hour minimum may necessitate making up days on Saturdays, early summer, or after normal dismissal time. Making up hours is not preferred unless the danger imposed by weather necessitates dismissal.

Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers and

designated staff will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

When school is canceled or delayed because of snow, the possible announcements will be as follows:

"Designated staff report" will mean full-time secretaries in the High School, Middle School, Administration Office, and elementary schools; all administrators; building/grounds supervisors; full-time maintenance, full-time custodians, and district technology staff report for duty at the regular time or as soon as possible unless the radio announcement indicates otherwise. Teachers need not report but may do so at their discretion. **All classified employees will be paid only for the actual time worked on those days when school has been delayed or canceled due to inclement weather.** Employees not expected to be on duty when schools are closed include food service personnel, paraprofessionals, lunch-playground aides, and other part-time non-certified employees.

"School will start at 10:00 a.m." is the announcement used when the delay helps the road and parking lot clearing efforts, or when bad weather is subsiding. Custodians, administrators, full-time secretaries, and cooks report at regular times or as soon as possible as travel permits. Teachers, paraprofessionals, and other personnel report no later than 15 minutes prior to the announced starting time or at their regular reporting time, whichever is applicable.

If school is dismissed during the day because of a storm, teachers, paraprofessionals, and other instructional personnel may leave after students are dismissed and safely out of the building as per instructions of the building principal, but no sooner than fifteen minutes after student dismissal. Secretaries, custodians, and other personnel may leave after the building is cleared of students and staff at the discretion of the building principal or their immediate supervisor. The Administration Office will remain open as weather dictates. On such days, employees will be paid for their actual hours worked.

Emergency Conditions

The Columbus Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit, Tornado Warning System, and Critical Incident Response. School officials are not permitted to release students from the school building during a tornado warning. In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

ARTICLE 2: EMPLOYMENT

Section 1: New Employees

Upon completion of the advertising process, review of applications, and reference checks, the person best qualified for a position with the District will be offered the job. Before a new employee can be eligible to receive their first paycheck, they must complete all necessary forms. Those documents include, but may not be limited to:

a. I-9
b. W-4
c. Nebraska State Retirement System Beneficiary Form
d. Long-term Disability Insurance Application
e. Life Insurance Application
f. Health/Dental Insurance Application
g. Physical, if required
h. Appropriate certification, if applicable
i. Background Check
j. Official transcripts for salary increase
k. Register on time clock, if applicable
l. Direct Deposit Enrollment Form
m. Section 125 Plan Enrollment Form
n. Staff Information and Emergency Form

Section 2: Assignments

The duties to be performed by an employee with the District shall be subject to assignment by the appropriate administrator/supervisor. Job descriptions, where available, provide additional information about the position duties.

While on duty with the District, an employee will be expected to devote all of their duty time to the employee's position and to diligently and faithfully perform the assigned duties to the best of their ability.

Section 3: Definition of Full-Time Employee

A full-time classified employee is one who is scheduled for thirty-five (35) hours a week or more, a minimum of nine months out of the year.

Section 4: Personnel Files

The District will follow the requirements of state and federal law and regulation with regard to employee personnel files.

Any employee of the Columbus Public Schools shall, upon request, have access to his/her personnel file while on school premises, but may not have access to letters of recommendation solicited by the Columbus Public Schools or to sets of confidential credentials that are part of his/her file. No other person except school officials while engaged in their professional duties shall be granted access to such files, nor shall the contents thereof be divulged in any manner to any unauthorized person without the

employee's written permission. Permission forms are available in the Human Resources or superintendent's offices in the Administration Building.

Section 5: Internal Complaint/Communications

Board of Education policy requires that the proper channeling of complaints involving school personnel shall be from the complainant to the employee, to the principal, to the Superintendent, and then on to the Board of Education. Complete information regarding complaints may be found in Appendix 1.

Section 6: Complaints about School Personnel

Constructive criticism of the school, school system, or school personnel is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to assist the school in performing its educational tasks more effectively.

Section 7: Time Clocks

Classified employees are to use the building time clock at all times to record start/end of workday, lunch period, and all other times off duty. Employees are expected to clock-in and clock-out within 7 minutes of their scheduled time. On rare occasions, and for special reasons ONLY, a *payroll exception sign in/sign out form* may be used.

Section 8: Compensation

Compensation is paid only as authorized by the Board of Education. Employment agreements will provide a salary or hourly rate of pay that will be in effect until the beginning of the next school year. New employees may be credited with up to 3 years of prior experience in a comparable position.

Section 9: Payroll

Pay stubs for classified staff are available via email. Payday is the 20th of each month. Paydays, in accordance with the terms of the teacher's contract, will be the 20th day of September and the 20th day of each month thereafter up to and including August 20th. If the 20th of the month falls on Saturday, Sunday, or recognized holiday, the paychecks may be secured on Friday. During the summer months, pay stubs will be emailed or mailed to the employee's home address. Employees should always verify pay amounts. If any adjustment should be made, the Payroll Office should be called.

Direct deposit is required for **all** regular employees of the District. Contact the payroll office in the Administration building in writing if you need to make any changes, i.e. account number change, bank change, address change, etc.

Before an employee's pay can be issued, they must fill out a direct deposit authorization, provide an I-9 form with proper ID, and have a W-4 form on file.

Section 10: Payroll Deductions

Federal income tax, state income tax, social security, and retirement withholding, etc., as required, are deducted from each paycheck.

Regular payroll deductions, if necessary, for the approved health/dental insurance, disability insurance, and/or life insurance are done monthly over the employee's work agreement length.

Section 125, 403(b) contributions, dues, etc. will be made if any employee requests such deductions in writing to the Administration Building. Employee wages must cover these contributions each month.

School Foundation & United Way—A payroll deduction procedure offers a convenient way to pay a pledge to the Columbus United Way Fund and/or the Columbus Public School Foundation. Deductions begin in September of each year and continue as authorized on the deduction authorization form.

Section 11: Benefits

***Health Insurance**:* Provided for all classified staff who work 35 hours a week for at least nine months of the year (possibly at employee's expense or a portion of expense). See the Payroll office for current rates and benefit information.

The Columbus Public Schools will use August 1 through the following July 31 as the look-back period for calculations necessary under the Affordable Healthcare Act. To calculate average hours per week for those employees eligible for benefits under the Patient Protection and Affordable Healthcare Act, an employee's hours for the time period beginning August 1 and ending July 31 of the following year will be divided by the total number of weeks worked during that period of time, inclusive of break periods of less than 4 consecutive weeks.

Employees who do not participate in the District sponsored health insurance program must provide proof of creditable coverage for health insurance provided by another insurance carrier. Such employees may be eligible for cash-in-lieu of insurance benefits. The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available and have exhausted COBRA or other continuation coverage. Further information may be obtained from the plan administrator of the group health plan.

Disability Insurance (Long-Term): Provided for all classified staff who work 35 hours a week for at least nine months of the year.

Life Insurance: Provided for all classified staff who work 35 hours a week for at least nine months of the year.

Employees shall make annual benefit elections by September 1 of each school year. Should an employee fail to make such an election, the employee election from the immediately preceding school and contract year shall be continued. Each employee is responsible for informing the Business Office in writing of any changes in benefit status. All employee benefit elections are deducted through the District's 125 Plan. Once the elections are designated, they cannot be changed or dropped unless there is a life changing circumstance. This is per the IRS regulations governing Section 125 Plans.

***YMCA Subsidy**:* The District provides a monthly subsidy for classified staff members based on the number of months employed. Contact the payroll office during August to sign up for this benefit.

Employee Assistance Program: The District provides an Employee Assistance Program staff may access when needing to deal with issues such as depression, stress management, anxiety, marital difficulties, family conflict, alcohol or drug addiction, financial or legal concerns, problem gambling, eating disorders, childcare and eldercare, etc. Information on the program is located in the Staff-HR shared folder on Google Drive.

Section 12: Expense Reimbursement

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted on a monthly basis to the employee's immediate supervisor. The allowable rate shall be governed by board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Principal or, if the expense is related to an activity, by the Activities Director. The request for reimbursement should include a voucher sufficient to establish that the expense, with a detailed receipt, was actually incurred and that the expense was reasonable and related to a school purpose. All individuals' names must be included on the back of the detailed meal receipt. No more than one meal, per person, should be submitted for every six-hour block of on duty-time.

When an employee travels to a supervisor-requested conference/workshop, he/she will be compensated for expenses incurred traveling to and from including the conference/workshop fees. School vehicles should be requested first. If no vehicle is available, mileage will be paid. Receipts must be turned in and the appropriate form signed. If travel outside of Columbus is required for work, please review Board Policy 402.20 outlining transportation, lodging, and meals for employee travel.

Section 13: 403(b) Salary Reduction Agreements

The Columbus Public Schools will cooperate with any employee who chooses to participate in an investment program under an Internal Revenue Code Section 403(b) provided that the employee executes a Salary Reduction Agreement provided by the District and the vendor of the 403(b) plan elected by the employee has entered into a Service Provider Agreement with the District holding the District harmless from any liability that may arise out of such 403(b) plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices ,and income withholding. Contact Tania Stahl, extension 12670, for contact information or questions regarding such 403(b) Plans.

Section 14: Overtime

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is attached as Appendix 2 in this handbook.

Classified employees may be classified as either exempt or non-exempt for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime, while those who are

non-exempt are eligible for overtime.

Non-exempt employees will be expected to accurately report hours worked. Falsification of timecards is a serious offense.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor. The regular workweek for overtime purposes is from 12:00 a.m on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1.5 times the employee's regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate in compliance with FLSA regulations.

Columbus Public Schools does not permit compensatory time in lieu of overtime compensation. Overtime requires prior approval of the employee's immediate supervisor and should only occur in rare circumstances. The Director of Human Resources and the payroll office should be notified by the supervisor of this request.

Section 15: Retirement

Columbus Public Schools' employees participate, as required by law, in the Nebraska Public Employees' Retirement System. Employees will have a percentage of their gross salary as determined by law deducted for retirement. Additional money for the retirement fund is provided by legislative appropriation and mandatory contribution from the school district.

The methods for determining retirement benefits have been revised periodically by the Nebraska Legislature and each employee is encouraged to contact the Nebraska Retirement System for additional information. Write to: Nebraska Public Employee Retirement Systems, PO Box 94816, Lincoln, Nebraska 68509-4816.

Section 16: Transfer

A classified staff member who wants to transfer to another advertised opening within the District must submit a transfer request for the desired position through the Frontline online system. If computer access is not available, contact Human Resources for assistance. The District reserves the right to transfer employees to other positions as deemed necessary. You should contact your current supervisor to notify them of your request to transfer.

If an in-house transfer is allowed, the salary schedule of the new position will be used. In some instances, this could result in a decrease in hourly wages.

Section 17: Vacancy Posting

Prior to publicly advertising the opening, the vacancy will, whenever possible, be announced in-house through e-mail. Current employees will, if possible, be given first consideration to transfer to the new opening provided they complete a successful interview. In-house posting of vacancies will occur via e-mail to all employees.

Section 18: Address/Phone Number Change

It is necessary that an accurate directory of all employees of the school district be kept in the Payroll office. Employees changing their address or phone number should report in writing such changes to the Payroll office as soon as possible**.** Sending information through E-mail is acceptable and may be sent to cps.payroll@discoverers.org.

Section 19: Resignation

An employee who plans to leave Columbus Public Schools must submit a written notice to their principal or supervisor. The district requests a minimum of a two-week notice so there will be sufficient time to find a replacement for you.

When submitting a resignation with the intent to retire from work, please specify that you will be retiring rather than resigning. Selecting retirement entitles employees who have worked at least 5 consecutive years for the District to receive recognition (unused sick leave compensation, if applicable, retirement gift, and banquet tickets) at the end of the year staff recognition banquet. In the event an employee retires, later returns to work for the District, and then retires again, the retiree will be provided tickets to the end of year staff recognition banquet but no additional retirement gift or unused sick leave compensation.

Section 20: COBRA Insurance

COBRA is a supplemental insurance policy that provides temporary health insurance to eligible workers and their dependents when they are between jobs by extending the coverage of the most recent employer. Because gaps in health care coverage can cause problems when enrolling in a new plan, it's important that families stay insured in times of transition.

When a qualifying event occurs, federal law requires the Columbus Public Schools to send their employees and/or his or her eligible dependents written notice within 14 days from the date of loss of coverage for the right to continue health insurance. Continuation of coverage is available to all who qualify at the group rate, plus an additional 2% administrative fee. If the employee was previously covered under a family membership, he or she can retain a family plan under COBRA or select two single membership plans: one for the retiree/terminated employee and one for the spouse.

Continuation of Coverage (COBRA) Notification: The employee must choose to continue coverage by notifying Pay Flex in writing. The employee has 60 days to choose to continue coverage, starting with the date of the continuation notice or the date coverage ended, whichever is later. Failure to choose continuation within the required time period will make the individual ineligible to do so at a later date. The individual has 45 days from the date of choosing continuation coverage to pay Blue Cross and Blue Shield the first month's premium. If coverage for a dependent ends because of divorce, legal separation, or any other change in status, the employee or dependent must notify the employer within 60 days of the qualifying event.

When Continuation of Coverage (COBRA) will end on the earlier of:

- The day the individual becomes covered under any other group health plan (after COBRA election) which does not exclude or limit any pre-existing conditions or to whom such exclusion does not apply, due to creditable coverage;
- The day a covered person is entitled to benefits under Medicare (after COBRA election);
- The day health coverage has been continued for the maximum period of time allowed (18, 29, 36 months).

Section 21: Letters of Recommendation

It is acceptable to ask your supervisor for a letter of recommendation once you have provided him/her written notice. It will remain your supervisor's decision, however, about whether or not such a letter will be written. You may also ask others to write you letters of recommendation or allow their names to be used as references for you. Again, it is their decision as to whether or not they want to do this.

Section 22: Termination of Employment

The employee's immediate supervisor or administrator will provide the Support Staff Vacancy form to the Director of Finance/Human Relations specifying that the vacancy is as a result of termination.

Section 23: ID Badge for Admission to School Activities

The employee's ID badge will serve as their activity pass and allow the employee, spouse, and children to attend home events with them at no cost. Exemptions apply for NSAA District, Sub-State, or State contests. **Clarification on Children** - Must be a child of the employee, school age, and living at home. Children may not be dropped off to attend, and the employee must also be attending the event.

ARTICLE 3: ABSENCES FROM WORK

Note that most types of leave listed below will require the use of the District's approved time clock and leave system software, Time and Attendance (*). Failure to prearrange an absence, other than sick, may result in the denial of paid leave for those days.

Section 1: Sick Leave*

Classified employees, upon completion of one (1) full day of work during the first year of employment, shall be eligible for sick leave. Paid sick leave provides employees protection against loss of income during absences from work due to illness or injury that prevent performance of duties. It is intended to cover the needs of the employee and provide a reasonable amount of coverage for situations related to the illness or injury of an immediate family member that requires direct care by the employee. Sick leave is intended to be used only for the purposes set forth herein.

Definition of Immediate Family (as applied to sick, family illness, bereavement part II, and FMLA): For the purpose of implementation of this written agreement, only the following shall be considered members of the immediate family of an employee: husband, wife, child, mother, father, sister, brother, mother-in-law, father-in-law, grandparents, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, niece, nephew, aunt, uncle, stepchildren, stepmother, stepfather, stepbrother, and stepsister. Sick leave, when used for anyone other than a member of the immediate family residing in the household, can be used only in instances of serious illness.

Full-time classified staff members earn one (1) day of sick leave per month of service, with a minimum of 10 days per year. The number of days that can be accumulated is 80 and all may be used in one school year. Ten (10) of the eighty (80) available sick leave days may be used for a member of the immediate family not residing in the household.

Part-time employees earn the equivalent of five (5) sick days of pay per year. Part-time sick leave is non-accumulative.

Full-time classified staff members who have completed 15 or more years with the District will be compensated at the rate of $5 for each accumulated sick leave day at the time of their separation from the District.

Eligible employees who work a normal workday on a fixed schedule (an established number of hours per week on a predetermined schedule), and who have sick leave hours accumulated, will be paid for absence due to illness during the normally scheduled workday. Workday in general, means the period between the time on any particular day when such employee commences his/her primary activities and the time on that day at which he/she ceases such activity or activities. Eligible employees who work a normal workday on a variable schedule (an established number of hours per week with no predetermined schedule), and who have sick leave hours accumulated, will be paid for absence due to illness in an amount not to exceed the difference between the number of hours scheduled and the number of hours actually worked per day. No sick leave payments will be made during any week in which the actual number of hours worked equals or exceeds the number of hours scheduled.

Exception sheets and leave forms must be received by Payroll by the end of the current pay period. If the Payroll office does not receive an exception sheet or leave form, pay will be added to the next pay period.

Requests for Leave

Advance reporting of the need to take a leave is important. A classified employee who becomes ill and is unable to work is to contact their administrator/supervisor as soon as possible. Before the end of the school day on the first day of the sick leave and on each subsequent day of absence, a report should be made to the administrator/supervisor as to whether the classified employee will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the classified employee is to make as advance a report of need for leave as possible.

For vacation and other leaves, a Request for Leave form is to be submitted to the administrator/supervisor at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

Return from Leave

Upon return from leave, classified employees are to review information supplied by the substitute classified employee as to progress made in the classified employee's area of responsibility. The substitute should be contacted directly if the written information supplied is not adequate.

A classified employee who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a

written statement from the classified employee's physician or health care provider stating that the classified employee is physically able to return to duty to the Principal. This statement is to be presented in person before the classified employee returns to duty in order that the present stage of convalescence can be observed and discussed.

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed. In the case of hourly employees, the reduction will be made on an hourly basis.

Section 2: Vacation*

Vacation leave is available to an employee when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the leave day is taken on a day the employee would otherwise be expected to work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.

The leave year for paid leave is August 12th through August 11th.

Vacation leave is available only to those employees who are specified to receive paid leave. For purposes of eligibility for vacation, a 12-month employee is an individual whose duties are performed over a 12-month period and who is scheduled to work 1,820 hours or more per leave year.

1. An employee who changes from part-time to full-time status during a leave year becomes eligible for the full amount of paid vacation leave at the beginning of the next leave year. The employee who transfers into a position with vacation leave will have the four-month probationary period waived and will receive a pro-rated amount of vacation for the remaining year based on their continuous employment status.

2. An employee who changes from full-time to part-time status during a leave year becomes ineligible for vacation leave at the time the change in status occurs. The employee will not be required to reimburse the District for any days that were used prior to the change in status. The employee will be required to use any leave balance during the leave year the change in status occurs.

3. Vacation length is limited to a maximum of two-week increments per request. Vacation time during black-out days (see below) or optimum work periods (see below) may be limited or reduced due to the employee absence having an adverse impact on the school district. Special circumstances requiring deviation from section 3 of the vacation leave policy requires the permission of the Superintendent of Schools prior to taking the leave.

- Vacation "Black-Out Days": Vacation leave will not be permitted from the week teachers report through the first full week of student attendance. For the 2026-27 school year the approximate dates of the vacation black-out would be August 3 to August 14.
- Optimum Work Periods:
    - Eligible transportation staff may not take vacation days exceeding 3 consecutive days when students are in session.
    - Custodial, maintenance, and technology staff are limited to a maximum of 10 vacation days (80 hours) from June 1 through July 31.
    - Administration buildings and related professional staff cannot take vacations that leave a

department or building *without employee support* for more than 2 consecutive days at any time during the year.

- Employees responsible for state reporting, enrollment, state/federal grants, or other district critical functions with specific due dates may not take vacation without successful completion and submission of those tasks prior to the due date.

Classified employees eligible for paid leave shall have vacation days available for each year as follows:

Continuous Employment	**Vacation Days/Annual Cap**
Months 0-4 (Probation)	0
Month 5 – Year 1	5
Year 2 – Year 5	10
Year 6 – Year 10	15
Year 11+	20

A year of continuous employment is determined based on an August 12 to August 11 calendar/leave year. When an employee has a break in employment and is re-hired by the District, the prior employment is not considered for determining years of continuous employment. Periods of employment in an employment status in which the employee is ineligible for paid leave are not considered for determining years of continuous employment.

All vacation leave is to be arranged with the employee's direct supervisor. Advance notice of five working days is required for taking vacation leave, except in cases of an emergency. There is no guarantee of approval if the leave conflicts with District operations or is requested less than five working days in advance.

12-Month employees that are allocated vacation leave each year, may accrue up to their annual cap each year. A classified employee is capped at no more than the number of vacation days or hourly equivalent in any given employment year as indicated in the chart above. Annual leave may be reduced in order to stay at the annual vacation day cap. (Example: Your cap is 10 days, you have two days unused and carry over, you receive 8 days that next year to reach your cap of 10 days.). Employees will be paid at the employees hourly rate of pay for all unused vacation leave upon separation from the District. (Source: Neb. Rev. Stat. § 48-1229(4))

Section 3: Bereavement Leave*

The Columbus Public Schools provide the following bereavement leave procedures:

(Part I) Five (5) days per incident shall be granted in the event of the death of a child, spouse, parent, brother, sister, or sole responsibility, which shall not be charged against sick leave accumulation. Bereavement leave will also be available to both the male and female parent in the event of a lost pregnancy (miscarriage, ectopic pregnancy, or stillbirth). Five additional days per incident may be granted which shall be charged against accumulated sick leave.

(Part II) Three (3) days per incident shall be granted in the event of the death of other immediate family members, which shall not be charged against accumulated sick leave. Three additional days per incident may be granted which shall be charged against accumulated sick leave.

(Part III) Up to two (2) days per year may be allowed to attend the funerals of relatives or personal friends not covered by the immediate family definition, which shall not be charged against accumulated sick leave. Two additional days may be granted during the current school year, which shall be charged against accumulated sick leave.

The maximum number of bereavement leave days shall be no more than twelve (12) days in any one year. Bereavement leave is non-cumulative.

Section 4: Election Worker and Jury Leave*

An employee who is appointed as an election worker or summoned for jury service shall promptly notify the employee's immediate supervisor of such appointment or summons. The employee's salary will continue during time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses paid by the court for jury duty. Employees are to notify their supervisor of the amount received for such jury duty.

If an employee, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the employee is to report for duty and resume duties for the balance of the day. When an employee is entirely dismissed from jury duty, the employee is directed to report for duty.

Employees are expected to promptly notify the employee's immediate supervisor of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the employee will be required to use available personal or unpaid leave days.

Section 5: Military Leave*

Employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, "reserves"), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Teachers who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Teachers who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the teacher's regular annual leave.

When the governor of this state declares that a state of emergency exists, and any teacher who is a member of the reserves is ordered to active service of the state, the teacher shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The teacher shall receive normal salary or compensation minus the state active-duty base pay the teacher receives in active service of the state.

Section 6: Professional Leave*

Professional leave may be granted in advance only by the employee's direct supervisor, principal, or administrator. Refer to the out of district travel claim section of this document.

Section 7: Weather Related Absence

In the event that inclement weather or other reasons cause a shortage of instructional hours, one or more missed days may be made up. Each year on the school calendar there will be make-up days identified and used as needed.

Section 8: Paid Holidays

Federal holiday observances do not apply to state and local governments. They are free to determine closings (including schools) locally. As such, there is no legal requirement that schools observe the same federal holidays. Columbus Public Schools has elected to observe the Holidays as listed:

All nine-month employees shall receive six paid holidays per school year. These holidays are:

- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas
- New Year's Day
- Good Friday

All ten-month employees shall receive seven paid holidays per school year. These holidays are:

- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas
- New Year's Day
- Good Friday
- Memorial Day

All twelve-month employees shall receive ten paid holidays per school year. These holidays are:

- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve Day
- Christmas
- New Year's Day
- Good Friday
- Monday after Easter
- Memorial Day
- Fourth of July

If possible, a holiday that falls on a Sunday will be observed on the following Monday and if it falls on Saturday, it will be observed on the preceding Friday. Official dates for observed holidays are marked on the Employee Planning Calendar. Holiday pay will be based on the number of hours the employee works on a regular workday.

Section 9: Personal Leave*

Personal Leave is provided to allow the employee to deal with situations that may not be dealt with outside the employee's typical work schedule (i.e. before or after work, during lunch break, or during evenings or weekends). Personal Leave may be used at the employee's discretion, but is subject to approval of the employee's immediate supervisor and the Director of Human Resources.

Two (2) non-accumulative days per year will be allowed for full-time classified employees. One (1) non-accumulative day of Personal Leave will be allowed each year for other classified staff. Personal Leave will not result in loss of pay to the employee. Personal leave pay will be based on the number of hours the employee works on a regular workday.

Application for Personal Leave shall be made no less than one week prior to the requested date of leave on the Classified Application for Leave form to the employee's immediate supervisor. Sufficient detail regarding the need for Personal Leave must be provided so that the employee's immediate supervisor may consider all factors related to the employee's request while also taking into consideration the needs of the building or department and recommend to the Director of Human Resources approval or denial of the leave. The Director of Human Resources shall consider the employee's request for Personal Leave and the immediate supervisor's recommendation and will respond to the employee and employee's supervisor regarding approval or denial of the request for leave.

The Board of Education reserves the right to reject all requests for Personal Leave if it is determined by the Board, Superintendent, or ~~Executive~~ Director of Human Resources that such leave is not in the best interest of the school district.

Employees will be paid at the employee's hourly rate of pay for all unused personal leave upon separation from the District. (Source: Neb. Rev. Stat. § 48-1229(4))

Section 10: Family and Medical Leave Act*

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

FMLA absence request forms are available in the STAFF-HR Google Shared Drive under "Leave Documents".

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a ''group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Columbus Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Columbus Public Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. Columbus Public Schools requires the use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information, you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627 or www.wagehour.dol.gov

Section 11: Leave Without Pay*

An employee who has exhausted available paid leave options may request to take leave without pay for personal or family illness, medical care, childcare, bereavement, or FMLA qualifying events. Approval through the leave form process is still required. An employee may be asked to provide documentation, a reasonable explanation, or additional information for this type of leave request. Leave without pay will not be granted as a substitution for personal or vacation leave without permission of the Superintendent or Director of Human Resources.

Section 12: Consideration of Elective Leave

Staff members are to submit requests for all forms of elective leave (personal leave, vacation leave, and unpaid leave) to their immediate supervisor. Such requests may be approved or denied. Denial of elective leave will be based on relevant issues such as: a) the number of other regular employees who will be absent during the requested leave, b) the availability of substitutes, if necessary, c) special activities occurring in the building during the requested leave, d) if sufficient prior notice has not been provided, or e) if provided leave has already been utilized. Denied leave requests may be resubmitted for consideration on alternate dates.

Section 13: Proration of Leave

New employees joining the District after the school year has begun will have all applicable leave benefits prorated based on the date of hire.

- Any new employee who is hired in a position that qualifies for vacation will receive a prorated amount for the remaining year. This employee will earn one vacation day per two months of work after the 4-month probation period has ended.
- Sick and personal leave hours will be prorated based on the percentage of contract time remaining in the year.
- Total bereavement days will be pro-rated based on the remaining months left in the employee's contract.

ARTICLE 4: DUTIES AND RESPONSIBILITIES

Section 1: Hours of Work

Regular, dependable attendance at work is an essential function of a classified employee's position. The

Board of Education recognizes that employees are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system. Employees may not deviate from their assigned schedule of arrival, departure, lunch, or total daily hours worked without administrative approval.

Section 2: Arrival to Duty Assignments

Schools have differing starting and ending times for the student day. Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times and to be on time for work.

Section 3: Leaving School

Employees are to be on duty at all times during the assigned workday. Employees may not leave school or their assigned area during duty hours without approval of the Principal. Employees who leave the school during their designated lunch period must clock out. Employees who leave during their work hours for an approved absence or personal business must clock out and clock back in upon return. Employees who need to leave during the school day for reasons of illness or emergency are to clock out and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 4: School Procedures

Employees are expected to adhere to the following classroom and school procedures in the performance of their duties:

- *Use of Cell Phones:* Employees shall not use personal cell phones for any non-school purpose when the staff member is responsible for students or other work expectations.
- *Use of School Telephone:* Personal telephone calls shall not be made nor accepted during times when the staff member is responsible for students except in the event of an emergency. Long distance phone calls on school phones are not permissible.
- *Equipment and supplies* which are needed for work duties should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of an employee or another District employee.
- *E-mail:* Each staff member will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Staff members should check for e-mail throughout the day, should timely respond to e-mails which require a response, and should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communication is subject to the rules governing overall computer usage found in Board policy and this handbook. Employees who use the District-provided email system for personal reasons will have the annual District fee deducted from their October paycheck.
- *Mailbox:* Employees may be assigned a mailbox. Employees should check for mail each morning and also later in the school day, if possible. If something requires an answer, employees are responsible for responding promptly. Employee mailboxes are to be limited to communication regarding school business.
- Duties of classified employees often involve keeping detailed records. Make sure to complete these records as directed by your supervisor.

Section 5: Supervision of Students

Proper supervision of students is an important responsibility for employees. Employees who have responsibilities for student supervision are expected to follow all guidelines for student supervision and

safety; those guidelines are detailed in this section. All employees of the school should be familiar with these principles to the extent they may be involved in supervision of students or interaction with students.

Proper Supervision

You must report to all duty assignments on time.

Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.

Be vigilant while supervising students. Never leave students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you or notify the office so someone can provide assistance. If you are assisting with recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

Be accountable for students who are assigned to you from the beginning of the supervision assignment to the end. Do not dismiss students early. If a student needs to leave class, make sure they have a hall pass. If the student is to report to the office, inform the office to be expecting the student. If the student is to be returning to your class after a brief absence (e.g., after using the restroom), contact the office if the student has not returned by the time expected.

If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential. Do not share confidential information about students except with other staff who need to know the information to perform their jobs).

Be careful with touching students. Use of corporal punishment is prohibited in our school district. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for the purpose of proper student relationships.

Be careful with your language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should make a report to the student's teacher or administration.

Proper Instructions

Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.

When you go over safety rules with students, note it in your written records. If any students are absent

when you review the rules, contact the student(s) to review the same information and also note that contact in your written records.

Proper Maintenance of Buildings, Grounds, and Equipment

Conduct periodic inspections of equipment under your control or in your area of supervision.

If equipment is broken and presents a risk of injury, immediately take it out of service. If it can't be moved, tape a Do Not Use sign and notify the office so those repairs may be undertaken.

Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given. Contact the office for assistance.

The office administration should be contacted immediately when a situation exists which could cause injury to students or others.

Section 6: Student Searches

Office administration and the student's teacher should be contacted in the event a search of a student or their belongings needs to be done. **Do not conduct such a search yourself,** a teacher and administrator must be present and conduct the search within school policy. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Section 7: Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and in school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8: Role of Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students with the paraeducator in a supportive role. Paraeducators may assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on their assigned workdays and within their assigned work day. If a teacher requests a paraeducator to work hours other than the assigned work hours or assigned workday, the

administration should be contacted for approval.

Section 9: Dispensing Medication

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol). If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without the signed form and not without the prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 10: Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- Placed in a situation that endangers his or her life or physical or mental health;
- Cruelly confined or cruelly punished;
- Deprived of necessary food, clothing, shelter, or care;
- Left unattended in a motor vehicle if such minor child is six years of age or younger;
- Sexually abused; or
- Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their school counselor, social worker, principal, or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for the employee. However, informing a principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker, or an administrator will help you.

Section 11: Law Enforcement Officers

Law enforcement or juvenile officers shall not be allowed to question or counsel a student at school

during the school day without consent of the parents involved or unless parents give such consent in person to the building administrators. An exception to the above is the building Principal may grant permission to the probation officer to contact pupils who are on probation, or in cases of suspected child abuse and/or neglect.

Section 12: Accidents

All staff members are required to notify their immediate supervisor, file an accident report, and workers compensation forms each time an employee is injured on the job. The supervisor or witness will also need to provide additional documentation as requested. The forms, available in the Staff-HR Drive on Google, must be filed with the Director of Human Resources within 24 hours regardless of whether or not medical assistance is required. If possible, the Human Resources office should be notified if the injured employee will be seeking a medical evaluation or care.

Section 13: Funds

Collections: The secretary of the Board of Education and the Principals of the Middle and Senior High Schools are the only persons authorized to keep or maintain a bank account of any school money. Such money may be collected only by permission of the building principal.

Receipts: No assessments against students (other than fines) shall be made until permission is secured from the building Principal and/or the Superintendent. New organizations requiring payment of dues, fees, or assessments may not be organized without permission of the building Principal and/or the Superintendent.

Certain monies collected by Middle School instructors or Senior High instructors shall be checked in to their respective secretaries.

Secretaries shall give a receipt for all money paid to them, showing to what fund the same is credited.

The office secretary shall make a monthly report for all subsidiary accounts to persons concerned if requested to do so. These funds cannot be drawn on except through the secretary under the direction of the authorized persons concerned and with the approval of the building Principal or the Superintendent of Schools.

No money shall be kept in the offices, library, teacher's desks, or in file cabinets overnight. During the day such funds should be kept under lock and key in the main office of the building.

When receipts from fundraising or other activities are sent to the Administration Building to be deposited, they are to be accompanied by a properly completed Report of Cash/Checks Submitted form. Receipts should be counted by two separate people at the building, the form completed, and the receipts and form sent to the Administration Building. Upon arrival at the Administration Building, the receipts will be re-counted prior to deposit in the appropriate account and bank.

Section 14: Corporal Punishment

CORPORAL PUNISHMENT IS PROHIBITED. The Nebraska State Legislature has prohibited corporal punishment in public schools. However, corporal punishment is not to be confused with physical force

used by a teacher or employee to protect another person from personal attack or threat of attack; to protect himself or herself; to remove a student from a class or from one part of the building to another; or to protect a student from doing harm to himself, herself, others, school property, or property of others. Nor should corporal punishment be confused with grasping or touching a pupil with no intent to inflict bodily harm, school detentions, strategies written into an individual plan, or usual and reasonable punishments such as (but not limited to) running laps, push-ups, or sit-ups. Corporal punishment would include such force as striking, hitting, or kicking with an appendage or object with the intent of physical punishment or the infliction of pain. Any act determined by the building Principal or administrator after investigation to be corporal punishment shall be recorded and filed in the employee's permanent file. Teachers or employees committing a corporal punishment act shall be subject to oral and/or written reprimand, suspension, or termination.

Each pupil is under the control and direction of the Principal or teacher in charge of school:

- During the time he or she is being bused to or from school at public expense.
- During the time he or she is on the school premises or off the school premises on a school-sponsored function.

ARTICLE 5: CLASSIFIED EMPLOYEE PERSONAL CONDUCT AND PERFORMANCE

Section 1: Ethics Standards

The Columbus Public Schools expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I Commitment as a School Employee:

Employees shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity. In fulfillment of the employee's contractual and personal responsibilities, the employee:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
- Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- Shall not sexually harass students, parents, school patrons, employees, or board members.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II Commitment to the Student:

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with

genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of setting goals. In fulfillment of the obligation to the student, the employee:

- Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- Shall not discipline students using corporal punishment.

Principle III Commitment to the Public:

The magnitude of the responsibility inherent in the education process required dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession. In fulfillment of the obligation to the public, the employee:

- Shall not misrepresent an institution with which the employee is affiliated and shall take added precautions to distinguish between the employee's personal and institutional views.
- Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
- Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV Commitment to Classified Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall understand that sound personnel relationships with governing administration and Board of Education are built upon personal integrity, dignity, and mutual respect. In fulfillment of the obligation to professional employment practices, the employee:

- Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
- Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- Shall give prompt notice to the employer of any change in availability of service.

Section 2: Evaluations

Evaluations of employees will be conducted in accordance with the Board policy. Supervisors reserve the right to observe, appraise, or evaluate employees more frequently than required by policy or as needed basis. Employees are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3: Role Model

Employees serve as role models for students and their actions and conduct reflect on the school as a

whole. Employees are to conduct themselves in a manner supportive of the mission of the school at all times.

Section 4: Relationships

It is important for employees to maintain an effective working relationship with the administration, co-workers, students, and parents. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5: Professional Attire

It is important for employees to project a responsible, adult image to students, parents, and co-workers. Appropriate attire and grooming are ways of projecting such an image. Employees are expected to maintain conservative attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. Employees should wear clothing which is safe and suitable for their work assignments; and avoid clothing which may be caught in machinery. The administration may establish more detailed guidelines for individual employees should that become necessary.

Section 6: Outside Employment

Employees shall not perform other work or engage in activities unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Any full-time employee who wishes to engage in gainful employment during the contract period in addition to his obligations to the school district must submit details including the nature of the work and the time involved in the work to his/her immediate supervisor prior to the commencement of such employment. The supervisor shall keep this information on file and will transmit a copy of this information to the Superintendent of Schools. If the proposed employment will interfere in any way with the employee's duties or obligations to the school system, the employee shall be informed. If the employee accepts the employment after he/she has been informed of the reservations held by the supervisor, this matter will be reported to the Director of Finance/Human Resources for whatever action he/she deems appropriate.

Section 7: Improving Job Performance Warning

The primary purpose of warnings is the improvement of performance. There shall be a conference between the employee and the supervisor following every warning. The supervisor and employee shall cooperatively examine the results of the warning.

Section 8: Religious Beliefs & Customs

The Columbus Public School District recognizes that one of its educational goals is to advance students' knowledge and appreciation of the role that religious heritage has played in the social, cultural, and historical development of civilization. It is accepted that no religious belief or non-belief should be promoted by the school district or its employees, and none should be disparaged. Instead, the school district should encourage all students and staff members to appreciate and be tolerant of each other's religious views. The school district should utilize its opportunity to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background, or religious beliefs. In that spirit of tolerance, students and staff members should be excused from

participation in practices which are contrary to their religious beliefs unless there are clear issues of overriding concern that would prevent it.

Religious holidays and religious symbols associated with the holidays are a significant part of customs and traditions of Columbus students and community patrons. Such holidays may be recognized and observed by the District. Observance shall be as follows:

- The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.
- Music, art, literature, and drama having religious themes or bases are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday.
- The use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of Native American religions, or other symbols that are part of a religious holiday are permitted as teaching aids or resources provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. Among these holidays are Christmas, Easter, Passover, Hanukkah, St. Valentine's Day, St. Patrick's Day, and Thanksgiving.

Religious institutions and organizations are central to human experience, past and present. An education excluding such a significant aspect would be incomplete. It is essential that the teaching about, and not of, religion be conducted in a factual, objective, and respectful manner. Inclusion of religion in the curriculum shall be practiced as follows:

- The District supports the inclusion of religious literature, music, drama, and the arts in the curriculum and in school activities provided it is intrinsic to the learning experience in the various fields of study and is presented objectively.
- The emphasis on religious themes in the arts, literature, and history should be only as extensive as necessary for a balanced and comprehensive study of these areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.
- Student-initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious theme shall be accommodated. For example, students are free to express religious beliefs or non-belief in compositions, art forms, music, speech, and debate.

Traditions are a cherished part of community life and the Columbus Public School district expresses an interest in maintaining those traditions which have significance to the community. Such ceremonies should recognize the religious pluralism of the community. Dedications and ceremonies shall be practiced as follows:

- A dedication ceremony should recognize the religious pluralism of the community and be appropriate to those who use the facility. An open invitation should be extended to all citizens to participate in the ceremony.
- Baccalaureate service is provided as a non-mandatory attendance portion of commencement exercises. The program is supplied by the Columbus Ministerial Association.
- Employees may not wear religious garb indicating membership in or adherent of any religious order, sect, or denomination.

ARTICLE 6: USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1: Drug Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, are prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and/or the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the workplace or on duty time shall be considered a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2: Smoke and Tobacco-Free Workplace

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities, and vehicles is prohibited.

Section 3: Weapon-Free Workplace

Regardless of state statute permitting concealed or permit less carry of a handgun, the District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term weapon means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means.
- The frame or receiver of any object described in the preceding example;
- Any firearm muffler or silencer;
- Any explosive, incendiary, or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device.;
- Any bludgeon, sand club, metal knuckles, or throwing star;
- Any knife is prohibited other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;

- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

An employee who possesses mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.

An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.

Any other object that is designed for or intended for use as a destructible or injurious device is also prohibited.

The phrase possession of a weapon includes, without limitation, a weapon in an employee's personal possession, as well as, in an employee's motor vehicle, desk, locker, briefcase, backpack, or purse.

An exception to this policy is made for law enforcement officers in uniform, on duty, or assigned to the School District as a Student-Resource Officer (SRO).

Section 4: Acceptable Use of District Computer Network and Internet

Staff members have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

The expectation of the Board of Education is that employees will conduct themselves in such a way as to promote a positive school atmosphere through professional and appropriate dress code, interpersonal relationships, and employee conduct. This includes any communication, verbal, written, or electronic. As public employees, all staff should recognize that students, peers, parents, and community members are continuously observing their actions. All staff must be aware that their actions and demeanor are reflected in the conduct of students, which may impair their effectiveness as employees.

The personal life of an employee, when communicated by texting, social networking, or other personal communication portrayed via the Internet, or any other form of communication, will be a concern of the Administration and Board of Education if it impairs the employee's ability to effectively perform his/her job or it violates local, state, or federal laws or contractual agreements. This not only includes communication through devices provided by the district, but also personal or privately owned systems or electronic equipment if said communication merits disciplinary actions consistent with state law, federal law, and/or board policy.
It is the expectation that all employees will maintain appropriate and professional boundaries with students at all times, both inside and outside of school. No employee shall engage in inappropriate or unprofessional conduct, especially conduct of a sexual nature, with a student at any time. This includes

inappropriate communications, be it verbal, written or electronic, through any manner such as in person, via telephone, cell phone, computer, personal data assistant, text messaging, instant messaging or any and all social networking mediums.

In using the computers and the Internet, users agree to the following:

1. Since copyright laws protect software and other content, users will not make unauthorized copies of software or content on school computers. If a user downloads public domain programs for personal use or non-commercially redistributes a public domain program, the user assumes all risks regarding the determination of whether a program is in the public domain.
2. Users shall not access material that is obscene, pornographic or otherwise inappropriate for educational, work-related, or personal uses or contrary to the District's mission. Users are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion.
3. Users will protect the privacy of other computer users' areas by not accessing their passwords.
4. Users will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment. Attempts to harm, destroy, or remove computer software or equipment is prohibited unless removed by authorized CPS personnel.
5. Users will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Users will not attempt to log in to the districts' local system administrator account.
7. Users understand that the intended use of all computer equipment is to meet instructional and educational objectives. All district related content and materials are required to be stored within a district domain account.
8. Users will not use the network for financial gain or for any commercial or illegal activity.
9. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of online services or products. The user is solely responsible for any such charges.
10. Users are responsible for the integrity of information accessed and any software downloaded. If the computer becomes inoperable, the computer will be restored by the tech department to the state in which it was originally received by the user. Users will be responsible for reloading any lost material or programs.
11. Users will be responsible for back up of all data on the computer. The district recommends that all important data be stored within your district Google Drive account or saved to an external hard drive. The district is not responsible for lost data.
12. The District reserves the right to inspect a users' computer and computer usage at any time. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. Computers are the property of Columbus Public Schools, and are therefore subject to changes or modifications as deemed necessary by the district.
13. A technology protection measure is in place that blocks and/or filters Internet access. The Internet filter is designed for preventative access to Internet sites that are not in accordance with policies and regulations. Inappropriate bypassing of the filter is prohibited. When an authorized user bypasses the filter, the user takes responsibility for content that appears and is displayed for classroom viewing or on their device.
14. All district purchased software through the App store must utilize the user's @discoverers.org Apple ID (iTunes account). This includes the Apple suite (Pages, Numbers, Keynote) downloads on your district computer.

As the user, you are taking sole responsibility for all activity on any school issued device, whether activity be attended or unattended. Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the user's Internet account and computer privileges, reprimand, suspension, or termination.

Personal Use and Fee

The purpose of technology provided to staff at Columbus Public Schools is to meet the educational needs of the district. The occasional personal use agreement allows Columbus Public Schools staff to have occasional personal use. It is understood and accepted that any use of technology provided by the district is not private. It is important to remember that the equipment and the software are the property of the school district. An employee who is checked out a school device ~~to use should elect to pay for~~ will be enrolled in an additional personal damage protection fee and is paid one time a year for coverage and is non-refundable. This must be completed by September 15th of each year or within 10 days of employment.

Important Information Concerning CPS Technology

Reporting lost or stolen technology during the school day:

- If your iPad or computer is missing or stolen, contact your building principal AND someone in the Tech Dept IMMEDIATELY: Leonard Kwapnioski (c-402-910-3282) or (x11517), Jeff Uchtman (c-402-276-1015) or (x12352), Corey Underdahl (c-402-650-6731) or (x12450).
- Machines covered by AppleCare will follow Apple's troubleshooting protocol to determine if machine damage is covered. Employees may elect to purchase a damage protection plan through payroll deduction in October. All non-covered damages will be the responsibility of the employee. Under no circumstances shall an employee try to repair any district owned device. All repairs shall be reported to and coordinated by CPS District Technology as soon as possible.
- Be aware of the CPS policy regarding the use of student images and/or names in digital or paper media produced by you or in your classroom.
- Follow correct copyright procedures when using images and materials that you do not own.
- District owned and managed software will be updated by users through the self-service portal, On Demand. The self-service portal for On Demand software is currently found in System Preferences | Absolute Manage | Software Updates | Show On Demand Software.
- Self-installed software will be updated and maintained by the user who installed the software.

Reporting lost or stolen technology at times other than 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 there is no answer, please leave this information on the answering machine:
  - Name of person the equipment is assigned to
  - Person's name making report
  - Location where computer was when it went missing
  - Contact number to be called back

Section 5: Use of School Facilities

Employees who are issued keys to the school are expected to not lose their keys and to not allow others

to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided your Principal or supervisor has given permission and such access is for work-related purposes. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Buildings and grounds must be kept in a clean and orderly condition. It should not be necessary for the ~~Executive~~ Director of Operations to call attention of the Principal to conditions that need to be remedied. Scotch tape should be used only on glass and wood; never on chalkboards or plastered walls. Masking tape should be used only for a very limited period of time.

Students are not to be in buildings without adequate supervision. A staff member must be responsible for the supervision of every student in the building at all times. Building principals will see that this rule is observed. STAFF MEMBERS SHOULD NEVER, UNDER ANY CIRCUMSTANCES, LEND THEIR KEYS TO ANYONE. THIS REFERS TO BOTH OUTSIDE DOOR KEYS AND KEYS USED INSIDE THE BUILDING.

Should a key be lost or stolen the staff member will be responsible for paying the cost of re-keying or replacing all locks the key opens in the building(s).

Custodians should be in attendance whenever the building is in use unless exceptions are approved by the building administration.

Section 6: Care of School Property

Employees are responsible for the proper care of all books, equipment, supplies, furniture, and property supplied by the school. If an item is in need of maintenance or repair, report it to the Principal or supervisor. If you learn that a student or staff member has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

School equipment and buildings should be kept in first-class condition. Custodians are instructed to make all minor repairs, if possible, by the close of the day. If repairs are such that the building custodian cannot take care of it, then fill out a work order, retain one copy, and send two copies to the office of the ~~Executive~~ Director of Operations. In case of emergency, when repair must be made at once, call either the supervisor of Buildings and Grounds or the ~~Executive~~ Director of Operations.

Custodians are to notify their respective Principal of work neglected, repairs required, or building conditions that need to be corrected. Custodians are limited in the amount of time available for any individual room. Employees may materially assist in seeing that the work of custodians is not hindered by carelessness on the part of students or others using respective rooms.

Failure to provide for the proper care for district property may result in disciplinary measures being taken or termination of employment.

Section 7: Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent in accordance with Board Policy 402.22. .

In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the employee or other building user and may also be provided to law enforcement agencies.

Section 8: Bulletins & Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 9: Copyright & Fair Use Policy

It is the school's policy to follow the federal copyright law. Employees are reminded that, when using school equipment, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyright 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 works
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole
- 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. Employees should seek assistance from their immediate supervisor or the Principal if there are any questions regarding what may be copied.

Section 10: Lost & Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 11: Safety Program and Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries, and workplace conditions. A representative from each bargaining group plus representatives appointed by the administration serve on the committee. If you have a desire to serve on the committee, you should contact your supervisor or the Superintendent. Employees can make suggestions and/or report concerns to the safety committee by contacting a member of the safety committee or the Superintendent.

Safety Practices

Guidelines for safe work practices, which employees should follow include the following:

- Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc. to reach high places, put things on bulletin boards, etc.
- Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
- Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
- Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
- Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
- Do not use equipment if you are not familiar with it or operate machinery without proper training.
- Do not carry heavy or bulky objects beyond your physical abilities. Get a cart, dolly or assistance. Know how to properly lift.
- Report any injuries or medical problems to your supervisor immediately and complete the Employee Accident Report.
- Wear seatbelts when in vehicles where provided.
- Do not do repetitive tasks for long periods of time (i.e., keyboarding, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.
- Do not engage in horseplay. Such conduct is a common cause of injuries and is not consistent with job duties.

As required by law, approved safety glasses will be required of every student and employee while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 12: Use of Personal Vehicles

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be asked to verify this

information and to be given instruction on emergency evacuation and first aid. Employees who drive school vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Employees are not to use cell phones or text while driving a school vehicle or while transporting children.

Section 13: Asbestos

You are hereby notified that current federal regulations require all schools to inventory asbestos-containing material and to develop a management plan to identify and control asbestos in their buildings. In addition, each parent, teacher, and employee organization must be notified annually about inspections, re-inspections, response actions, and past response actions and activities, including periodic surveillance that is planned or in progress. This handbook insert shall serve as that official notice to each employee. Each school building in the Columbus Public Schools has had a six-month surveillance inspection and a three-year inspection, with the last three-year inspection currently being conducted by certified in-house personnel. All other types of asbestos activities are posted in the Public Notice ads of the Columbus Telegram as the district needs to address those types of activities. The plan for each building is available at the Central Administration Building and at each school for that particular school for inspection (without cost) to any interested person. The district may charge for copies of the plan. The plan for each building has also been submitted to the Nebraska Department of Health, Division of Environmental Health and Housing surveillance in accordance with federal regulations. For more information on the Asbestos Management Plan, contact the Director of Business Services, 2410 16th St Ste A Street, Columbus, Nebraska 68601, 563-7000.

Section 14: Political Campaigns & Issues

Political office campaigns or issue campaigns may not be conducted within school facilities or on school premises, nor may materials relating to them be distributed. An exception to this is when such is part of an instructional unit where both sides of the issue, or both candidates, are treated fairly. Students or student groups may not participate or perform on occasions which are strictly partisan or sectarian in character or purpose except if requested by the President of the United States on a political visit to Columbus. Bond issues, referendums, initiatives, and legislative issues may be discussed and materials distributed at Board approved meetings on school property and at the invitation of organizations or school groups using school facilities. Public schools may be used as a public polling place where all election laws will be observed. Political candidates and issues may be discussed at employee organization meetings held on school premises.

Section 15: District Employee Communications

The District sends regular communication to employees 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 automated dialing technology are prohibited unless the calls are made for emergency purposes or made with prior express consent of the cellular phone subscriber. In order to comply with the Federal Consumer Protection Act, Columbus Public Schools needs your consent to call the cellular phone number. By signing the receipt for this handbook, you give Columbus Public Schools permission to call all cell phones registered in District records for District communication purposes.

Section 16: Drug and Alcohol Screening

Classified employees who hold a valid bus drivers license, transport students, or are employed in a

position where state statute requires it will be part of the District's random drug and alcohol program that is supervised by HireRight, a third-party contractor who processes the random selection of employees and the results of the screening. Employees notified of the random draw screening will proceed to the designated health care provider within 30 minutes of notification and remain on the clock.

Section 17: Scent Devices

To ensure that every District building is free of potential allergens, employees are prohibited from bringing onto the premises natural or artificial scents that could cause allergic/asthmatic reactions or be irritating to others. Scented personal products (such as fragrances, colognes, lotions and powders) that are perceptible to others should not be worn by employees. Other scented products (candles, potpourri, scentsy, diffuser, and similar items) are also not permitted in the workplace due to increased risk of allergic/asthmatic reactions.

Employees required by medical necessity to use products that contain odors perceptible to others may request a reasonable accommodation from their supervisor, Principal, or the human resources (HR) department. Any employee with a concern about scents or odors should contact the building Principal.

Section 18: Small Kitchen Devices

Board policy 903.09 and 903.09R1 specifically maps out the District's commitment to energy savings. Along with the existing Board Policy there is the inherent safety risk associated with small kitchen devices in non-approved areas. The district has established common areas, teacher workrooms, or staff kitchens where these devices may be used. **Outside appliances**, which includes, but is not limited to, coffee maker, portable heater, microwave, any size refrigerator, etc. **may NOT be used in a District classroom**, office space, or conference room. Appliances or equipment purchased by the district and approved for academic use in a defined area are permissible. Any other request shall require an inspection of the equipment and approval by the Director of Building and Sites or their designee. Approvals are for the specific piece of equipment in a specific location for a specific use. Approval will be done in writing and kept on a master list. The district assumes no responsibility for damage to a personal appliance brought to school. These designated and approved items should be unplugged when not in use.

ARTICLE 7: STATE AND FEDERAL PROGRAMS

Section 1: Notice of Nondiscrimination

The Columbus Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination. Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights, where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination

or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
816-268-0550

The U.S. Equal Employment Opportunity Commission
1801 L Street, N.W.
Washington, D.C. 20507
800-669-4000; TDD: 800-669-6820

Section 2: Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for each coordinator is: Columbus Public Schools, 2410 16th St Ste A, Columbus NE 68601.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Dr. Chip Kay
Title IX	Discrimination or harassment based on sex; gender equity	Employees – Jason Schapmann Students – Tim Kwapnioski
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Jason Harris and Leonard Kwapnioski
Homeless student laws	Children who are homeless	Dr. Chip Kay
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dr. Chip Kay

Section 3: Anti-Discrimination & Harassment

Elimination of Discrimination

The Columbus Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: The Columbus Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful

discrimination or harassment of any kind by administrators, employees, co-workers, students or other persons is prohibited. In addition the Columbus Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidation at work, instructional, or an educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age. Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term or condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, classroom or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually orientation, kidding, teasing, practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body.

Complaint and Grievance Procedures

Employee Complaints or Concerns: Employees are to inform their supervisor of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, building principal, Director of Human Resources, Superintendent) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor. It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner so as to:

- not disrupt the proper functioning of their duties;
- not undermine the authority of their co-workers, supervisors, or superiors;
- maintain appropriate and productive working relationships with their co-workers, supervisors, and superiors; and,
- ensure that all applicable laws and regulations are followed.

Communications from employees regarding complaints or concerns must be accurate, demonstrate sound judgment, and promote the District's mission, and must be submitted to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) in

written form and signed. Further, the employee is to maintain confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District. Employees are to use the appropriate complaint or grievance mechanism for matters involving anti-discrimination or harassment as noted elsewhere in this Handbook.

Section 4: Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

- Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
- Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
- Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
- The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within ten (10) days after the request for reconsideration was filed.

Section 5: Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6: Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 7: Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

ARTICLE 8: MISCELLANEOUS INFORMATION

Section 1: Crisis Response Team

People in crisis often experience anxiety, feelings of vulnerability and difficulty. Events such as the death of a teacher or student, natural or accidental disasters, and real or threatened violence may produce a crisis for students and faculty alike. The need to cope effectively is necessary. The purpose of the Columbus Public Schools Crisis Response team is to evaluate crisis situations and plan intervention strategies. Guidelines are written to help address these concerns and to establish procedures for situations.

Section 2: Advertisement & Promotions

Advertisements, promotions, soliciting, and fund drives conducted in the school buildings or on school grounds are sometimes inevitable, sometimes necessary, and sometimes important. Care shall be taken to consider the effects of such activities upon the students, parents, and the community. Board policy and administrative rules and regulations provide guidance for decisions regarding these topics. (Copies of all promotional materials to be distributed directly to students must be provided by the promoter in both English and Spanish.)

- The Board recognizes that modern production, packaging, and distribution methods make it all but inevitable that some materials and equipment will carry advertising or promotional slogans to which students will be exposed.
- Where advertising or promotions are presented to students as part of any program or are present on any instructional material, the overall benefits of the program or material must outweigh adverse effects of the advertising or promotion.
- Advertisements and promotions for school events, for school sponsored programs, for athletic events, for use in sponsoring the school paper or school annuals are approved forms of advertisement and promotion. However, advertising which refers to tobacco, alcoholic drinks, or unlawful drugs is forbidden in any school publication.
- Students or employees while on school premises shall be protected from unauthorized solicitation for the purchase of goods or services, for participation in an organized campaign to raise funds, and for the donation of money or goods to an organized campaign.
- Teachers may not permit such campaigns, drives, or solicitation within their classrooms except for those outlined in policy or in administrative regulations.
- Any and all community fund drives officially recognized and permitted on school premises will be determined by the Office of the Superintendent of Schools, and/or the Board of Education.
- Fund raising activities sponsored by school clubs, school classes, and parent organizations are part of approved school activity. In the conduct of any approved campaign for funds, no quotas may be set for individuals and donations must be entirely voluntary without any pressure which compares the giving of one individual with the giving of another individual.

Section 3: Distribution of Information

Cooperation with community service and youth serving agencies through assisting these agencies in the distribution of information of value to students and their families shall be as follows:

- Each distribution must be approved by the ~~Executive~~ Director of Student Services.
- Principals shall notify teachers of the distribution.
- Representatives of agencies wishing to distribute information through the schools shall:
  - Package and label by building and by classroom enough materials to go to each child or family as targeted for distribution.
  - Deliver material to the Central Administrative Office at least one day prior to mail delivery or, after approval, deliver directly to the buildings.
  - Material with political, commercial, or religious content will not be approved for distribution, nor will materials containing art or composition which is in bad taste or otherwise inappropriate for distribution to students.

Section 4: Parent-Teacher Organizations

We recognize the Parent-Teacher Association, School Site Councils, and other school/parent groups as some of our strongest allies. Staff members are asked to cooperate with the officials of these organizations and do all within their power to assist in the work.

Section 5: Requisitions

No student, teacher, or employee of the Board shall have power to purchase, or agree to purchase, any supplies or materials for use in the public schools, whether or not to be sold to students or used in any department whatsoever, except by a proper requisition for a purchase order through the appropriate office. This also applies to purchase of services, such as printing, etc.

When ordering supplies or materials through the Warehouse, a requisition form signed by the Principal/supervisor must be submitted to the Administration Office for processing. The requisitioner should specify item number and description and make a copy for his/her records. Be sure to include budget code numbers on the requisition.

Supplies and materials may be requisitioned through the Principal. When ordering from the Warehouse, specify item number and description.

All requisitions are to be made electronically, and must be approved by the respective Principals. The building principal will assign the purchase order number and forward the electronic submission based on the District's requisition process.

Section 6: Soliciting

Employees while on school premises, shall not be solicited for the purchase of goods or services, not be requested to participate in an organized campaign to raise funds or not be requested to donate money or goods to an organized campaign. Approved fund drives must be entirely voluntary. Exceptions are:

- Columbus Public Schools Foundation, United Way Fund Drive, Combined Health Agencies Drive (CHAD), and the Community Health Charities.
- Fund-raising activities sponsored by school clubs, school classes, and parent organizations approved by the building principals/supervisors.

- Contribution to courtesy funds for serious illness of a staff member or student and to the retirement of staff members approved by the building principal/supervisor.
- Solicitation of students to produce services and materials for community organizations or groups to the extent that such production furthers the students' educational development and does not exploit them and are approved by the building principal.
- Internal fund drives of employee organizations.
- Other solicitations, sales, or drives approved by the Director of Human Resources/Fiscal Support.

Section 7: Visitors

All visitors to any school building are required to report immediately to the building's main office. No visitor will be allowed in the building without the prior approval of the building Principal and/or the Principal's designee. All visitors must have a visitor badge. Staff members are expected to notify the office if a visitor does not have a badge. Any child visiting school must be accompanied by an adult.

Section 8: Pay for the Performance of Other Duties

Classified, non-exempt employees can only earn overtime pay on their regularly scheduled duties. If an individual employee volunteers to sell tickets, keep score, work a concession stand, they may be paid an amount that is different from their regular hourly wage.

Classified employees who regularly work for the after-school program may count those hours in addition to their regular daily work schedule toward full-time status or overtime. Staff will retain their hourly pay rate for performing after-school program duties.

Classified employees performing duties for an extra-duty contract will be asked to sign a work agreement detailing the stipend and expected hours of employment for that position. The stipend is determined by the District's Certified Negotiated Agreement.

Section 16: Obligation to Report Criminal Charges, Convictions, and Protection Orders

Consistent with Board Policy 405.02, all staff are required to report certain criminal and legal matters to the District.

Any staff member who is arrested, cited (other than for a minor traffic infraction), charged with, or convicted of any of the following must submit a written report within three (3) calendar days to their direct supervisor, building principal, or the Director of Human Resources:

- Any felony or misdemeanor offense (other than a minor traffic infraction);
- Any offense involving violence, domestic abuse, weapons, theft, fraud, or dishonesty;
- Any offense involving the abuse, neglect, or endangerment of a child or vulnerable adult;
- Any sex offense or offense requiring sex offender registration;
- Any offense involving drugs, controlled substances, or alcohol (including DUI/DWI/MIP);
- The issuance of any protection, restraining, or harassment order against the staff member; or
- Any other legal matter that could reasonably affect the staff member's ability to perform assigned duties or pose a risk to students, staff, or the school community.

The report must include the date, location, nature of the offense or order, court or jurisdiction (if known), and current status of the matter. The duty to report is ongoing and staff must also report subsequent charges, amendments, plea agreements, convictions, dismissals, sentencing, modifications, and final dispositions within three (3) calendar days.

Reports will be handled confidentially to the extent permitted by law. This requirement is in addition to all other reporting obligations under District policy and state and federal law. Compliance is a condition of employment.

For the full requirements, definitions, and procedures, refer to Board Policy 405.02.

Appendix 1: COMPLAINT PROCEDURES FOR STAFF AND COMMUNITY

Policy 403.055

The Board of Education advises the public that the proper channeling of complaints involving school personnel shall be from the complainant to the employee, to the principal, to the Superintendent, and then on to the Board of Education.

Internal Complaints regarding School Personnel

Step 1
If the complaint is in regard to another Staff member, the complainant should request a conference with the building principal to resolve the concern or complaint.

a. If it is determined that an investigation will take place, the complainant must provide in writing and sign to confirm the issues of the complaint.

Step 2
If a staff member is dissatisfied with the result of this conference, the staff member can request a second conference with a district administrator (~~Executive~~ Director of Finance and Human Resources), the principal, and the staff member.

Step 3
If a staff member is not satisfied with the resolution of the complaint at the 2nd level, the staff member can request a conference with the Superintendent of Schools for discussion of the problem.

**If a complaint is in regards to the building principal the staff member must go directly to Step 2.

Community Complaints regarding School Personnel

Step 1
If the complainant is not satisfied with the process with the employee in question, the Principal and his/her designee reviews, investigates, and makes a recommendation.

Step 2
If the complainant is not satisfied with the process and outcome of the building principal, the principal's recommendation will be reviewed and a decision made by the appropriate central office administrator (~~Executive~~ Director of Finance and Human Resources).

Step 3
If the complainant is not satisfied with the process of the administrator's decision, an appeal can be made to the Superintendent of Schools.

*If a complaint is in regards to the building principal the community member must go directly to the Superintendent.

**Any statement containing a charge or a complaint against an employee of the school district must be submitted in writing, verified and signed by the complainant.

Internal Complaint Process regarding an administrator

Step 1

If the complaint is in regard to the building principal, the complainant should request a conference with the Superintendent of schools to resolve the concern or complaint.

a. If it is determined that an investigation will take place, the complainant must provide in writing and sign to confirm the issues of the complaint.
b. The Superintendent and his/her designee reviews, investigate, and will then make a determination as to whether the complaint is valid or not.
c. The complainant will receive confirmation that the investigation has taken place during the documented time frame.

Step 2

If a staff member is dissatisfied with the result of step one in the process, the staff member can request an appeal for a second evaluation to be conducted by the ~~Executive~~ Director of Human Resources.

Step 3

If a staff member is not satisfied with the outcomes of the previous two steps, the staff member can request a conference with a committee of the board of education that is appointed by the board president.

Step 4

The staff member may file a complaint to the board as a whole after all other steps have been exhausted.

Community Complaints regarding School Administration

Step 1

If the complaint is in regard to the building principal, the complainant should request a conference with the Superintendent of schools to resolve the concern or complaint.

a. If it is determined that an investigation will take place, the complainant must provide in writing and sign to confirm the issues of the complaint.
b. The Superintendent and his/her designee reviews, investigate, and will then make a determination as to whether the complaint is valid or not.
c. The complainant will receive confirmation that the investigation has taken place during the documented time frame.

Step 2

If a staff member is dissatisfied with the result of step one in the process, the staff member can request an appeal for a second evaluation to be conducted by the ~~Executive~~ Director of Human Resources.

Step 3

If a staff member is not satisfied with the outcomes of the previous two steps, the staff member can request a conference with a committee of the board of education that is appointed by the board president.

Step 4
The staff member may file a complaint to the board as a whole after all other steps have been exhausted.

*If a complaint is in regards to the building principal the community member can go directly to Step 2.

**Any statement containing a charge or a complaint against an employee of the school district must be submitted in writing, verified and signed by the complainant.

INSTRUCTIONS FOR PREPARING A COMPLAINT

Please Type or Print.

1. If you are filing a Complaint against a process, problem, or person or more than one person, a separate form should be used for each process or person. If you have more than one complaint against the same process, problem, or person, you should use one form and describe each incident. As the Complainant, your name and phone number must appear in the blanks at the top of the first page.

2. The process, problem, or person against whom a Complaint is filed is called the Respondent and the Respondent's name must appear at the top of the first page on the left hand side, below your name. Also list the Respondent's name and telephone number in the blanks immediately underneath the complainant information.

3. In the complaint section, please list the facts, which you believe constitute a violation of professional conduct and ethics and/or process used. Use additional sheets as necessary and number each page.

4. In the witness section, list individually the full name and telephone number of each witness to verify as to the alleged incident if appropriate.

5. Your signature should appear on the "verification" page indicating the complaint is factual to the complainant's knowledge.

6. Please mail, email, or deliver the completed Complaint form to the direct supervisor. If the complaint is in regard to the direct supervisor, please send the form to the Superintendent. If the complaint is in regard to the Superintendent please send the form to the E~~xecutive~~ Director of Human Resources.

A blank complaint form is attached or you may type your own form.

In accordance with Board Policy 403.05 and 403.055, of the *Columbus Public Schools Policy Handbook*, the Complainant states as follows:

Complainant is: _____

Respondent is: _____

Complaint: _____

_____

Complaint

Case No.

Page _____

_____

Witness(es): _____

VERIFICATION

WHEREFORE, Complainant requests that the Superintendent investigate this Complaint and take such action as is warranted.

I, _____, have read the contents of the Complaint and that to the best of my knowledge, information, and belief such contents are true and there is reasonable cause for filing said document.

_____

(Signature of Complainant)

_____

(Printed Name of Complainant)

Dated this _____ day of _____, 20_____.

BEFORE THE SUPERINTENDENT OF SCHOOLS &

COLUMBUS PUBLIC SCHOOLS BOARD OF EDUCATION

For Internal Use

_____	)	Case No. _____
(Name)	)	Leave Blank
	)	
_____	)	
(Telephone #)	)	
	)	
_____	)	
(School)	)	
	)	
Complainant,	)	
	)	
	)	
	)	
_____	)	
(Name)	)	
	)	
_____	)	
(Telephone #)	)	
	)	
_____	)	
(School)	)	
	)	
Respondent,	)	

Appendix 2: 2026-2027 Classified Salary Schedule

CLASSIFIED SALARY SCHEDULE 2026-2027

Step	ASP Support Staff	ASP Lead Staff	ASP Site Director	Regular / Title / EL Para	Bilingual Para (Non-SPED)	SpEd/A+ Alt./CLS Para	High Needs SpEd Para	CNA*	LPN*
	Step Rate .22			*Step Rate .25*				*Step Rate .25*	
1	$13.88	$15.27	$16.21	$16.21	$16.84	$16.75	$17.33	$21.25	$24.25
2	$14.10	$15.49	$16.43	$16.46	$17.09	$17.00	$17.58	$21.50	$24.50
3	$14.32	$15.71	$16.65	$16.71	$17.34	$17.25	$17.83	$21.75	$24.75
4	$14.54	$15.93	$16.87	$16.96	$17.59	$17.50	$18.08	$22.00	$25.00
5	$14.76	$16.15	$17.09	$17.21	$17.84	$17.75	$18.33	$22.25	$25.25
6	$14.98	$16.37	$17.31	$17.46	$18.09	$18.00	$18.58	$22.50	$25.50
7	$15.20	$16.59	$17.53	$17.71	$18.34	$18.25	$18.83	$22.75	$25.75
8	$15.42	$16.81	$17.75	$17.96	$18.59	$18.50	$19.08	$23.00	$26.00
9	$15.64	$17.03	$17.97	$18.21	$18.84	$18.75	$19.33	$23.25	$26.25
10	$15.86	$17.25	$18.19	$18.46	$19.09	$19.00	$19.58	$23.50	$26.50
11	$16.08	$17.47	$18.41	$18.71	$19.34	$19.25	$19.83	$23.75	$26.75
12	$16.30	$17.69	$18.63	$18.96	$19.59	$19.50	$20.08	$24.00	$27.00
13	$16.52	$17.91	$18.85	$19.21	$19.84	$19.75	$20.33	$24.25	$27.25
14	$16.74	$18.13	$19.07	$19.46	$20.09	$20.00	$20.58	$24.50	$27.50
15	$16.96	$18.35	$19.29	$19.71	$20.34	$20.25	$20.83	$24.75	$27.75
16	$17.18	$18.57	$19.51	$19.96	$20.59	$20.50	$21.08	$25.00	$28.00
17	$17.40	$18.79	$19.73	$20.21	$20.84	$20.75	$21.33	$25.25	$28.25
18	$17.62	$19.01	$19.95	$20.46	$21.09	$21.00	$21.58	$25.50	$28.50
19	$17.84	$19.23	$20.17	$20.71	$21.34	$21.25	$21.83	$25.75	$28.75
20	$18.06	$19.45	$20.39	$20.96	$21.59	$21.50	$22.08	$26.00	$29.00

Step	Day Custodian	Night Custodian	Night Cust. Supervisor.	Maintenance	Grounds Crew	Site/Dept. Supv.	Bus Drivers*	Translator	General Office Staff	Head/Prinicipal Secretary PK-12
	Step Rate .375	*Step Rate .25*					*Step Rate .3*	*Step Rate .25*	*Step Rate .25*	
1	$17.64	$17.30	$17.60	$18.84	$17.64	$19.87	$19.93	$19.70	$17.57	$18.35
2	$18.02	$17.55	$17.85	$19.09	$17.89	$20.12	$20.23	$19.95	$17.82	$18.60
3	$18.39	$17.80	$18.10	$19.34	$18.14	$20.37	$20.53	$20.20	$18.07	$18.85
4	$18.77	$18.05	$18.35	$19.59	$18.39	$20.62	$20.83	$20.45	$18.32	$19.10
5	$19.14	$18.30	$18.60	$19.84	$18.64	$20.87	$21.13	$20.70	$18.57	$19.35
6	$19.52	$18.55	$18.85	$20.09	$18.89	$21.12	$21.43	$20.95	$18.82	$19.60
7	$19.89	$18.80	$19.10	$20.34	$19.14	$21.37	$21.73	$21.20	$19.07	$19.85
8	$20.27	$19.05	$19.35	$20.59	$19.39	$21.62	$22.03	$21.45	$19.32	$20.10
9	$20.64	$19.30	$19.60	$20.84	$19.64	$21.87	$22.33	$21.70	$19.57	$20.35
10	$21.02	$19.55	$19.85	$21.09	$19.89	$22.12	$22.63	$21.95	$19.82	$20.60
11	$21.39	$19.80	$20.10	$21.34	$20.14	$22.37	$22.93	$22.20	$20.07	$20.85
12	$21.77	$20.05	$20.35	$21.59	$20.39	$22.62	$23.23	$22.45	$20.32	$21.10
13	$22.14	$20.30	$20.60	$21.84	$20.64	$22.87	$23.53	$22.70	$20.57	$21.35
14	$22.52	$20.55	$20.85	$22.09	$20.89	$23.12	$23.83	$22.95	$20.82	$21.60
15	$22.89	$20.80	$21.10	$22.34	$21.14	$23.37	$24.13	$23.20	$21.07	$21.85
16	$23.27	$21.05	$21.35	$22.59	$21.39	$23.62	$24.43	$23.45	$21.32	$22.10
17	$23.64	$21.30	$21.60	$22.84	$21.64	$23.87	$24.73	$23.70	$21.57	$22.35
18	$24.02	$21.55	$21.85	$23.09	$21.89	$24.12	$25.03	$23.95	$21.82	$22.60
19	$24.39	$21.80	$22.10	$23.34	$22.14	$24.37	$25.33	$24.20	$22.07	$22.85
20	$24.77	$22.05	$22.35	$23.59	$22.39	$24.62	$25.63	$24.45	$22.32	$23.10

COLUMBUS PUBLIC SCHOOLS

SUBSTITUTE HANDBOOK

2026 - 2027

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COLUMBUS PUBLIC SCHOOLS BUILDINGS & CONTACTS

ADMINISTRATION BUILDING	2410 16th Street Ste A	563-7000
Dr. Chip Kay, Superintendent		Ext. 13595
Leonard Kwapnioski, Director of Operations		Ext. 11517
Jason Schapmann, Director of Human Resources		Ext. 12687
Brooke Kavan, Director of Teaching and Learning		Ext. 12941
Dr. Jason Harris, Director of Special Education		Ext. 12176
Sara Colford, Assistant Director for Student Services		Ext. 11753
Nicole Anderson, Communications Director		Ext. 12847
KRAMER EDUCATION CENTER	2410 16th Street Ste D	563-7950
Erin Meyer, Principal		Ext. 14483
Wendy Lozano Holguin, Secretary		Ext. 13970
Tammy Sliva, Nurse Aide		Ext. 13552
CENTENNIAL ELEMENTARY	500 Centennial Street	563-8180
Andy Luebbe, Principal		Ext. 13294
Guadalupe Castaneda Aguilar, Secretary		Ext. 14315
Donna Woodcock, Nurse Aide		Ext. 12125
EMERSON ELEMENTARY	2410 20th Street	563-7030
Angie Luebbe, Principal		Ext. 12068
Barbie Cheloha, Secretary		Ext. 13671
Lynn Liermann, Nurse Aide		Ext. 13174
LOST CREEK ELEMENTARY	3772 33rd Avenue	563-7045
JP Holys, Principal		Ext. 13286
Janey Coffey, Secretary		Ext. 13372
Channa Larsen, Nurse		Ext. 12272
Shaelyn Voss, Nurse Aide		Ext. 13234
NORTH PARK ELEMENTARY	2200 31st Street	563-7070
Sarah Bird, Principal		Ext. 14111
Kourtney Rawls, Secretary		Ext. 12025
Karissa Sander, Nurse Aide		Ext. 14080
WEST PARK ELEMENTARY	4100 Adamy Street	563-7075
Desiree' Teahon, Principal		Ext. 14627
Kathleen Pospisil, Secretary		Ext. 13282
Kelsey Jareske, Nurse Aide		Ext. 14494

MIDDLE SCHOOL	2200 26th Street	563-7060
Amy Haynes, Principal		Ext. 11005
Jordon Anderson, Assistant Principal		Ext. 12663
Adriana Carnes, Assistant Principal		Ext. 12715
Katie Rose, Assistant Principal		Ext. 14073
Alex Dostal, Assistant Principal		Ext. 14261
Angie Andreasen, Secretary / Sub Coordinator		Ext. 12786
Danielle Pasonault, Nurse Aide		Ext. 14449
Katie Kruse, Nurse		Ext. 13931
HIGH SCHOOL	3434 Discoverer Drive	563-7050
Dave Hiebner, Principal		Ext. 11899
Austin Carmichael, Assistant Principal		Ext. 13597
Michelle Oppliger, Assistant Principal		Ext. 12942
Michael Ziola, Assistant Principal		Ext. 11056
Tim Kwapnioski, Activities Administrator		Ext. 13452
Turner Trofholz, Assistant Activities Administrator		Ext. 14270
Ashley Braithwait, Secretary / Sub Coordinator		Ext. 13459
Angela Wemhoff, Nurse		Ext. 14658
CASSETTE HOUSE	3434 Discoverer Drive, Ste 200	562-6493
Jacque Eickhoff, Project Search Coordinator		Ext. 10612
NON-TRADITIONAL LEARNING AND SUPPORT CENTER	2508 27th St	563-7040
Sara Colford, Assistant Director for Student Services		Ext. 11753
Brennan Brockhaus, Secondary Alternative Education Teacher		Ext. 13272
Kimberly Ek, Rule 17 Teacher		Ext. 11153
Rebecca Holland, Alternative Education		Ext. 14476
Sarah Papa, Student Support Specialist		Ext. 13753
Shana Schrier, Special Education Teacher		Ext. 13942
Rosa Ramirez, Secretary		Ext. 14014
TRANSPORTATION/BUSING	2458 48th Avenue	563-7015
Laci Orozco, Coordinator		Ext. 13131
Gary Zywiec, Coordinator		Ext. 13383

WELCOME TO COLUMBUS PUBLIC SCHOOLS

Welcome, and thank you for agreeing to become a part of the Columbus Public Schools' educational team. Every position in the district contributes to the education of each student, but there is no doubt that the role of substitute teacher is one of the most important to the overall success of our district.

Whether you've substituted for many years, or you're just beginning, your role is key in providing continuing instruction while the regular teacher is unable to be in the classroom. Our expectations for you are very high. We expect education to continue, we expect the differences between you and the regular teacher to be minimal, and we expect you to be a positive contributor to the excellence of our school district.

To help you meet our high expectations, you have our pledge to provide you with whatever resources and support are necessary to help make you a successful member of our educational team.

Please do not hesitate to ask any staff member if you have questions or desire any information regarding your role in the Columbus Public Schools!

BOARD OF EDUCATION

Mike Jeffryes, President	Doug Molczyk, Member	Candace Becher, Member
Marv Zoucha, Vice President	Theresa Seipel, Member	Doug Willoughby, Member

Drug-Free Workplace

The district has established all school buildings as drug-free workplaces, including school grounds, school-utilized vehicles, and places in which school activities are held. Possession, use, distribution, or any level of impairment from illicit drugs, alcohol, or inhalants, or the presence of any odor of illicit drugs (such as marijuana) or alcohol on any person in the workplace or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or controlled substance is also prohibited.

Smoke- and Tobacco-Free Workplace

The use of tobacco products by any person in the district's buildings and on school grounds, all owned or leased facilities, and vehicles is prohibited. This prohibition also includes items such as e-cigarettes or any type of vaping materials.

Weapon-Free Workplace

The district prohibits any person from being in possession of a weapon at a school facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any person found to be in violation of this policy shall be subject to disciplinary action, up to and including termination. Weapon is defined as any instrument, real or look-a-like, that could physically harm or injure another person.

GENERAL INFORMATION

ACQUIRING A SUBSTITUTE POSITION

- Register with Nebraska Department of Education (NDE)
- Provide 2-sided certificate from NDE to HR department
- Contact Tania Stahl in the payroll department to set up a time to fill out required paperwork

CERTIFICATION REQUIREMENTS

All substitutes must have a current in-force Nebraska Teaching certificate/permit. A copy of the certificate/permit must be on file at the CPS Administration Building.

- The holder of a permanent teaching certificate permit may teach an unlimited number of days.
- The holder of a State Substitute Teaching Permit is authorized to teach in any subject and at any level with an unlimited number of days of teaching.
- The holder of a Local Substitute Teaching Permit may teach 90 days in the school system requesting the issuance of such a certificate. Additional days may be requested. The certificate shall expire on August 31 or September 30 of the fifth year following the year of issuance.
- **Contact the Teacher Certification Office at the Nebraska Department of Education, www.education.ne.gov/tcert, if you have questions.**

Renewal requirements for the state substitute teaching certificate include: verified evidence of fifty (50) days of substitute teaching within five years prior to the date of application for renewal and during the term of the previously held Nebraska substitute teaching certificate, or three semester hours of college credit within three years prior to the date of application. Should you have further questions concerning certification, please reference www.education.ne.gov/tcert or contact the Nebraska Department of Education Teacher Certification Office at (402) 471-0739.

PROCEDURES FOR FINDING A SUBSTITUTE AT COLUMBUS PUBLIC SCHOOLS

Columbus Public Schools now uses an online and mobile system called Absence and Substitute. Each substitute has an account created and will be notified by email how to complete your setup. You will have the option to use your phone to receive openings and accept them. (Additional Details on Page 10)

How it works:

1. A teacher puts an absence in the system.
2. If you match the building and teaching area, you receive a notice of the opening by phone, email, and/or text message.
3. You may accept or decline.

In your account you will see all of your accepted assignments and may set preferences on the days, buildings, or content areas you prefer. When you do this, you will NOT receive all openings, only the ones that match your choices.

For long-term substitute assignments and emergencies, the buildings will call you directly.

Absences may be posted well in advance or the morning of an opening.

For assistance, contact Marie Washburn at the Administration Building.

PERSONAL DATA CHANGES

Change of address, phone number, e-mail address, and certificate renewal date should be reported to Marie Washburn, Human Resources Associate, Administration Building, 563-7000, Ext. 13392. Changes in your phone number, building preference, and availability should also be entered into your profile on the Absence and Substitute System.

EMERGENCY OR ILLNESS CANCELLATION

Substitute teachers who accept a position and are unable to teach due to an emergency or illness must contact the **School Building Secretary immediately**. This will enable them to secure a substitute replacement for that day.

HEALTH PROCEDURES

These rules and expectations are intended to ensure the health and safety of all students, staff members, and the overall community. Because of the fluid nature of viruses and other forms of illness, these rules and expectations are subject to change at any time. The District will send employees, parents, and students written notification of any such changes. It is each individual's responsibility to monitor for, understand, and adhere to any such changes, including those changes implemented on short notice. If there are any questions about the interpretation or implementation of these rules and expectations, promptly contact a building administrator.

- An employee or student who experiences or has experienced symptoms of a form of illness needs to be cautious of their health for their safety and others around them. For the benefit of all, any person who experiences more than minor symptoms should stay home until they feel better. If a person displays more than minor symptoms while at school, they may be sent home.

STAFF ACTIVITY PASS

Substitute teachers may use their CPS I.D. staff badge for admittance to home, school activities. The I.D. badge will admit only the person pictured on the badge.

PAYCHECK INFORMATION

The payroll office supplies documentation with your paycheck itemizing your substitute pay for the month based on information provided from each school building. If an omission or other error is noted, please contact the secretary at the specific school in question first. The payroll office is also available (563-7000 Ext. 13730 or 12670) to check discrepancies.

DAILY PAY RATES

$185 per day for days 1 to 30
$195 per day for days 31 to 60 days
$205 per day for more than 60 days
Note: daily rates also apply to early-release days.

Long-term substitutes are those who substitute for the same person for **15 or more consecutive school days**, and are paid at 1/188th of base salary for each day worked. The daily pay for long-term substitutes is $225.

Long-term substitutes who are assigned to sub during their scheduled planning period will receive:

EL/MS/HS $33.60 per hour or $8.40 per 15 minutes

Substitutes hired for 1/4 of a day will be paid for 1/2 day and may have additional duties assigned when done filling in for the absent teacher. Substitutes who are called to sub, report as requested, and then cancelled will be assigned to another substitute duty in the district if available. If no assignment is available, you will be compensated for the full daily rate of pay. A memo regarding standardized pay rates is provided in Appendix 2.

Substitutes for classified staff positions are paid at the entry rate (step 1) per hour for that position. When hired for such positions, if you are not told the hourly rate, please ask for that information. When filling out the timesheet, please note the name of the person you are subbing for. Classified pay rates may be found in Appendix 1 of this handbook.

CONTRACTED SUBSTITUTE

Columbus Public Schools, when absolutely necessary, will contract with a substitute to serve as a full-time teacher for a semester at a time when the district is unable to hire a properly endorsed teacher for a critical vacancy. In this circumstance, the contracted substitute will receive a temporary contract with Columbus Public Schools and is placed on the salary schedule based on the position they are filling, their type of certificate, their endorsement, and their prior education. Prior experience is considered but will not result in placement on the salary schedule beyond Step 1. A contracted substitute is expected to perform all duties and attend all meetings, conferences, and professional development required of the certified staff.

Contracted substitutes will be compensated on a daily rate basis for the number of days worked during each pay period, and will be provided a prorated amount of paid personal, sick, and bereavement leave per the negotiated agreement. As a contracted substitute you are granted the same health/dental benefits per the negotiated agreement and will receive $56.19 per contract day for that stipend.

PAYROLL SCHEDULE

Paychecks are issued on or about the 20th of each month. If the 20th falls on a weekend, vacation, or holiday, paychecks are issued on the final working day of the week preceding the 20th.

The Substitute Teacher Pay Schedule shown below provides information about which sub dates will be paid on monthly payroll dates. Should you have further questions, please contact the Payroll Office, 563-7000, Ext. 12670 or 13730.

NOTE: If you retired from teaching at the end of the ***2025-2026*** school year and are now receiving benefits from the Nebraska Public Employees Retirement System, remember that there are restrictions regarding this. Due to the recent passing of LB 824, NPERS now has a strict 120 day no contact rule imposed (from either your last contract/working day paid for or date your distribution paperwork is received by NPERS - whichever date is later) for Retirees taking a distribution from their NPERS account. During that 120 days you cannot work, sub, coach, volunteer etc, not even pre-arranging future work with any NPERS school district (nor any outside contracted services company for CPS where you would provide the same service for CPS as you did previously). After your last paycheck from the district you will be terminated on our payroll so that you have a bona-fide break in service. You can re-apply to be a substitute employee later after your 120 days has officially elapsed but you will be treated like a rehired employee with all new payroll paperwork required.

A payroll schedule

Pay Period Dates			**Payroll Check Date**
8/3/2026	thru	8/28/2026	9/18/2026
8/31/2026	thru	10/1/2026	10/20/2026
10/5/2026	thru	10/30/2026	11/20/2026
11/2/2026	thru	11/24/2026	12/18/2026
11/30/2026	thru	12/22/2026	1/20/2027
1/4/2027	thru	1/29/2027	2/19/2027
2/1/2027	thru	2/26/2027	3/19/2027
3/1/2027	thru	4/2/2027	4/20/2027
4/5/2027	thru	4/30/2027	5/20/2027
5/3/2027	thru	5/21/2027	6/17/2027

SEVERE WEATHER AND SCHOOL CANCELLATIONS

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. Local and regional radio and television stations broadcast the information regularly. School closures or late starts will be posted on the district's website and social media accounts. The website address is https://www.columbuspublicschools.org.

The **Districts' mobile application** will be used to send out closings and alerts. You may download this from the Apple store or Google store on your mobile device.

BENEFITS UNDER THE AFFORDABLE HEALTHCARE ACT

Based on hours worked during the 2025-2026 school year, substitute teachers may become eligible for health insurance benefits during the 2026-2027 school year. The threshold for receiving such benefits is statutorily set at 30 hours a week minimum on average. To calculate average hours per week for those employees eligible for benefits under the Patient Protection and Affordable Healthcare Act, an employee's hours for the time period beginning August 1 and ending July 31 of the following year will be divided by the total number of weeks worked during that period of time, inclusive of break periods of less than 4 consecutive weeks. See appendix 3 for further information.

The payroll office tracks substitutes' hours worked and will notify you if you work sufficient hours this school year to qualify for benefits next year. Benefits will consist of health insurance coverage through the Educators Health Alliance that is similar to that provided to regular CPS employees. A cash in lieu of insurance option may be provided to those substitutes who qualify for benefits and provide proof of health insurance from another source (spouse, parents, etc.).

DAILY HIRING PROCESS

Link to the Absence and Substitute site: **https://app.readysub.com/account/login**

Unplanned Teacher Absence:

- Absence is entered into the Absence and Substitute App to contact substitutes.
- After 7:00a.m. building designees will call available substitutes by phone.
- Depending on how late of notice, sub-finders will make emergency phone calls to locate a substitute.

Planned Teacher Absence:

- Absence is entered into the Absence and Substitute App by the teacher and is sent to all substitutes who meet the building and position opening.

You may set your preferences in your **Absence and Substitute Profile** to set:

- Notifications
    - Email
    - Phone
    - Text
    - Or All of the Above
- Building Preference
    - All
    - Select specific buildings
- Teaching Position
    - All
    - Select specific buildings
- Availability
    - By days of the week
    - Block out specific dates
    - Leave all available

Marie Washburn can assist you in the Administration Building with your accounts.

Welcome to Columbus Public Elementary Schools

The Columbus Public School system has five elementary schools located throughout the community. The elementary buildings serve pre-kindergarten through fourth grade students.

Parking—Please park in the staff parking provided at each of the elementary schools: Centennial: East lot. Emerson: South lot. Lost Creek: West lot. North Park: West lot. West Park: West lot.

Morning Entrance—Please enter the building through the main entrance. The main entrance doors are unlocked at 7:30. When arriving we ask that you sign in at the front office where you will receive a substitute binder that contains basic information.

Duty Hours—The elementary buildings' professional workday begins at 7:45 a.m. and ends at 3:45 p.m. You will need to arrive by 7:45 a.m. so that you have an opportunity to look over the lesson plans, teacher notes, and acquaint yourself with the classroom and school environment.

Lesson Plans—Lesson plans will be found in the teacher's classroom. Please follow the lesson plans and leave necessary notes for the teacher to indicate how the day progressed. Most teachers will provide a note with their lesson plans describing procedures and any other necessary information you will need to help your day be successful.

Lunch—Lunch may be brought and stored in the faculty workroom if desired. Lunch can also be purchased in the school cafeteria. Substitutes are also allowed to leave the building for lunch. If you leave the building please notify the office before leaving.

Extra Duties—Please be prepared for any extra duties the regular classroom teacher may perform. When substituting in the elementary you may be required to cover morning supervision, supervise the lunchroom, supervise outside recess or have outside after-school supervision. So please plan for the weather.

Emergency Procedures—The substitute binder contains all of the emergency procedures. Please look over these procedures prior to the start of the school day and know the designated emergency exit for the various drills.

Behavior Problems—A phone is located in every classroom. Please notify the office if you have a student who needs to be removed from the classroom due to behavior that interferes with the learning of others.

Thank you for agreeing to substitute in the Columbus Elementary Schools. If you ever have any questions while you are in our buildings do not hesitate to ask a staff member or to contact the principal's office.

Welcome to Columbus Middle School

Parking—Please park in the east parking lot.

Morning Entrance—Please enter through the east door or the main entrance doors on the south side of the building. These doors are open by 7:30 am.

Schedules—When you arrive, please report to the main office. Please sign in and collect any pertinent information regarding your day. If you have any questions, please ask one of the administrators, secretaries, or teachers.

Duty Hours—You will need to be here by 7:45 AM so you have an opportunity to look over the lesson plans. You will have a 30-minute lunch period each day. You may be asked to teach another class or cover another class before or after your 30-minute lunch period.

Lunch—Lunch may be brought and stored in the faculty lounge if desired. Lunch can also be purchased in the school cafeteria. Substitutes are also allowed to leave the school building for lunch.

Lesson Plans—Lesson plans and seating charts will be found in the teacher's classroom. Please follow lesson plans and leave notes for the teacher to indicate how the day progressed.

Attendance—1st period or Advisory Period, please write down any absent students on the green slip & ask a student to take it down to the office. The rest of the periods write down absent students on the white slip provided in the substitute binder. During WIN time, please send the white slip with a student to the office.

School Nurse—Students may request to see the school nurse. Please call the nurse, Katie Kurse, at ext. 13931 and ask if the nurse is available. If the nurse is available, please sign the student's agenda and allow the student to see the school nurse.

Bathroom Passes—Students must obtain a restroom pass and utilize the restroom facilities nearest the classroom.

Behavior Problems—A telephone is in every classroom. Call ext. 13333 before sending a student to the office. Fill out an office referral and describe the incident as completely as possible. Stop in the office to speak to one of the principals regarding the referral during your free time or at the end of the day.

Emergency Procedures—The substitute binder contains all the emergency procedures. Please look over these procedures prior to the start of the school day and know the designated emergency exit/procedures for the various drills.

End of Day—Sign out in the office.

Welcome to Columbus High School

Parking—Please get a staff parking permit from the attendance secretary and park in the designated staff parking areas.

Arrival Time—Please report to the main office at or before 7:45 am.

Schedules and Instructions—When you arrive, please report to the administrative secretary, sign in, pick up your nametag, and the substitute binder. The administrative secretary may have special instructions attached to your schedule.

Duty Hours—You will need to arrive prior to 7:45 a.m. School ends at 3:40 p.m. (2:35 p.m. on most Wednesdays). Half-day assignments will run 8:10 a.m.-12:30 p.m. or 11:15 a.m.-3:35 PM. After students are dismissed, please complete instructions/requests left by the classroom teacher and then check out at the main office.

Lesson Plans—Lesson plans and seating charts will be found either in the teacher's classroom or department offices. Please follow lesson plans and leave notes for the teacher to indicate how the day progressed.

Attendance—Please take attendance using the form provided in your sub folder. It is on this same form that you will provide feedback with regard to your day in the building.

Lunch—Lunch may be brought and stored in the faculty lounge if desired. Lunch can also be purchased in the school cafeteria. Substitutes are also allowed to leave the school building for lunch and are to return at the end of the assigned lunch period in the event additional duties need to be assigned.

Conference Time—Substitute teachers are to follow the teacher's schedule in which they are covering; however, substitute teachers may be required to cover another class during scheduled conference times. Substitute teachers working in the special education department are to report to a transition class and help assist students with their studies. If a conference occurs in the schedule, substitute teachers may either stay within the classroom or use the staff lounge.

School Nurse—Students may request to see the school nurse. Please call the nurse at ext. 13124 and ask if the nurse is available. If the nurse is available, please sign the student's planner and allow the student to see the school nurse.

Bathroom Passes—Students must obtain a restroom pass and utilize the restroom facilities nearest the classroom.

Emergency Procedures—The substitute binder contains all of the emergency procedures. Please look over these procedures prior to the start of the school day and know the designated emergency exit for the various drills. Emergency procedures are also included in the building sub folder provided to you in the front office at the time you check in. At the High School, unannounced drills do occur.

Behavior Problems—A phone is in every classroom. Call ext. 13459 before sending a student to the office. Fill out an office referral and describe the incident as completely as possible. The office referral must be received prior to an administrator seeing the student. If you cannot bring the referral to the office, please call ext. 13459 and ask for someone to pick it up. If a student is sent out of class, he/she will not return the same block.

Columbus Public Schools Substitute Teacher Guide

The Work Day

Substitute teachers are to observe an 8-hour working day unless specified otherwise.

The substitute teacher should check in with the office upon reporting for work. Necessary keys, building information, assigned duties and related materials will be given at this time. Please seek answers to any questions, which may assist the day's work.

When checking out in the office at the conclusion of the workday, please leave a completed evaluation form with the secretary or principal. A written report for the regular teacher is very appreciated and helpful when the teacher returns.

Lesson Plans and Classroom/School Policy

Emphasis is placed upon the need for regular teachers to provide adequate lesson plans for the substitute teachers, and complete substitute folders to be available. Often, with the best-made plans, situations change or work is accomplished faster than anticipated by the absent teacher. It is suggested that substitute teachers have alternate activities prepared in case the regular plans are not sufficient. Building policy, procedures, and schedules are outlined in the substitute folder, or building handouts. Please seek assistance from the office or a fellow teacher for needed information.

Discipline

Students are expected to observe school guidelines and expectations at all times. The substitute teacher is expected to maintain discipline in the classroom at all times. In no case is the substitute teacher to administer corporal punishment, or punishment that is demeaning or derogatory. If a severe problem arises, seek assistance from the building principal immediately.

Additional resources are available through our Curriculum Department, Instructional Coaches, and Human Resources office to assist you in making your substitute experience successful for both you and our students. Please do not hesitate to reach out if you are interested in receiving any additional information.

Professional Substitute Teacher Checklist

At Home

_____ Compile a set of note cards containing pertinent information about the schools where you may be assigned.

_____ Keep a notepad and pencil by the phone you will be using to answer early morning calls.

_____ Answer the phone yourself.

_____ Assemble a file of "go-to" activities that you can utilize at the various grade levels you teach and keep it available and ready to go.

_____ Leave early enough to arrive at school by 7:45 am.

Prior to Entering the Classroom

_____ Report to the principal or to the main office secretary.

_____ Ask about student passes and procedures.

_____ Ask if there will be any extra duties associated with the permanent teacher's assignment.

_____ Find out how to refer a student to the office, should the need arise.

_____ Obtain any keys that might be necessary.

_____ Find out how to report students who are tardy or absent.

_____ Find the locations of restrooms and the teacher's workroom.

_____ Ask the names of the teachers on both sides of your classroom. Introduce yourself to them and ask for their assistance in the event of a building drill or emergency.

In the Classroom Before School

_____ Put your name on the board.

_____ Review the expectations or rules if any are posted.

_____ Locate the school emergency procedures and classroom seating charts.

_____ Carefully read through the lesson plans left by the permanent teacher. Attempt to clarify any directions that may be unclear with a neighboring teacher.

_____ Locate the books, papers and materials which will be needed throughout the day.

_____ Study the seating charts. If you cannot find any, get ready to make your own.

_____ When the students begin moving to their classes, stand in the doorway and greet the students as they enter the classroom.

Throughout the Day

_____ Have the students address you by your proper name (Mr., Mrs., Miss, Mrs., Dr.).

_____ Get the students involved in a learning activity immediately.

_____ Constantly walk through the classroom to assist students at their desk on an as-needed basis.

_____ Carry out the lesson plans and assigned duties to the best of your ability.

_____ Be fair.

_____ Be positive and respectful in your interactions with students and school personnel.

_____ Anticipate interruptions such as fire drills, power outages, visits to classrooms, injuries, assemblies, etc.

_____ Mention all referral slips issued (to the office, nurse, etc.) in your note to the teacher.

_____ Be prepared to be asked to assist in other areas, as needed.

At the End of Class and After Class

_____ Challenge students to recall projects and topics they have studied that day.

_____ Remind students of homework.

_____ Have students straighten and clean the area around their desks.

_____ Organize and label the students' work.

_____ If you were unable to complete the lesson, mention this in the note you leave for the teacher indicating how much material you were able to cover.

_____ Make sure that all classroom sets/books/etc. have been collected or accounted for.

_____ Close windows, turn off lights and equipment, and make sure the room is in good order, before you close the door and leave.

_____ Turn in any money collected at the office.

_____ Check to see if you will be needed again the next day.

_____ Jot down a few notes to yourself about anything out of the ordinary that occurred in the class that day. **This will be a great help to the administrator if there is a complaint.*

Tips for Substitute Teachers

Accidents and Injuries

Use common sense when an accident or injury occurs. Do not leave an injured student. Attend to the injured student. A reliable student or neighboring staff member should be asked to assist. Immediately notify the office. Special attention must be given when supervising playground areas or physical education classes, shop and science classes.

Release of Students

A substitute teacher should not release a student from class without specific authorization from the school office. All visitors to a building must report to the office before visiting a classroom.

Confidentiality

Q: Why must confidentiality be maintained?
A: It is the law. Both federal and state law require it.

Q: Who may have access to written or oral information about students and their families?
A: Only personnel who are responsible for the design and delivery of education and related services for a student or his/her family.

Q: Who should not have access to written or oral information about a student?
A: Teachers, school administrators and other personnel not responsible for planning or providing services to a student or his/her family, and well-meaning friends, neighbors or acquaintances.

Q: What information must be kept confidential?
A: The results of formal and informal assessments, social and behavioral actions, program goals and objectives, and financial and other personal and family information.

Classroom Management Tips

Classroom management can be a challenge for the substitute teacher. A few simple suggestions will help you establish good classroom routines, provide for an efficient learning situation, and establish mutual respect between the teacher and students.

As a part of the Vision of the Columbus Public Schools, we are

- *Committed to a safe and supportive environment for learning and teaching.*

To further this commitment, all Columbus Public Schools certificated staff are trained in The Well-Managed Classroom.. Each classroom should have posted the student expectations for conduct. These posters outline what is expected of students in order to be safe, respectful and responsible.

The premise of The Well-Managed Classroom is that teachers:

1. Communicate clearly to students what is expected in the classroom.
2. Reinforce when prosocial and pro-academic behaviors are displayed.
3. Intervene early when social and academic behaviors do not match the expectations.

As a substitute in our classrooms, it would be beneficial to:

1. Review briefly at the beginning of the day/instructional period the classroom expectations, referring to the posted information in the room.
2. Explain briefly what your individual expectations are, in line with the posted information.
3. Have in mind how you can reinforce students verbally for pro-social and pro-academic behaviors.
4. Intervene early if behaviors make teaching or learning difficult. When intervening, some suggested strategies are:
    a. Use a prompt statement such as, "*Remember, when you follow instructions, you do so immediately.*"
    b. Speak privately to the student and review the expectation.
    c. Ask for assistance from a staff member or administrative representative.

Lesson Plans

Teachers are asked to leave clear directions/instructions for the substitute, including a seating chart, lesson plans, daily schedule and other information, which will ensure a day of instruction for students. Since it is almost impossible to anticipate illness, there may be occasions when substitutes will need to be ready to fill class time with lessons/activities of their own.

Make your aim to teach the class, not simply to supervise. Follow the lesson plans as closely as possible. Being prepared to utilize alternate assignments/activities that you have prepared in case you run out of activities prior to the end of class is just good practice. Many discipline problems arise because students were not involved in an appropriate instructional activity.

Introduce Yourself
Explain who you are and why you are there. Emphasize that class will be conducted as usual and as nearly as possible, in accordance with the teacher's instructions.

Begin On Time
Do not give the class time to become restless and disinterested. Begin immediately and get the students involved.

Expect Good Behavior
A positive approach is worth a hundred negative rules. Familiarize yourself with specific school and classroom guidelines.

Discourage Unnecessary Trips
Review carefully requests to leave the room to go to the restroom, the library or the nurse's office, etc. and by all means do not dismiss any class early.

Use Common Sense and Be Fair and Consistent
Your success in classroom management will depend to a great extent on you and what you expect of the students.

Use Instructional Time for Instruction
Plan to direct active learning. Make your presence felt throughout the classroom. To encourage active student participation, involve all students, not just those who raise their hand. Circulate through the room so that you can monitor the class more closely. Give praise when it is warranted.

Be Patient
It is natural for the class to test a substitute. You represent a change for them. Patience, understanding, firmness and respect will increase trust.

Leave Sufficient Time
Especially in the secondary level when classes change each period, leave enough time at the end of each period for the class to gather materials together.

Problems or Questionable Situations
These situations should be referred to the building administrator for action.

Appropriate Dress
Dress appropriately when teaching. The more professional you look, the more the students will treat you as one. Keep in mind the grade level and subject when dressing. Teaching certain subject areas such as physical education, industrial technology, or some special education classrooms may require you to dress differently, so it is best to be prepared. Please check with your building contact regarding specific dress code.

End of the Day
Use this time to leave notes for the classroom teacher, correct papers as directed, or to complete anything else that may have come up during the day. Check out in the office at the end of the day**.**

Additional Recommendations Regarding Classroom Management
In 2008, Brian Mendler (contributing author of the groundbreaking book Discipline With Dignity) visited Columbus High School and trained its staff with a variety of differentiation and classroom management techniques. What follows is a list of…

Mendler Techniques that Can Be Employed by Any Substitute Teacher

- **8 Steps to Diffusing Any Student**
    - Become a 2nd to last word person
    - Recognize the battle is about to happen.
    - Use humor (not sarcasm) to reduce tension.
    - Use PEP (Privacy, Eye Contact, Proximity)
    - Listen to *what* the student is saying, not just *how* they are saying it.
    - Acknowledge (let them know you hear them).
    - Agree (let them know that they are or might be right).
    - Defer (we will discuss this at a later time). Delayed Consequence.

- **Do We Ever Remove Kids?**
    - Sometimes it is necessary
    - We must "offer" the door, rather than commanding it.
    - Let the student know they will be missed if they choose to leave.
    - Tell them to come back as soon as they are ready to learn.
    - Help them know they are an important and valuable part of your class.

- **What is a Crisis Situation?**
    - Fights
    - A student gets sick or "freaks out" in class.
        - During a crisis, our goals become:
            - Safety
            - Survival

      Crisis moments are best handled before the crisis occurs. There should be a plan in place and students should know what the plan is.

- **Tips for Teachers**
    - Learning is more important than grades.
    - Do not talk to a student about another student.
    - Do not talk to a parent about anyone other than his/her child.
    - Privacy is the best way to correct and to compliment.
    - Be fair. Don't worry about treating everyone exactly the same way.
        - There is a difference between **fair** and **equal**.

- Allow kids to have the last word. Be an adult. Avoid power struggles.
- Reward mistakes and improvement.
- Don't ever quit on a student.
- Stay personally connected to kids, without taking personally what they do and say.

Student Welfare – Reporting Suspected Child Abuse or Neglect

Professional school personnel are required by law to report to designated school and community authorities any suspected case of child abuse or neglect within 48 hours. Failure to make the required report is itself a gross misdemeanor. It is not a breach of professional confidence or privilege to report; the law protects professional school personnel from any liability, which might otherwise be incurred for breach of confidence between a professional and his/her student, client, or patient.

Substitute teachers are to inform their school counselor, social worker, principal, or supervisor of what they have observed and that they believe a report should be made. Administrative staff may sometimes choose to make the report for the substitute teacher.

Section 18: Obligation to Report Criminal Charges, Convictions, and Protection Orders

Consistent with Board Policy 405.02, all staff are required to report certain criminal and legal matters to the District.

Any staff member who is arrested, cited (other than for a minor traffic infraction), charged with, or convicted of any of the following must submit a written report within three (3) calendar days to their direct supervisor, building principal, or the Director of Human Resources:

- Any felony or misdemeanor offense (other than a minor traffic infraction);
- Any offense involving violence, domestic abuse, weapons, theft, fraud, or dishonesty;
- Any offense involving the abuse, neglect, or endangerment of a child or vulnerable adult;
- Any sex offense or offense requiring sex offender registration;
- Any offense involving drugs, controlled substances, or alcohol (including DUI/DWI/MIP);
- The issuance of any protection, restraining, or harassment order against the staff member; or
- Any other legal matter that could reasonably affect the staff member's ability to perform assigned duties or pose a risk to students, staff, or the school community.

The report must include the date, location, nature of the offense or order, court or jurisdiction (if known), and current status of the matter. The duty to report is ongoing and staff must also report subsequent charges, amendments, plea agreements, convictions, dismissals, sentencing, modifications, and final dispositions within three (3) calendar days.

Reports will be handled confidentially to the extent permitted by law. This requirement is in addition to all other reporting obligations under District policy and state and federal law. Compliance is a condition of employment.

For the full requirements, definitions, and procedures, refer to Board Policy 405.02.

Guidelines for Interaction with Students

Safe Touch should be brief
Safe Touch all students in the same manner
Safe Touch should not linger
Safe Touch shoulders
Safe Touch upper back
Safe Touch head
Safe Touch arms
Safe Touch hands

Safe Verbal Communication

- Avoid sexist comments
- Avoid sexual comments and innuendo
- Talk to all students in the same manner

Safe Extracurricular and Enrichment Activities

- Tell your administrator where you are going
- Get parental permission
- Take more than one student
- Take more than one adult

Safe Interaction with Kids

- When alone with a student, make sure there is a window or door open
- Do not spend too much time with one student or group of students
- Treat all students in the same manner
- Maintain appropriate boundaries between adult and student
- If you sense that a student may be developing a personal interest in you – get help. *See your principal immediately!*

Section 16: Obligation to Report Criminal Charges, Convictions, and Protection Orders

Consistent with Board Policy 405.02, all staff are required to report certain criminal and legal matters to the District.

Any staff member who is arrested, cited (other than for a minor traffic infraction), charged with, or convicted of any of the following must submit a written report within three (3) calendar days to their direct supervisor, building principal, or the Director of Human Resources:

- Any felony or misdemeanor offense (other than a minor traffic infraction);
- Any offense involving violence, domestic abuse, weapons, theft, fraud, or dishonesty;
- Any offense involving the abuse, neglect, or endangerment of a child or vulnerable adult;
- Any sex offense or offense requiring sex offender registration;
- Any offense involving drugs, controlled substances, or alcohol (including DUI/DWI/MIP);
- The issuance of any protection, restraining, or harassment order against the staff member; or
- Any other legal matter that could reasonably affect the staff member's ability to perform assigned duties or pose a risk to students, staff, or the school community.

The report must include the date, location, nature of the offense or order, court or jurisdiction (if known), and current status of the matter. The duty to report is ongoing and staff must also report subsequent charges, amendments, plea agreements, convictions, dismissals, sentencing, modifications, and final dispositions within three (3) calendar days.

Reports will be handled confidentially to the extent permitted by law. This requirement is in addition to all other reporting obligations under District policy and state and federal law. Compliance is a condition of employment.

For the full requirements, definitions, and procedures, refer to Board Policy 405.02.

Appendix 1: Classified Substitute Rate Scale

2026-2027

Positions Eligible for Substitute Pay

Regular / Title / EL Para	Bilingual Para (Non-SPED)	SpEd/A+ Alt./CLS Para	High Needs SpEd Para
Step Rate .25			
$16.21	$16.84	$16.75	$17.33

CNA*	LPN*
Step Rate .25	
$21.25	$24.25

Day Custodian	Night Custodian
Step Rate .375	Step Rate .25
$17.77	$17.30

Translator
Step Rate .25
$19.70

General Office Staff
Step Rate .25
$17.57

Substitutes are compensated according to Step 1 of the position they are substituting for. Long-term classified substitutes in the same position may be eligible for the Step 2 rate.

***Nurse substitutes are paid their licensure rate, not position rate.**

Appendix 2: Standardized Substitute Pay for Partial Days of Service

CPS generally hires substitutes only for half-day needs or greater. Substitute needs of less than a half-day are typically filled from within. A full day is fairly apparent, approximately 7:45-3:45. By "approximately" I understand that some buildings might request substitutes arrive somewhat earlier or later, and that some substitutes might choose to arrive somewhat earlier or later. Because we don't pay substitutes on an hourly basis, it is important to identify **approximate** starting and ending times. Use of the word "approximately" from hereon is intended to mean **15 minutes before the stated time to 15 minutes after the stated time**. In the illustrations below, I'll provide the **approximate** start and end times as well as the actual times covered by those **approximate** start and end times. Substitutes hired for less than a full day are to be told that.

Because a full day is 8 hours, 3/4 of a day is 6 hours and 1/2 a day is 4 hours.

Full-day substitutes would report **approximately** 7:45 (actual times 7:30-8:00) and work through the end of the school day (actual times 3:30-4:00).

Substitutes hired for 3/4 a day would be paid at 3/4 the daily rate of pay and would report and be finished at these **approximate** times:

report **approximately** 7:45 (actual times 7:30-8:00), end **approximately** 1:45 (actual times 1:30-2:00)
OR
report **approximately** 9:45 (actual times 9:30-10:00), end **approximately** 3:45 (actual times 3:30-4:00)

Substitutes hired for 1/2 a day would be paid 1/2 of the applicable daily rate of pay and would report and be finished at these **approximate** times:

report **approximately** 7:45 (actual times 7:30-8:00), end **approximately** 11:45 (actual times 11:30-12:00)
OR
report **approximately** 9:45 (actual times 9:30-10:00), end **approximately** 1:45 (actual times 1:30-2:00)
OR
report **approximately** 11:45 (actual times 11:30-12:00), end **approximately** 3:45 (actual times 3:30-4:00)

Appendix 3: Qualifying for Health Insurance Benefits Under the Affordable Care Act

During the 2015-2016 school year, CPS notified substitute teachers of the possibility of receiving health insurance benefits under the Affordable Healthcare Act (ACA) during subsequent school years. We felt this was a benefit that could help people, so wanted to let substitutes know about it. A number of our substitutes have asked for additional information about this potential benefit, so this discussion and examples are intended to help.

The ACA provides a method to calculate when employees become eligible for health insurance benefits. Step one is to establish a "lookback period". This is August 1 of the current year through July 31 of the following year. Then, the employee's total hours worked during that lookback period are divided by the number of weeks available to work during that period of time, inclusive of break periods of less than 4 consecutive weeks. Under this calculation method, Christmas break counts as weeks available to work because it is less than 4 consecutive weeks. Summer break, on the other hand, does not count into the calculation because it is greater than 4 consecutive weeks. If the calculated figure is 30.0 or higher, the employee is eligible for benefits under the ACA during the following school year.
So, what does this mean for time worked during the school year? In other words, how could a CPS substitute qualify for health insurance benefits under the ACA for the following school year? Here are some examples:

1. Substitute Anderson works a total of 157 full days between the first day of the school year and the last day of the school year. 157 full days is 1,256 hours. Dividing 1,256 hours by the available 42 weeks results in 29.9 average hours worked. Because this is less than the ACA threshold of 30.0 or higher, this substitute would not qualify.
2. Substitute Brown works a total of 158 full days between the first day of the school year and the last day of the school year. 158 full days is 1,264 hours. Dividing 1,264 hours by the available 42 weeks results in 30.1 average hours worked. Because this meets the ACA threshold of 30.0 or higher, this substitute would qualify.
3. Let's go back to Substitute Anderson. By working an additional half-day (4 hours) beyond example 1, the total hours would be 1,260 which, divided by 42 weeks, calculates to 30.0 hours. Because this meets the ACA threshold of 30.0 or higher, substitute Anderson would now qualify.

The payroll office tracks substitutes' hours each year and will notify any who establish eligibility for health insurance benefits at the end of the school year.

Appendix 4: Title IX Nondiscrimination

Section 1: Notice of Nondiscrimination

The Columbus Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination. Local complaint or grievance procedures are provided for by the district and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights, where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
816-268-0550

The U.S. Equal Employment Opportunity Commission
1801 L Street, N.W.
Washington, D.C. 20507
800-669-4000; TDD: 800-669-6820

Section 2: Designation of Coordinators

Any person having inquiries concerning the district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for each coordinator is: Columbus Public Schools, 2410 16th St Ste A Street, Columbus NE 68601.

Law, Policy or Program	**Issue or Concern**	**Coordinator**
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Dr. Chip Kay
Title IX	Discrimination or harassment based on sex; gender equity	Employees – Jason Schapmann Students – Tim Kwapnioski
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Dr. Jason Harris and Leonard Kwapnioski
Homeless student laws	Children who are homeless	Dr. Jason Harris
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dr. Chip Kay

2026-2027 Columbus Public Schools K-12

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August	
3-4	New Teacher Days
5-11	Pre-Service Days for District Staff
12-13	K-12 Modified Schedule / School Starts

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September	
7	No School
16	No School Elementary Schools Only (Grades K-4)
25	No School K-12 / PD & Planning
28	PTC at Columbus Middle School (4-8 p.m.)
29	PTC at Elementary Schools (4-8 p.m.)
30	PTC at Columbus High School (4-8 p.m.)

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October	
1	PTC PK-12 (11:30 a.m. - 7:30 p.m.)
1-2	No School
15	Noon Dismissal / End of Quarter
16	No School K-12 / Professional Development

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November	
18	No School Elementary Schools Only (Grades K-4)
25-27	No School

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December	
11	No School K-12 / Professional Development
22	Noon Dismissal / End of Quarter
23-31	No School

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January	
1	No School
4-5	No School K-12 / Professional Development
20	No School Elementary Schools Only (Grades K-4)

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February	
12	No School K-12 / Professional Development
15	PTC at Columbus High School (4-8 p.m.)
16	PTC at Elementary Schools (4-8 p.m.)
17	PTC at Columbus Middle School (4-8 p.m.)
18	PTC PK-12 (11:30 a.m. - 7:30 p.m.)
18-19	No School

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March	
5	Noon Dismissal / End of Quarter
8-12	No School - Spring Break
26-29	No School

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April	
7	CHS Junior ACT / No School Grades 9, 10, and 12
7	No School Elementary Schools Only (Grades K-4)
19	No School CMS Only (Grades 5-8)
23	No School K-12 / Professional Development

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May	
TBD	Senior Last Day (Decided After Spring Break)
16	Graduation
20	Noon Dismissal / End of School Year
21	Teacher Workday / Grades Due
24	To Be Determined

Columbus Public Schools
PO Box 947
2410 18th Street, Suite A
Columbus, NE 68601
(402) 563-7000

Color Key
No School / Professional Development
No School Specific Grade Levels Only
No School
Noon Dismissal / End of Quarter
Parent-Teacher Conferences
Early Dismissal / Collaboration

** Version 5 - 12/15/25

Building School Day Schedule

Updates on District Website: www.columbuspublicschools.org

Columbus High School
8:10 a.m. - 3:40 p.m. | Early Dismissal - 2:35 p.m.

Columbus Middle School
8:00 a.m. - 3:30 p.m. | Early Dismissal 2:35 p.m.

Elementary Schools
8:00 a.m. - 3:25 p.m. | Early Dismissal 2:25 p.m.

Additional Notes: Make-Up Days Due to Weather (May 21-28)

Calendar Templates by Vertex42.com - https://www.vertex42.com/calendars/

COLUMBUS PUBLIC SCHOOLS (K–12) 2026–2027 CALENDAR

August 2026

3-4 . . . . . New Teacher Days
5-11 . . . . . Pre-Service Days for District Staff
12-13 . . . . . K-12 Modified Schedule / School Starts
19, 26 . . . . . Early Dismissal

September 2026

2, 9, 16, 23, 30 . Early Dismissal
7 . . . . . No School
16 . . . . . No School Elementary Schools Only (Grades K-4)
25 . . . . . No School K-12 / Professional Development
28 . . . . . Parent Teacher Conferences at CMS 4-8 p.m.
29 . . . . . Parent Teacher Conferences at Elementary Schools 4-8 p.m.
30 . . . . . Parent Teacher Conferences at CHS 4-8 p.m.

October 2026

1 . . . . . Parent Teacher Conferences K-12 11:30 a.m. -7:30 p.m.
1-2 . . . . . No School
7, 21, 28 . . . . . Early Dismissal
15 . . . . . Noon Dismissal / End of Quarter
16 . . . . . No School K-12/ Professional Development

November 2026

4, 11, 18 . . . . . Early Dismissal
18 . . . . . No School Elementary Schools Only (Grades K-4)
25-27 . . . . . No School

December 2026

2, 9, 16 . . . . . Early Dismissal
11 . . . . . No School K-12 / Professional Development
22 . . . . . Noon Dismissal / End of Quarter
23-31 . . . . . No School

January 2027

1 . . . . . No School
4-5 . . . . . No School K-12 / Professional Development
13, 20, 27 . . . . . Early Dismissal
20 . . . . . No School Elementary Schools Only (Grades K-4)

February 2027

3, 10, 17, 24 . . . Early Dismissal
12 . . . . . No School K-12 / Professional Development
15 . . . . . Parent Teacher Conferences at CHS 4-8 p.m.
16 . . . . . Parent Teacher Conferences at Elementary Schools 4-8 p.m.
17 . . . . . Parent Teacher Conferences at CHS 4-8 p.m.
18 . . . . . Parent Teacher Conferences K-12 11:30 a.m. -7:30 p.m.

March 2027

3, 17, 24, 31 . . . Early Dismissal
5 . . . . . Noon Dismissal / End of Quarter
8-12 . . . . . No School - Spring Break
26-29 . . . . . No School

April 2027

7 . . . . . CHS Junior ACT / No School Grades 9, 10 and 12
7 . . . . . No School Elementary Schools Only (Grades K-4)
7, 14, 21, 28 . . . Early Dismissal
19 . . . . . No School CMS Only (Grades 5-8)
23 . . . . . No School K-12 / Professional Development

May 2027

TBD . . . . . Senior Last Day (Decided After Spring Break)
5, 12 . . . . . Early Dismissal
16 . . . . . Graduation
20 . . . . . Noon Dismissal / End of School Year
21 . . . . . Teacher Workday / Grades Due
24 . . . . . TBD

Building School Day Schedules

Columbus High School 8:10 a.m. - 3:40 p.m. | Early Dismissal 2:35 p.m.

Columbus Middle School 8:00 a.m. - 3:30 p.m. | Early Dismissal 2:35 p.m.

Elementary Schools 8:00 a.m. - 3:25 p.m | Early Dismissal 2:25 p.m.

Updates on District Website: www.columbuspublicschools.org

COLUMBUS PUBLIC SCHOOLS

Outside Agency Staff Handbook

2026-2027

This document is a summary of selected policies from the Columbus Public Schools Classified Staff Handbook applicable to staff hired through outside agencies. It is not a contract of employment.

Important Notice

This document provides a summarized reference of selected Columbus Public Schools policies relevant to staff employed through outside agencies. Agency staff are not responsible for payroll or leave functions handled by the District. However, agency staff are expected to be familiar with and comply with all workplace policies, duties, conduct standards, facility rules, state/federal program requirements, and general operational procedures described herein.

For the complete and authoritative classified handbook, contact the Columbus Public Schools Human Resources office at 2410 16th St Ste A, Columbus, NE 68601.

Article 1: School Calendar & Severe Weather

School Calendar

The school calendar, including in-session days, vacation periods, and professional development days, can be found on the Staff-HR folder under Calendars . A Planning Calendar showing start/end dates, attendance days, and observed holidays is also available.

Severe Weather & School Cancellations

The Superintendent is authorized by the Board of Education to close schools in the event of severe weather. Notifications are made through local news media (KLIR 101.1 FM), the Columbus Public Schools cell phone application, and Thrillshare district-wide messaging. A decision to close or delay school will be made before 6:30 a.m.

When school is canceled or delayed due to weather, classified employees will be paid only for actual time worked on those days. Employees not expected to report when schools are closed include food service personnel, paraprofessionals, lunch-playground aides, and other part-time non-certified employees.

A "10:00 a.m. start" announcement is used when delays help road and parking lot clearing. Staff should report as soon as travel permits or no later than 15 minutes before the announced start time.

If school is dismissed during the day due to weather, staff may leave after students are safely dismissed, following the building principal’s instructions.

Emergency Conditions

All buildings have signals for emergency situations including Emergency Exit, Tornado Warning, and Critical Incident Response. All regular drills are held as required by law. Students are not to be released during tornado warnings. In any emergency, follow the school’s established safety procedures.

Article 4: Duties and Responsibilities

Hours of Work

Regular, dependable attendance is essential. Employees may not deviate from their assigned schedule of arrival, departure, lunch, or total daily hours without administrative approval.

Arrival to Duty Assignments

Classified employees' work assignments may or may not be related to the regular student day. Employees are expected to know their duty dates and times and to be on time for work.

Leaving School

Employees are to be on duty at all times during the assigned workday. Employees may not leave school or their assigned area without the approval of the Principal or supervisor. Those leaving during lunch must clock out, and those leaving for illness or emergency must clock out and ensure a responsible person is notified so work coverage may be provided.

School Procedures

- Cell Phones: Shall not be used for non-school purposes when responsible for students or other work expectations.
- School Telephone: Personal calls shall not be made or accepted during times responsible for students, except in emergencies. Long distance personal calls on school phones are not permissible.
- Equipment and Supplies: Request through the Principal's office. No district-ordered equipment or supplies may be used personally.
- E-mail: Staff members are assigned a school e-mail address. Check e-mail throughout the day, respond promptly, and avoid checking/responding during instructional time. District e-mail used for personal reasons will incur an annual fee deducted from the October paycheck.
- Mailbox: Check mailbox each morning and later in the day. Employee mailboxes are limited to school business communication.
- Records: Classified employees often keep detailed records. Complete these as directed by your supervisor.

Supervision of Students

Proper supervision of students is an important responsibility for all employees. Key expectations include:

- Report to all duty assignments on time.
- Circulate through your duty area; pay attention to areas posing increased risk of injury.
- Never leave students unattended. If an emergency arises, request that another nearby staff member provide coverage.
- Be accountable for assigned students from the beginning to the end of the assignment.
- Do not dismiss students early. Ensure students have a hall pass to leave class.

- If a student acts dangerously or unpredictably, increase supervision accordingly. Keep confidential information about students confidential.
- Corporal punishment is prohibited. Touching students should be limited to that necessary to protect them from harm.
- Be a good role model. Do not use profanity or abusive language.

Proper Instructions

Repeat safety instructions for high-risk tasks as often as needed. Document when you review safety rules with students. If students are absent during safety reviews, contact them individually.

Maintenance of Buildings, Grounds, and Equipment

Conduct periodic inspections of equipment under your control. If equipment is broken and presents a risk of injury, take it out of service immediately, tag it “Do Not Use,” and notify the office. Check your communication device periodically to ensure you can reach the office in an emergency.

Proper Warnings

If you have knowledge of a hazard that can cause injury, take steps to warn others and contact the office. The office administration should be contacted immediately when a situation exists that could cause injury.

Student Searches

Do not conduct a search for a student yourself. Contact office administration and the student’s teacher. A teacher and administrator must be present and conduct the search within school policy. Do not use physical force to detain the student except as reasonably necessary to protect the student or others.

Student Rights

Students must be treated fairly regardless of race, color, religion, gender, or disability. Students needing special accommodations should be given them. Student school records are confidential and should be shared only with staff who need the information to perform their duties.

Role of Paraeducators

Paraeducators assist teachers but must not assume teaching responsibilities. The teacher maintains leadership and responsibility. Paraeducators work only on assigned workdays and within assigned hours. Any request to work outside those hours requires administration approval.

Dispensing Medication

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. Prescription medicine requires a signed parent release form and physician authorization on file. Medications must be taken in the presence of office staff, nurse, or medication aide and stored in the office. Over-the-counter medicine also requires the signed form and prescription.

Reporting Child Abuse

Nebraska State Law mandates school officials to report to law enforcement or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe a child has been abused or neglected. Employees must inform their school counselor, social worker, principal, or supervisor of their intent to make a report. However, informing a supervisor does not end the employee's obligation—employees are obligated to ensure a report is made. Reports must be made accurately and as soon as possible.

Law Enforcement Officers

Law enforcement or juvenile officers shall not question or counsel a student at school during the school day without parental consent, unless parents give consent to building administrators. Exceptions include probation officers contacting students on probation and cases of suspected child abuse/neglect.

Accidents

All staff are required to notify their immediate supervisor, file an accident report, and file workers compensation forms each time an employee is injured on the job. Forms must be filed with the Director of Human Resources within 24 hours regardless of whether medical assistance is required. Additional forms are to be filled out with the agency the person is contracted through as well.

Funds

Only authorized individuals (the Board secretary and Middle/Senior High Principals) may keep or maintain school money accounts. Money may only be collected with building principal permission. No money shall be kept in offices, teacher's desks, or file cabinets overnight. Receipts from fundraising sent to the Administration Building must be accompanied by a Report of Cash/Checks Submitted form and counted by two people.

Corporal Punishment

Corporal punishment is prohibited in Columbus Public Schools by Nebraska law. This is not to be confused with physical force used to protect individuals from attack, remove a student, or prevent harm. Any act determined to be corporal punishment will be recorded in the employee's permanent file and may result in reprimand, suspension, or termination.

Article 5: Personal Conduct and Performance

Ethics Standards

Columbus Public Schools expects employees to adhere to the following ethical principles:

Commitment as a School Employee: Exhibit good moral character, maintain high performance standards, promote equality of opportunity. Do not discriminate, use coercive means, make fraudulent statements, exploit school relationships, sexually harass anyone, or engage in dishonesty in the performance of job duties.

Commitment to the Student: Perform duties with genuine interest in the student. Protect students from harmful conditions, keep personally identifiable information confidential, and do not use corporal punishment.

Commitment to the Public: Do not misrepresent your institution, use institutional privileges for private gain, offer/accept gifts that impair judgment, commit acts of moral turpitude, or commit any felony. Attend to duties with reasonable diligence.

Commitment to Employment Practices: Apply for positions based on qualifications, do not withhold information from applicants or employers, and give prompt notice of changes in availability.

Evaluations

Evaluations are conducted in accordance with Board policy. Supervisors reserve the right to evaluate employees more frequently than required. Employees are expected to participate constructively and implement improvement strategies.

Role Model

Employees serve as role models for students. Conduct should support the mission of the school at all times.

Relationships

Maintain effective working relationships with administration, co-workers, students, and parents. This includes extending courtesies, following through on commitments, complying with administrative directives and Board policies, being honest and consistent, and not gossiping or spreading rumors.

Professional Attire

Employees are expected to maintain conservative attire and grooming. As a minimal guide, do not wear clothing students would not be permitted to wear. Clothing should be safe and suitable for work assignments and should not get caught in machinery.

Outside Employment

Employees shall not perform work unrelated to District employment during duty hours, and shall not engage in employment that conflicts with school duties.

Improving Job Performance Warning

The primary purpose of warnings is performance improvement. A conference between the employee and supervisor will follow every warning to cooperatively examine results.

Religious Beliefs & Customs

No religious belief or non-belief should be promoted or disparaged by the school district or its employees. Students and staff should be excused from participation in practices contrary to their religious beliefs unless clear issues of overriding concern exist. Employees may not wear religious garb indicating membership in any religious order, sect, or denomination.

Article 6: Use of School Facilities and Equipment

Drug-Free Workplace

Columbus Public Schools is a drug-free workplace. The unlawful manufacture, distribution, possession, or use of controlled substances is prohibited on school grounds, in school vehicles, and at school activities. Any level of impairment from drugs, alcohol, or inhalants while on duty, and/or the presence of any odor of illicit drugs or alcohol, shall be considered a violation. Employees must notify the Superintendent of any criminal drug conviction within five days. Violations may result in sanctions up to and including termination.

Smoke and Tobacco-Free Workplace

The use of tobacco products in District buildings, on school grounds, and in all owned or leased facilities and vehicles is prohibited.

Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school facility, on school property, at school-supervised activities, or at school-sponsored functions. Violation of this policy shall be subject to disciplinary action, up to and including termination. Weapons include firearms, explosives, knives with blades of 2-1/2 inches or more, switch-blade knives, bludgeons, metal knuckles, stun guns, and similar items. An exception is made for law enforcement officers in uniform, on duty, or assigned as Student Resource Officers (SROs).

Obligation to Report Criminal Charges, Convictions, and Protection Orders

All employees, including agency staff, are required to report in writing within 24 hours days to their direct supervisor, building principal, or the Human Resources office if they are arrested, cited (other than a minor traffic infraction), charged with, or convicted of any felony or misdemeanor offense. This includes, but is not limited to, offenses involving violence, domestic abuse, child abuse or neglect, sex offenses, illegal drugs or controlled substances, alcohol-related offenses (such as DUI/DWI), theft, fraud, dishonesty, or weapons. Employees must also report the issuance of any protection order, restraining order, or harassment protection order against them that involves a student, parent, District employee, or any other individual associated with the District, or that could impact the employee's ability to perform assigned duties or be present at District facilities or school-sponsored events.

A "minor traffic infraction" means a non-criminal traffic violation such as speeding, failure to signal, expired registration, or parking violations. It does not include DUI/DWI, reckless driving, driving under suspension, hit-and-run, or any traffic offense classified as a misdemeanor or felony.

The obligation to report is ongoing. Employees must also report any subsequent developments—including additional charges, plea agreements, convictions, dismissals, or modifications to protection orders—within three (3) calendar days. A report does not automatically result in disciplinary action; the District will review the circumstances and determine appropriate action. Failure to report as required, or making a false or misleading statement, is itself grounds for disciplinary action up to and including termination.

Acceptable Use of District Computer Network and Internet

District technology equipment and software are school property to be used for the enhancement of student instruction. Employees must maintain appropriate professional boundaries with students at all times, both inside and outside of school, including in electronic communications. Key rules include:

- Do not make unauthorized copies of software or content on school computers.
- Do not access obscene, pornographic, or otherwise inappropriate material.
- Protect the privacy of other users; do not access their passwords.
- Do not engage in “hacking” or attempt to gain unauthorized access to systems.
- Do not use the network for financial gain or illegal activity.
- The District reserves the right to inspect any user’s computer and usage at any time. Users have no privacy expectations on District systems.
- A technology protection measure (Internet filter) is in place. Bypassing the filter inappropriately is prohibited.

Use of School Facilities

Employees issued keys must not lose them or allow others to use them. When leaving the building, close all windows, lock doors, and ensure the entry door is locked. School property is for approved work-related purposes only. Staff members should never, under any circumstances, lend their keys to anyone. Lost or stolen keys will result in the employee being responsible for re-keying costs.

Care of School Property

Employees are responsible for proper care of all school property. Report items needing maintenance or repair to the Principal. Promptly report any damage to school property by a student or staff member.

Video Surveillance

Video cameras are authorized on School District property to ensure health, welfare, and safety and to safeguard facilities and equipment. Recordings may be used in disciplinary proceedings and may be provided to law enforcement.

Copyright & Fair Use Policy

Employees must follow federal copyright law when using school equipment. Copyright extends to digital works. The fair use doctrine allows limited reproduction for educational and research purposes, evaluated by factors including purpose, nature, amount used, and market effect.

Lost & Found

Found articles should be taken to the office where they can be claimed by the owner.

Safety Program

The District has a Safety and Security Management Plan. Employees are expected to be familiar with and comply with the plan. Safe work practices include: using step stools instead of chairs for reaching, wearing protective equipment, reporting spills and hazards, not using unfamiliar equipment, reporting injuries immediately, wearing seatbelts, taking breaks from repetitive tasks, and not engaging in horseplay.

Use of Personal Vehicles

Employees who drive school vehicles or volunteer to transport students must have a valid driver's license and proof of insurance. No cell phone use or texting while driving a school vehicle or transporting children.

Scent Devices

Employees are prohibited from bringing scented products onto premises that could cause allergic/asthmatic reactions. Scented personal products perceptible to others should not be worn. Scented products like candles, Scentsy, diffusers, and similar items are also not permitted.

Small Kitchen Devices

Outside appliances (coffee makers, portable heaters, microwaves, refrigerators, etc.) may NOT be used in District classrooms, office spaces, or conference rooms. They may only be used in established common areas, teacher workrooms, or staff kitchens. Any other request requires inspection and written approval.

Article 7: State and Federal Programs

Notice of Nondiscrimination

Columbus Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion, or age in its programs, activities, or employment. Complaints may be filed with the appropriate coordinator at Columbus Public Schools, 2410 16th St Ste A, Columbus NE 68601, or with the regional Office for Civil Rights or EEOC.

Designated Coordinators

Title VI (race, color, national origin discrimination/harassment): Dr. Chip Kay, Superintendent

Title IX (sex/gender equity): Employees – Jason Schapmann; Students – Tim Kwapnioski

Section 504/ADA (disability discrimination/accommodation): Jason Harris and Leonard Kwapnioski

Homeless student laws: Dr. Chip Kay

Safe and Drug Free Schools: Dr. Chip Kay

Anti-Discrimination & Harassment

Columbus Public Schools prohibits unlawful discrimination or harassment of any kind by administrators, employees, co-workers, students, or other persons. This includes harassment based on race, color, religion, disability, national origin, age, and sex (including sexual harassment). Sexual harassment includes unwelcome sexual advances, requests for favors, and any verbal or physical conduct of a sexual nature that creates a hostile environment.

Employees should use the established chain of command (immediate supervisor, building principal, Director of Human Resources, Superintendent) to report complaints. Written complaints must be accurate, demonstrate sound judgment, and promote the District's mission.

Grievance Procedure for Persons with a Disability

The ADA and Section 504 require reasonable accommodations for persons with a disability. Complaints are filed with the ADA and Section 504 Coordinator in writing, and a decision will be made within 30 days. The complainant has 10 days to accept, reject, or request reconsideration.

Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 rights of access and confidentiality regarding education records. Employees must maintain confidentiality of education records in accordance with FERPA and Board policy.

Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Student participation in the program must be kept confidential.

Confidentiality of Protected Health Information

The District complies with HIPAA where applicable. The Superintendent is designated as the HIPAA privacy officer. Protected health information (PHI) for students and employees is accessible only to those who require it to carry out their duties.

Article 8: Miscellaneous Information

Crisis Response Team

The Columbus Public Schools Crisis Response team evaluates crisis situations and plans intervention strategies. Guidelines are written to help address concerns such as the death of a teacher or student, natural disasters, and threatened or actual violence.

Advertisement & Promotions

Care shall be taken to consider the effects of advertisements, promotions, soliciting, and fund drives on students, parents, and the community. Advertising referring to tobacco, alcoholic drinks, or unlawful drugs is forbidden in any school publication.

Distribution of Information

Distribution of materials to students and families must be approved by the Director of Student Services. Materials with political, commercial, or religious content will not be approved for distribution. Representatives of outside agencies must package and label materials by building and classroom.

Parent-Teacher Organizations

Staff members are asked to cooperate with the Parent-Teacher Association, School Site Councils, and other school/parent groups.

Requisitions

No one may purchase supplies or materials for school use except by a proper requisition for a purchase order through the appropriate office. All requisitions must be electronic and approved by the respective Principal.

Soliciting

Employees on school premises shall not be solicited for purchases, fund drives, or donations. Approved fund drives must be entirely voluntary.

Visitors

All visitors must report to the building's main office immediately. No visitor will be allowed in the building without prior approval of the Principal or designee. All visitors must have a visitor badge. Staff members should notify the office if a visitor does not have a badge. Any child visiting school must be accompanied by an adult.

Pay for the Performance of Other Duties

Classified, non-exempt employees can only earn overtime pay on their regularly scheduled duties such as volunteering to work for extra-duty activities (selling tickets, keeping score, etc.).

FACILITIES USE HANDBOOK

Revised July 2026

This handbook has been designed to assist you when utilizing the Columbus Public Schools (CPS) facilities for your planned event and/or activity. Initial contact regarding the use of a CPS facility must be made with the individual building administrator and/or principal.

The request for facility use can be made no more than one (1) school year in advance for all facilities with the exception of the Nantkas Performing Arts Center (see page 3 for details). For purposes of facility use scheduling, the school year will be defined as August 1 to July 31.

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Community Use of School Facilities

This handbook is adopted by the Board of Education each year. Facility Use Requests for the upcoming school year will be considered by the school district beginning on June 1 each year. ALL applications must use the CPS Facilities Operations process located under the Department tab and found on the Facilities page of the CPS website.

NOTE: NO application will be approved until a certificate of insurance is provided.

I. Custody
   A. The custody of all facilities is placed with the Superintendent of Schools.

II. Responsibilities
   A. Principal
      1. Maintain proper relationships with those organizations that make application(s) to use the facility.
      2. Maintain a complete schedule and coordinate use of the building that he/she is responsible for, endeavoring to prevent conflicts and to guarantee first priority to the school and its related activities.
      3. Process all requests for rental, notify affected personnel, and ensure compliance with Board of Education policies and these regulations.
      4. Exercise preliminary approval authority on all activities.
      5. Notify the Director of Operations, or his/her designee, of any changes in previously scheduled rental dates. Will exercise approval/disapproval on the use/rental of school building equipment.
      6. Notify the Director of Operations if there is a change in the name of the individual serving as the sponsoring head of the organization.
   B. Director of Operations
      1. Maintain current operating and maintenance costs for each facility.
   C. Director of Operations / Maintenance Coordinator
      1. Maintain a master schedule of use for all school facilities.
      2. Verify availability on the master schedule and activate the new schedule.
      3. Coordinate multi-building utilization through the building principals.
      4. Schedule custodians when requested by the building principal.
      5. Collect all fees associated with each rental agreement.
      6. Obtain a copy of proof of insurance from the using organization.
   D. Custodian
      1. Be on duty at all times when a school facility is used by any group if deemed necessary by the building principal or facility coordinator.
      2. Opening and closing the building, policing it, and cleaning the premises as required.
      3. Not responsible for assisting the renting representative with loading or unloading equipment.
   E. Using Organization
      1. The organization's representative must initiate the rental request online by clicking **'Reserve a CPS Location'** on the CPS homepage. The required insurance information and non-profit certificate (if applicable) must be provided on the Facility Use form.
      2. The sponsoring head of the group or organization using the facility must also be on duty at the facility during such use to supervise the group. (If noted on Building Use Form, this may be amended in some instances to allow another responsible adult member of the organization to assume those duties.)

3. The organization using the facility will be responsible for the proper care of school property. The user group or organization must pay for any damage. If the past history of the organization indicates previous facility damage, a damage deposit of $500.00 will be required, and the District reserves the right to require custodial presence during the entire activity.
4. The user of the facility is responsible for not exceeding the maximum occupancy for the space(s) being used.
5. **Custodial fees will be charged if the user does not perform the proper cleanup.**

III. Priorities of Use

A. Order of rank will be as follows:
   1. Activities and programs (Class I activities) of the CPS District directly related to the instructional and educational programs of the District
   2. Other events or activities (Class II activities)

B. Access to District facilities and use of specialized equipment by District employees for the purpose of personal physical fitness exercise programs or the pursuit of athletic, musical, or dramatic interests are to be authorized, scheduled, and monitored under separate procedural considerations and/or regulations consistent with the intent and spirit of these regulations. If there is an event scheduled prior to use, then the scheduled event has priority.

C. CPS Facilities Hours of Operation are from 7:00 a.m. to 10:00 p.m. No non-CPS (Class II) events will be allowed outside of the regular hours of operation unless the event is approved by the Superintendent (or his/her designee). The event must also be scheduled with the Director of Operations. All events within the hours of operation must be approved by that building's Principal and scheduled through the Facilities Department. No outside groups (Class II) will be allowed in a CPS facility until 4:30 p.m. If CPS is using the facility, no Class II events will be scheduled until CPS is out of the building.

D. Nantkes Performing Arts Center: Columbus Public Schools acknowledges that the use of this facility requires different scheduling parameters.

IV. Nantkes Performing Arts Center Scheduling Exception Policy

Effective Date: January 11, 2027
Applies To: Nantkes Performing Arts Center (NPAC) Facility Use

A. **Purpose**: The purpose of this policy is to establish a scheduling exception policy for the Nantkes Performing Arts Center, allowing for advanced reservations prior to the standard District-wide facility scheduling window.

B. **Standard Scheduling Window:** All District facilities operate on a fiscal-year scheduling cycle of **August 1 through July 31**. Under normal procedures, facility reservations may not be accepted prior to **July 1** for the upcoming fiscal year.

C. **Exception for Nantkes Performing Arts Center:**
   1. Due to the unique planning, production, and coordination requirements associated with performances, the Nantkes Performing Arts Center will operate under an exception to the standard scheduling timeline.
   2. Beginning **January 11 of each calendar year**, individuals and organizations may submit requests to reserve the Nantkes Performing Arts Center for events occurring in the upcoming fiscal year (July 1 – June 30).
   3. Example: January 11, 2027, for the fiscal year July 1, 2027 - June 30, 2028

D. **Conditions of Use**
   1. **Priority Scheduling:**
      a) School district events and activities will retain first priority.

b) Academic, fine arts, and school-sponsored events will be scheduled before external requests are approved.

2. **Tentative Approval:**
   a) All reservations made between January 11 and June 30 leading to the fiscal year are considered reserved.
   b) The District reserves the right to adjust, reschedule, or cancel tentative bookings to accommodate District needs when required.
3. **Application Process:**
   a) All users must complete the official facility use request form.
   b) Required documentation, including insurance (updated and valid), signed facility use handbook, and applicable fees, must be submitted in accordance with District guidelines.
4. **Coordination Requirements:**
   a) Events requiring technical support (lighting, sound, staging) must be coordinated with NPAC staff.
   b) Additional costs may apply for staffing, equipment, and extended use.
5. **Compliance:** All users must adhere to District policies, safety regulations, and facility use guidelines.
6. **Limitations:** This exception applies **only** to the Nantkes Performing Arts Center. All other District facilities remain subject to the standard scheduling window and may not be reserved prior to July 1.
7. **Review and Oversight:** The District reserves the right to review and modify this policy annually to ensure alignment with operational needs and community use.

V. Application, Processing, and Permits

A. Application

1. Any individual or group representative shall direct his/her request for use of a school or school grounds to the Principal (or designee) of the school on forms provided for that purpose. Applications must be submitted to the building principal no fewer than two weeks prior to the date of the requested use. If the application is received fewer than two weeks prior to the date of the requested use, applications may be denied. In the event of the Principal's (or designee's) absence, the application must be submitted to the Director of Operations.
2. Individuals or groups (CPS staff only) holding regular meetings throughout the year need to file only one application at the beginning of each school year, along with a calendar of the dates of such regular meetings. However, special events of such groups require separate applications prior to being scheduled.
3. Applications will not be accepted more than one school year in advance. If so, the application will be returned to the applicant without action. For purposes of facility use scheduling, the school year will be defined as August 1 to July 31.
4. All applications received before June 1 for the upcoming school year will be processed according to the priority designated by the category of activities (page 5). When there are multiple requests for the same space/date, the building administrator will work with the requesters to determine a solution. Final approval of the schedule will be made by the building administrator/principal. Applications received after June 1 or during the requested school year will be processed according to current facility availability and priority designated by the category of activities. CPS functions and activities will be given priority as determined by

building administrator/principal.
5. Extended use of any facility for religious activities must have Superintendent or designee approval.

B. Processing Applications
1. The Principal or his/her designee will review and process all applications, making certain that all information has been obtained in the section of the application form for which he/she is responsible, and require the prospective user to sign the completed application.
2. The Principal or his/her designee will exercise approval authority on all activities.
3. The signed and completed application is to be forwarded to the Director of Operations.
4. Any use of the kitchen area must be approved by the Food Service Director.
5. The Application/Permit is to be processed as follows:
    a) The building principal or authorized administrator completes the appropriate portion of the form.
    b) After being approved by the building principal or authorized administrator, the form will automatically be forwarded to the Director of Operations for completion and activation. The requester will automatically receive an email informing them of his/her activation or denial.

C. Permits (Approved Application)
1. The granting of a permit for the use of one part of a building or grounds confers no privileges for the use of any facility other than those stated in the permit. It does not include any other time or times for preparation or rehearsal unless specifically stated.
2. Violation by a permit-holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing permits and denial of any permits in the future.
3. All permits are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules, and regulations of the board, the permit is subject to immediate cancellation. Upon notice by the designated school official, such activity is to cease. The Board and its agents are to be held harmless from any expenses or losses incurred by the sponsoring organization due to such cessation.
4. Once a permit has been issued, it can be cancelled by the Board of Education or Superintendent (or designee) for cause, or when such cancellation is in the best interests of the public.
5. An applicant group may also cancel its permit without penalty, provided notice of cancellation is given to school authorities no fewer than forty-eight (48) hours prior to scheduled use. If a forty-eight (48) hour notice is not given, a recovery fee of a minimum of $50 may be charged if a custodian was scheduled outside of normal work times, except for weather-related situations.

VI. Liability for Damage

Any group or organization using school property shall save the CPS District Board of Education, the individual members thereof, and any school officials or employees, free and without harm from any loss, damage, liability, or expense that may arise during or be caused in any way by such use or occupancy of school property. In the event property loss is incurred as a result of the use of the facility by any outside group, the amount of damage shall be determined by the Director of the Facilities in consultation with the building principal(s).

VII. Certificate of Insurance

The using organization shall furnish CPS, before use of the facilities, evidence of a liability policy that will provide bodily injury liability coverage of not less than $1,000,000 per occurrence, and $100,000 for property damage, with CPS named as additional insured. The requirement for liability and property damage coverage may be waived by the Director of Human Resources and Fiscal Support when groups or organizations use the facility for small meeting purposes only.

VIII. Fees

A. General

1. All fees and/or rentals will be based upon the attached Basic Rental Fee Schedule.
2. All fees will reflect spaces actually used, even if not requested on the facility use request.
3. Fees are due upon receipt of the bill. The only exception will be when it is so stated in the permit. A late charge of 1.5% per month will be added to the bill if not paid within 30 days.
4. Fees will be delinquent 30 days from the date of billing. Failure to comply will preclude future rentals.
5. Collection of fees is made by the Columbus Public Schools, 2410 16th Street, Suite A, Columbus, NE 68601. Checks are to be made payable to Columbus Public Schools.
6. In no case will checks or money orders be made payable to individual schools or staff.
7. Special fees may be charged for necessary technical or supervisory service, extra preparation, stage equipment, athletic equipment, scoreboard timing devices, musical instruments, projectors, amplifying equipment, or any other equipment not specifically noted. The cost of the special fees will be added to the regular fee.
8. Custodial fees are estimated at the time of application, but after use is complete, actual custodial fees are charged at the rate shown on the rate schedule.
9. Maintenance fees will be charged whenever District maintenance or grounds personnel and/or vehicles are used in transporting equipment, set-up, tear-down, and/or clean-up.
10. An hourly fee will be charged for kitchen use. A CPS employee must be present when kitchens are used.

IX. Equipment

A. School equipment, such as tables, chairs, musical instruments, risers, instructional equipment, etc., may not be loaned or rented for use outside the school location. Outside use of computer equipment by District employees is authorized when used to pursue a specific school project or purpose, if approved by the employee's supervisor of record. Use of school space does not include use of school equipment unless specifically permitted. Use of school equipment, when and where required, must be operated by school personnel, the cost of which will be added to the regular fee as a special fee, i.e., light control panel, spot lights, etc. The Superintendent or his/her designee must approve any variance.

B. Organizations wishing to bring unusual equipment, material, devices, and/or animals into school buildings or on school premises must first present, in writing, proper insurance coverage with a ”save harmless" clause protecting the Board and School District.

X. Categories of Activities and Fees

A. General

1. Non-school groups pay rental based on the costs to the District for supervision, custodial services, utilities, and other operating expenses incidental to facility use in fixed amounts for each type of facility and the services required for it.
2. The most common types of activities are categorized below. In the event the organization or activity is not categorized, the Principal will contact the Director of Finance to determine the correct category and rental schedule.
3. The fee categories are defined for rental fees (designated as Class I, II). If applicable, special and/or custodial fees are in addition to the rental fee. These rates are also listed on the rental fee schedule. Custodial fees and/or maintenance fees may be charged even during normal school work hours.

B. Class I Activities **(NO overnight renting allowed)**

Class I activities will not be charged for rental or custodial fees. This category includes the following activities:

1. PTO/PAC meetings and activities
2. Columbus teachers and educational association meetings
3. Student clubs and/or school-sponsored meetings with employee supervision
4. School district-sponsored meetings and activities
5. Councils of school association meetings
6. NSAA and conference-sponsored or sanctioned activities or meetings

C. Class II Activities **(NO overnight renting allowed)**

1. Will be charged the custodial fee or special fees if services are needed or used.
2. All outside groups will be required to pay a fee to use the facility.
    a) For youth groups using facilities for practices or meetings, a fee of $12 an hour per individual location is used. The makeup of groups/teams must be at least 50% CPS students.
    b) For youth events using facilities for events that charge admission or take a collection, the regular fee schedule will apply.
    c) For youth club events that do not charge admission or take a collection, half of the regular fee schedule will apply.
    d) For all other groups, the regular fee schedule will apply.
    e) CPS has the right to require a 50% down deposit for all full-fee-schedule activities.

D. Auditorium(s)

1. A theatre technician is required to be present to run the sound/lighting system.
2. Only CPS-trained operators will be allowed to use this system.

E. Other Considerations

1. In general, usage will be limited to buildings and grounds other than specially equipped classrooms, libraries, storage rooms, and administrative offices so as to reduce interference with the school programs and to protect school and pupils' supplies, instructional materials, and exhibits from being disturbed or destroyed.
2. The use of the building by a non-school group should in no way restrict or limit the normal instructional program carried on during regular school hours. Further, the use of school equipment is specifically prohibited unless prior approval has been received from the principal.
3. The use of any kitchen area is strictly regulated. At no time will kitchen use be allowed without CPS Food Service personnel available to run the

kitchen.
    a) Procedures for care and cleaning of equipment must be followed.
    b) If a serving area is needed, exclusive of the kitchen, tables may be set up in the cafeteria area.
4. Approved community activities include, but are not limited to, evening and Saturday classes, concerts, dramas, book festivals, art festivals, dances, meetings of organizations, and athletic or recreational games, contests, sports, or activities which are open to the public.
5. CPS reserves the right to cancel/relocate an outside group's rental if a conflicting CPS activity or sporting event must be rescheduled to that same date and time
6. The Superintendent reserves the right to deny the use of the facilities to any person or organization at any time, and it is the final authority on the interpretation and modification of the policy on public use of school facilities. In particular, the Superintendent reserves the right to deny the privilege of continued use of facilities to any user who does not comply with all regulations.
7. Organizations or groups that promulgate any theory or doctrine subversive to the laws of the United States or any political subdivision thereof, or advocate governmental change by violence, will be denied use of all school facilities.
8. School facilities shall not be used for political candidate/party campaign purposes.
9. Simultaneous multiple uses of a building may be refused by the Principal to assure adequate parking and other service facilities.
10. School facilities will not be available for use by rental groups on the following holidays: New Year’s Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. Use of the facilities on weekends and non-school days is dependent upon the availability of school personnel.
11. School facilities will not be available during the NSAA 5-day moratorium.
12. No school facility is to be used for any other purpose or in any other way than its designed use without expressed written permission.
13. No school building or grounds will be used for unlawful purposes.
14. Sponsoring organizations will conduct orderly meetings, and such gatherings are not to incite others to disorder.
15. Sponsoring organizations will conduct meetings that are not abusive of other groups or individuals by reason of age, race, creed, color, sex, or national origin.
16. Any activity that may violate the canons of good morals, manners, or taste, or be injurious to the buildings, grounds, or equipment, will not be permitted.
17. All use of schools by non-school groups will be cancelled when schools are closed due to inclement weather (including nights and weekends) or other emergency conditions unless specific permission is granted by the Director of the Facilities.
18. Each applicant must agree to assume responsibility for any legal liability for injury or damage to the person or property of the applicant or others, and for any uninsured injury or damage to school personnel or property in connection with use of school facilities, must agree to save the School Board harmless in the event of any injury or damage, and must reimburse the School District for any damage. In all cases, a “hold harmless” agreement must be signed.
19. If deemed necessary by the building Principal or his/her designee, a

school custodian or a representative of the Principal is required to be on duty during the use of any school facility.

20. Keys will not be issued to the user. Anyone loaning keys assumes personal liability for any damage or loss.
21. The user group must provide adequate adult supervision for each activity.
22. The use of alcoholic beverages in school buildings or on school grounds is prohibited.
23. Gambling is prohibited in school facilities.
24. The use of tobacco, nicotine, or vape products in school buildings or on school property is prohibited.
25. School facilities shall not be used for parties or celebrations that are essentially private in nature, such as birthdays, anniversaries, or sports other than school sports and other similar parties.
26. No ticket selling for any event or the sale of merchandise or food is permitted without written approval on the permit.
27. The gymnasium will not be used for dances without special provisions and permission. Use of the gymnasium requires the use of proper footgear to prevent damage to the floors.
28. Special permission must be obtained from the Principal for decorating, installing scenery, moving furniture, etc.
29. No signs, banners, pennants, placards, or similar items of advertisement are to be placed in the schools without the express consent of the school principal.
30. There shall be no temporary or permanent signs, banners, pennants, or the like placed in or on school buildings or on school grounds by any group, except those associated with activities sponsored or sanctioned by the school.
31. Scenery, decoration, or equipment provided by the holder of a permit must be removed from the school building promptly after the performance so as not to interfere with school activities. If there is a delay, the removal will be made by the District at the expense of the holder of the permit.
32. Auditoriums and theaters: No equipment may be used, removed, or relocated without permission of the principal. (This includes movie screens, curtains, spotlights, etc.) Lighting for stages is set up for regular use. Organizations may not use the stage areas without a member of the staff or a custodian in supervision.
33. Food or beverages are prohibited in the seating area of the auditorium.
34. Fireworks, pyrotechnics, fog machines, and open flames, including candles, are not permitted except by permit from the Columbus Fire Department and prior approval from CPS Director of Operations.
35. Seating capacity limits (as per rental fee schedule) are never to be exceeded due to State Fire Regulations.
36. Parking is only allowed in designated areas and is strictly forbidden on grass areas, sidewalks, and fire lanes. Vehicles in violation will be towed at the owner's expense.

Groups:

A = District: No Cost

B = Non- Profit Group (don't charge admission or free will giving)

- A **non-profit organization** is an organization that operates to serve a public, charitable, educational, religious, scientific, or community purpose rather than to generate profits for owners or shareholders (requirement will be to upload your 501(c) (3), (4), or (7) into the facilities scheduler when registering).

C = For-Profit Group

- A **for-profit organization** is a business that operates with the primary goal of earning a profit for its owners, shareholders, or investors.

2026-2027 RENTAL FEES

FACILITY	CAPACITY	RATE/HR.	# OF HOURS	NOTES	OTHER/SQFT
ALL Buildings					
Classrooms				20 sq ft per person	
Columbus High School		**Group B / C**			
Concert Hall / Auditorium	758	$80 / $95	1	Risers not included	8,728
Theatre Technician		$40 / $40	1	Light and sound person must be hired per hour ****REQUIRED****	
Competition Gym	2634	$135 / $145	1	672 floor, 2062 bleachers	18,323
Auxiliary Gym	1400	$110 / $115	1	672 floor, 728 bleachers	11,847
Locker Rooms		$35 / $40	1	Per locker room	
Wrestling Room	72	$110 / $125	1		3,598
Kitchen		$60 / $60	1	Plus staff cost (requires 1 CPS staff member)Serving Area	1,670
Cafeteria/Commons	523	$55 / $65	1	31 (4-square) 37 (8-round) 63 (hightop chairs), 5 (8-rectangle) **(704 w/o tables)**	10,733
Concessions		$55 / $65	1		454
Band Room		$55 / $65	1		2,233
Choir Room		$55 / $65	1		1,791
Media Center		$50 / $60	1		4,918
Classroom		$30 / $40	1		800
Computer Lab		$50 / $60	1		
Football/Soccer Field	507	$210 / $260	1	501 seats plus 8 wheelchair	
Track	507	$85 / $100	1	501 seats plus 8 wheelchair	
Field Space (when reserved)		$40 / $45	1	Doesn’t include restroom rental	
Restrooms		$15 / $20	1	Cost when renting field space, if requested	
Fitness Room		$50 / $60	1		1,306
Athletic Equipment			1		
Scoreboards		$30 / $45	1	Video board is extra $100 per hour	
Columbus Middle School					
Nantkas Auditorium	1366	$95 / $120	1	724 lower, 642 upper (Risers not included)	8,454
Theatre Technician		$35 / $40	1	Light and sound person must be hired per hour ****REQUIRED****	
Band Room		$55 / $65	1		1,600
Vocal Music Room		$55 / $65	1		1,428
Dressing/Practice Rooms		$20 / $30	1	5 practice rooms	40
South Gym		$120 / $130	1	11,880 main, 3,240 balcony	15,120
North Gym		$100 / $110	1		8,720
Kitchen		$60 / $60	1	Plus staff cost (requires 1 CPS staff member)	3,752
Cafeteria #1	200	$75 / $85	1	25 tables x 8 seats	3,465
Cafeteria #2	160	$70 / $80	1	20 tables x 8 seats	2,480
Media Center		$50 / $60	1		7,224
Football Field		$100 / $110	1	No seating	
Field Space (when reserved)		$40 / $45	1	Doesn’t include restroom rental	
Restrooms		$15 / $20	1	Cost when renting field space, if	

				requested	
Track		$75 / $85	1	No seating	
Wrestling Room		$100 / $115	1		4,100
Fitness Room		$85 / $95	1		3,100
Locker Rooms		$35 / $40	1	Per locker room	
Concessions		$55 / $65	1		280
Athletic Equipment					
Scoreboards		$30 / $45	1		
Timing devices					
Classroom(s) large		$30 / $40	1		1,420
Classroom(s) small		$25 / $35	1		672
Computer Lab		$50 / $60			
Elementary Schools					
Centennial Elementary					
Gym		$70 / $80	1	Rubber floor	
Kitchen		$60 / $60	1	Prep kitchen	
Cafeteria (CN & LC Only)		$30 / $40	1		
Media Center		$50 / $60	1		
Computer Lab		$50 / $60	1		
Classroom(s)		$30 / $40	1		
Field Space (when reserved)		$20 / $25	1	Doesn't include restroom rental	
Restrooms		$15 / $20	1	Cost when renting field space, if requested	
Emerson Elementary					
Gym		$70 / $80	1	VCT floor	
Kitchen		$60 / $60	1	Prep kitchen	
Media Center		$50 / $60	1		
Computer Lab		$50 / $60	1		
Classroom(s)		$30 / $40	1		
Field Space (when reserved)		$20 / $25	1	Doesn't include restroom rental	
Restrooms		$15 / $20	1	Cost when renting field space, if requested	
Lost Creek Elementary					
Gym		$70 / $80	1	Rubber floor	
Kitchen		$60 / $60	1	Prep kitchen	
Cafeteria (CN & LC Only)		$30 / $40	1		
Media Center		$50 / $60	1		
Computer Lab		$50 / $60	1		
Classroom(s)		$30 / $40	1		
Field Space (when reserved)		$20 / $25	1	Doesn't include restroom rental	
Restrooms		$15 / $20	1	Cost when renting field space, if requested	
North Park Elementary					
Gym		$70 / $80	1	Rubber floor	

Kitchen		$60 / $60	1	Prep kitchen	
Media Center		$50 / $60	1		
Computer Lab		$50 / $60	1		
Classroom(s)		$30 / $40	1		
Field Space (when reserved)		$20 / $25	1	Doesn't include restroom rental	
Restrooms		$15 / $20	1	Cost when renting field space, if requested	
West Park Elementary					
Gym		$70 / $80	1	Rubber floor	
Kitchen		$60 / $60	1	Prep kitchen	
Media Center		$50 / $60	1		
Computer Lab		$50 / $60	1		
Classroom(s)		$30 / $40	1		
Field Space (when reserved)		$20 / $25	1		
Restrooms		$15 / $20	1	Cost when renting field space, if requested	
Kramer Preschool					
Gym		$100/ $110	1	Has wood flooring	
Balcony		$20 / $25	1	3rd grade and above	
Kitchen		$60 / $60	1	Prep kitchen	
Cafeteria/Multi-purpose		$30 / 35	1		
Classroom(s)		$30 / $40	1		
Field Space (when reserved)		$20 / $25	1	Doesn't include restroom rental	
Restrooms		$15 / $20	1	Cost when renting field space, if requested	
Kramer Admin					
Conference Rooms	255	$75 / $85	1	A177 - 129 A178 - 126	Cost per room
Kitchen		$20 / $25	1	Just a serving kitchen	
Field Space (when reserved)		$20 / $25	1	Doesn't include restroom rental	
Restrooms		$15 / $20	1	Cost when renting field space, if requested	

Special Rental Fees

- Spot lights $25 each
- Stage lighting $25 as is
- Gelatins $45 if we re-gel (lighting filters)
- Overhead $30
- Grand piano (CHS) $55 plus tuning at user's expense (if requested)
- TV/VCR/DVD $35
- Digital projector $55
- Sound shell $55
- Risers $55
- Portable sound system $45
- Sound/Lighting tech $40.00 / hour
- Computer lab tech $40.00 / hour

Kitchen Fees

- There will be a charge of $60 per hour for the use of any kitchen (minimum of one hour).
- This charge includes a Columbus Public Schools Foodservice staff member who will be present during the usage.

Maintenance Fees

- Hourly rate of $50.00 per employee, minimum of one hour, plus any related material costs.
- This fee will apply when District personnel are involved in set-up, tear-down, and/or pick-up and delivery of equipment.
- The hiring of outside cleaning/maintenance personnel is not allowed.

Inclement Weather

- $130.00 for each piece of equipment for contracted snow removal and sanding for ice, and $75.00 per hour per piece of equipment for Columbus Public Schools to remove snow.
- **If the event is cancelled or rescheduled, these fees will not have to be paid if Columbus Public Schools is given at least a four (4) hour notice by calling (402) 563-7000 before the entry time listed on the Facility Use Request form.**

Notice of Nondiscrimination

The Columbus Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, or other protected status in its programs.
The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Tim Kwapnioski, Activities Director
3434 Discoverer Drive
Columbus, NE 68601
(402) 563-7050

Employees and Others: Jason Schapmann, Director of Human Resources & Fiscal Support
2410 16th Street, Suite A
Columbus, NE 68601
(402) 563-7000

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

DRAFT

Columbus Public Schools

Administrator Handbook

2026-2027 School Year

Columbus, Nebraska

Version 1.0

- *This handbook is provided as a guide for administrators.*
- *The information contained herein does not constitute a contract.*
- *The handbook is subject to change based on school Board of Education policy, Nebraska Statute, or for legal clarification.*

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Section 1: General Expectations of Leadership

1.0 Administrators Defined

In Nebraska, a **school administrator** is defined as any certified employee who holds a leadership or supervisory position and whose primary duty is not the instruction of pupils. This broad term encompasses various roles at both the school and district levels that require a specific administrative and supervisory certificate issued by the Nebraska Department of Education (NDE).

In addition, Columbus Public Schools includes employees/positions paid on the Administrative Pay Schedule and/or classified as an administrator for state reporting. These positions include, Superintendent, Assistant or Associate Superintendent, District Director (Operations, Teaching & Learning, Special Education, Student Services, Human Resources, or Finance), Principal, Assistant Principal, and High School Activities Director.

1.1 Board Policy

All administrators are expected to be familiar with and adhere to Board policies adopted by the Columbus Board of Education. Board policies govern all operations of Columbus Public Schools and are available in the district's policy manual. Administrators are responsible for implementing policies within their areas of responsibility and ensuring staff compliance.

1.2 Vision and Mission of CPS

Mission Statement

ENGAGING ALL LEARNERS TO ACHIEVE SUCCESS

Vision Statement

Columbus Public Schools will continuously strive to be a high-performing learning community that will meet the diverse learning needs of all students.

To attain this Vision, we will:

- Maintain a dedicated, clear, and collaborative focus on student learning and outcomes.
- Provide a safe and supportive environment for learning and teaching.
- Foster communication, trust, support, and partnerships with stakeholders.

Administrators play a critical role in establishing and maintaining a student-first culture throughout the organization. Leadership decisions should prioritize student outcomes and support staff in achieving educational excellence.

The full strategic plan is available in Appendix D.

1.3 Rule 10 Compliance

Columbus Public Schools operates as an accredited school district under Nebraska Department of Education Rule 10 (92 NAC 10). All administrators must ensure their buildings and programs maintain compliance with Rule 10 requirements, including but not limited to:

- Certification requirements for all staff
- Graduation requirements (200 credit hours minimum)
- School year requirements (1,032 hours grades K-8; 1,080 hours grades 9-12)
- Curriculum and standards implementation
- Assessment requirements
- Library and media requirements
- Administrative staffing and endorsement requirements
- Safety and security plans

Refer to Section 17 for detailed Rule 10 emergency protocol requirements.

1.4 Meeting Attendance

Administrators are expected to attend all required meetings, including but not limited to:

- Administrative team meetings
- Board of Education meetings as requested
- District leadership meetings
- Building-level meetings
- Professional development sessions

A general guide and/or calendar for meetings is available in Appendix C.

1.5 Statute and Mandates

Administrators must remain current on all applicable federal and state statutes, including but not limited to:

- Nebraska Revised Statutes Chapter 79 (Schools)
- Individuals with Disabilities Education Act (IDEA)
- Family Educational Rights and Privacy Act (FERPA)
- Title IX
- Student Discipline Act
- McKinney-Vento Homeless Assistance Act

Section 2: Leadership Roles and Responsibilities

2.1 Communication

Effective communication is essential to successful leadership. Administrators are expected to:

- Maintain open lines of communication with the Superintendent's office
- Communicate regularly with staff, students, and families
- Respond to inquiries in a timely and professional manner
- Represent the district positively in the community
- Coordinate communications with the district Communications Director

2.2 Directors

District Directors serve in specialized leadership roles and are responsible for:

- Providing leadership in their designated area of expertise
- Supporting building administrators in implementing district initiatives
- Coordinating district-wide programs and services
- Ensuring compliance with state and federal requirements in their area
- Managing budgets and resources within their departments

Members of the Executive Cabinet have additional guidance provided in Appendix E.

2.3 Principals

Building principals serve as the instructional leaders of their schools and are responsible for:

Instructional Leadership

1. Developing and implementing a clear vision for academic excellence and student achievement
2. Monitoring and evaluating instructional quality through classroom observations and walkthroughs
3. Collaborate with Teaching and Learning for curriculum development and alignment with state standards
4. Analyzing student achievement data to drive instructional decisions
5. Coordinating standardized testing administration and data analysis
6. Ensuring implementation of evidence-based instructional practices
7. Supporting differentiated instruction for diverse learner needs

Staff Management and Development

1) Recruiting, interviewing, and hiring qualified teachers and staff
2) Conducting formal teacher evaluations and providing constructive feedback
3) Developing and implementing professional development plans
4) Mentoring new teachers and supporting their professional growth
5) Addressing performance concerns through progressive improvement plans
6) Facilitating collaborative planning time and professional learning communities
7) Recommending staff for tenure, promotion, or non-renewal

Student Support and Safety

1. Maintaining a safe, orderly, and positive school climate
2. Implementing and enforcing student discipline policies consistently
3. Developing and overseeing crisis management and emergency response plans
4. Coordinating special education services and ensuring IEP compliance

5. Overseeing student attendance monitoring and intervention programs
6. Supporting social-emotional learning initiatives
7. Coordinating health services and student wellness programs
8. Addressing bullying prevention and intervention

Family and Community Engagement

1. Building strong partnerships with families and guardians
2. Communicating regularly with stakeholders about school progress and events
3. Coordinating parent-teacher conferences and family engagement events
4. Responding to parent concerns and resolving conflicts professionally
5. Engaging community partners and resources
6. Representing the school positively in the community
7. Managing school communications including newsletters and social media

Facility and Personnel Management

1. Building Safety and Security: Ensure all security systems, locks, cameras, and access controls are functioning; conduct regular safety audits and drills
2. Facility Maintenance Oversight: Coordinate with custodial and maintenance staff on daily operations, repairs, and preventive maintenance schedules
3. Grounds and Exterior Management: Oversee playground equipment safety inspections, parking lot conditions, and grounds keeping
4. Space Allocation and Utilization: Assign and schedule classroom spaces, common areas, and special-use rooms to maximize efficiency
5. Capital Improvements Planning: Identify facility needs, prioritize projects, and work with district on bond issues and major renovations
6. Health and Environmental Compliance: Monitor air quality, temperature control, asbestos management, and ensure ADA accessibility throughout building
7. Emergency Preparedness: Maintain emergency supplies, ensure clear evacuation routes, and coordinate with local emergency services

2.4 Assistant Principals

Assistant principals support the building principal in all aspects of school leadership and may be assigned specific responsibilities based on building needs. They serve as the principal's designee in their absence.

2.5 Coordinators/Facilitators

Coordinators and facilitators provide specialized support in their designated areas and work collaboratively with building administrators to support district initiatives and programs.

2.6 Board Meeting Attendance

Attendance at Board of Education meetings is a professional expectation for administrators as outlined below:

First Meeting Each Month

All administrators are required to attend the first Board meeting each month, except Assistant Principals.

Second Meeting Each Month

Directors only are required to attend the second Board meeting each month.

Annual Report Presentations

Principals will be expected to present once per school year with an annual report to the Board of Education. The presentation should at minimum include demographic and achievement data for the specific school. Following the presentation, principals will receive feedback from the School Board through a staff listening session. The Superintendent will provide a schedule for these events.

Building-Specific Agenda Items

Principals may be asked to speak on items in the meeting that have been submitted for their building. Administrators should be prepared to address questions or provide information related to their building or program area when agenda items warrant their participation.

2.7 Event Attendance and Availability

All District Administrators may be asked to attend, supervise, or participate in school-related events at the discretion of the Superintendent, whether on contract or not.

Administrators should expect that their role is critical to the successful function of the school district. This leadership responsibility may result in the need to:

- Attend district events, activities, and functions beyond regular contract hours
- Supervise athletic events, performances, and other school-sponsored activities
- Participate in community events representing the school district
- Be accessible in emergencies that affect the district, buildings, or students
- Respond to urgent matters that arise outside of normal business hours

The nature of administrative leadership requires flexibility and a commitment to being present when the district, staff, students, or community needs support. Administrators are expected to maintain accessibility and responsiveness as an essential component of their professional role.

Section 3: Leave and Benefits for Administrators

3.1 Total Wage and Benefits Package

Columbus Public Schools provides a comprehensive compensation package for administrators. The following components comprise the Total Wage and Benefits Package for Administrators:

Base Salary

Administrators are offered a base salary as set on the Administrator Salary Schedule by position. Salary placement is determined by the Superintendent based on experience, education, and position responsibilities.

Benefits Stipend

Each administrator receives a Benefits Stipend equal to the annual premium for the low-deductible family health and dental insurance plan. The amount is considered part of the NPERS salary amount. Any portion not used for health or dental insurance is subject to federal and state taxes as salary.

Cell Phone Allowance

Administrators receive a cell phone allowance to support communication requirements of the position.

Mileage Allowance

Administrators receive a mileage allowance for travel required in the performance of their duties.

NPERS (Nebraska Public Employees Retirement System)

The district matches NPERS employee contributions at 101% of the required contribution rate. This retirement benefit is a significant component of the total compensation package.

FICA (Social Security and Medicare)

The district pays the employer portion of FICA taxes as required by federal law.

Life Insurance

The district provides life insurance coverage for administrators. Coverage amounts vary by position (Administrators: 1x salary up to $200,000 maximum; Superintendent: 2x salary up to $500,000 maximum).

Long-Term Disability (LTD)

The district pays the premium for long-term disability insurance, which provides income protection in the event of a qualifying disability. Coverage provides 66.67% of salary after a 90-day waiting period.

Nebraska Council of School Administrators (NCSA) Membership

The district pays dues for membership in the Nebraska Council of School Administrators for all administrators. NCSA membership provides professional development, networking, and advocacy resources.

Professional Conference Costs

With Superintendent permission, professional conference costs including registration, travel, lodging, and meals are covered by the district. Conference attendance supports ongoing professional growth and development.

All of the items listed above are considered components of the Total Wage and Benefits Package for Administrators.

3.2 Leave Allocations

See Section 4, Paid Time Off & Accumulated Sick Leave

Vacation Leave (12-Month Contracted Administrators Only)

- 12-month Superintendent: 20 vacation days per year (may receive additional days per Board approval; does not accrue)
- 12-month Directors & Principals: 20 vacation days per year (does not accrue)

Important: Vacation days must be used within the fiscal year (July 1 – June 30). There is no carryover of unused vacation days from one fiscal year to the next. All unused vacation days will be forfeited at the end of the day on June 30 of each year.

Vacation leave my not be taken for consecutive days exceeding ten (10) contract days.

Bereavement Leave

- Immediate Family (spouse, child, parent, brother, sister): 5 days per incident.
- Consideration will be given for in-laws, nieces, nephews, grandchildren, and those who you have sole responsibility for.

Professional Leave – District

Administrative employees that are required to attend professional development due to their position/ responsibilities, asked by the Superintendent or Director to attend professional development, or is part of a Districtwide professional development activity will be granted District Professional Leave. This section does not include any professional development related to an extra duty position or for personal growth/academic work, those would be categorized as PTO from section 4.

Family Medical Leave Act

FMLA is defined by federal statute and permits up to 12 weeks of unpaid leave for qualifying medical reasons. Employees may use sick, personal, or vacation leave allocations in conjunction with FMLA. Unpaid leave for FMLA is at the daily per diem rate of the employee.

3.3 Trade Days – Not Permitted

Trade Days are NOT permitted for administrators. A trade day is defined as taking a day off during the 188-day teacher contract window with the intention of making up that time at the end of the contracted period or on a day that is not scheduled as an administrator contract day. This practice is not allowed for administrative staff.

3.4 Absence and Substitute System

All absences must be reported through the district's absence management system. Administrators are responsible for ensuring adequate coverage of their duties during any absence.

3.5 Benefits Explanation

Health and Dental Insurance

Health and dental insurance is provided through Blue Cross Blue Shield of Nebraska as part of the Educators Health Alliance (EHA). Two health plan options are available:

- $1,200 Individual Low Deductible Plan
- $3,800 Individual High Deductible HSA Eligible Plan

Administrator Benefit Stipend

Each administrator receives a benefit stipend equal to the annual premium for the low deductible ($1,200) family health and dental insurance plan. This stipend is included as part of the administrator's compensation package.

- The benefit stipend amount is considered part of the NPERS (Nebraska Public Employees Retirement System) salary calculation.
- Any portion of the stipend not used for health or dental insurance premiums is subject to federal and state income taxes as regular salary.
- Insurance benefits begin on the 1st of the month following the start/hire date.

Life Insurance

- Administrators/Directors: 1 times annual salary rounded to nearest thousand (maximum $200,000)
- Superintendents: 2 times annual salary rounded to nearest hundred thousand (maximum $500,000)

CPS pays for the basic life insurance policy. Additional supplemental life insurance is available through Madison National Life Insurance.

Long-Term Disability Coverage

CPS provides and pays for long-term disability coverage for all administrators. The policy has a 90-day waiting period, after which employees receive up to 2/3 of their normal salary while unable to work due to illness or injury.

State Retirement Plan (NPERS)

- Mandatory for all certified staff working half-time or more (20+ hours per week)
- Employee contribution rate: 7.25 % (set by state)
- Employer contribution rate: 7.3225%
- State Contribution: 0.0%
- Employees are fully vested after 5 years in the plan

403(b)/457(b) Retirement Savings Plans

Optional retirement savings plans are available through USOTCS (third-party administrator). Employees may elect pre-tax or after-tax (Roth) contributions subject to IRS maximum contribution limits.

Vision Insurance

Vision insurance is available through VSP Choice Network (underwritten by Ameritas) at the employee's expense. Coverage includes eye exams, eyeglasses, contact lenses, and some Lasik surgery.

Flexible Spending Accounts (FSA)

FSA accounts are administered by Omnify. Two types of accounts are available:

- Healthcare FSA: Maximum $3,200; unused balances up to $640 may roll over
- Dependent Daycare FSA: Maximum $5,000 per household; unused balances do not roll over

Health Savings Account (HSA)

Available only to employees enrolled in the high deductible HSA-eligible health plan. Maximum contributions are set by the IRS:

- Single election: $4,150 (current maximum)
- Family election: $8,300 (current maximum)

HSA balances roll over each year and remain the employee's property even upon separation from CPS.

Emergency Medical Leave Bank (EMLB)

The EMLB is available to protect staff from financial loss due to extended absence. Participation is voluntary for certified employees covered under the Negotiated Agreement; only those who contribute may access bank resources.

Beginning with the 2026-2027 school year employees categorized as "Administrator" holding a Nebraska Administrator Certificate and compensated based on this handbook are no longer eligible for participation in the Emergency Medical Leave Bank.

Section 4: Paid Time Off (PTO) Policy

Paid Time Off is defined as an employer benefit giving employees paid leave for various reasons like illness, personal matters, bereavement (other than immediate family), or necessary absences into one flexible category.

The purpose of moving to a PTO system is to give employees flexibility for absences, however, it does come with some **guidelines for use**.

- PTO must be requested and must be approved. Due to professional obligations some dates on the work calendar will be blacked out for PTO use.
- No more than 3 PTO days may be taken in a row unless for medical reasons and will require documentation.
- PTO may be taken in 1/8 days.
- Unpaid days will no longer be permitted unless they qualify as FMLA.
- PTO must be used first before the use of accumulated sick leave will be permitted.

Allocations per employee:

- All allocations are earned one day each month, earned on the first. (Separation)
- 12-Month Administrators/Directors will be given 12 PTO days per contract year.
- All other Administrators on contract less than 12 months will receive 12 PTO days per year.

Unused PTO Days:

- Unused PTO days at the end of each contract year will be moved into the employees Accumulated Sick Leave Bank to be used for “sick leave only”.
- Accumulated Sick Leave may be accrued to sixty (60) days total.
- Unused PTO days that would exceed the sixty-day accumulation cap will be paid back at $100 for each unused day annually. (In ½ day increments)

Accumulated Sick Leave:

- May be used after PTO has been exhausted.
- May accumulate to sixty (60) days.
- Use of more than 3 consecutive accumulated sick leave days will require documentation.
- Employees entering the 2026-2027 school year with more than 60 days in their accumulated sick leave bank will have a personal emergency bank that those days will be moved to. The personal emergency bank days may be used for sick leave at any time and are not eligible for payout at the time of separation.
    - Example for how you would start 2026-2027 with leave allocations:
        - PTO Days (12)
        - Accumulated Sick Leave (0 to 60)
        - Personal Emergency Sick Bank (0 to 20, depending on how many days over 60 you have in your current accumulated sick leave bank)

Section 5: Nebraska Certification

5.1 Required Endorsements

All administrators must hold appropriate Nebraska certification pursuant to 92 NAC 21 and 92 NAC 24. Required endorsements include:

Elementary Principal

Must hold a Nebraska Administrative and Supervisory Certificate with an endorsement appropriate for serving as an elementary principal or Superintendent.

Middle Grades Principal

Must hold a Nebraska Administrative and Supervisory Certificate with an endorsement for middle grades principal, elementary principal, secondary principal, or Superintendent.

Secondary Principal

Must hold a Nebraska Administrative and Supervisory Certificate with an endorsement for serving as a secondary principal or Superintendent.

Directors

Must hold a Nebraska Administrative, Leadership, and/or Supervisory certificate and an additional endorsement relative to the area of supervision if applicable.

Superintendent

Must hold a Nebraska Administrative and Supervisory Certificate with an endorsement for serving as a Superintendent.

5.2 Certificate Filing

A copy of the certificate or permit of each administrator must be on file in the school or school system's administrative office. Upon initial employment or acquisition of a new certificate, the certificate is registered by the Superintendent in accordance with 79-804(1) R.R.S.

5.3 Transcripts

All administrators are expected to have transcripts on file with the Human Resources office reflecting their most recent completion of graduate work and supporting their wage placement.

Section 6: Time on Duty Expectations and Calendar

6.1 On-Site Expectations

Administrators are expected to be on-site during regular school hours and to be available to address the needs of staff, students, and families. The specific hours will be established by the Superintendent based on building/department needs.

6.2 Administrator Calendars and Schedules

Administrator calendars and work schedules will be set by the Superintendent. Administrators should coordinate any schedule modifications with the Superintendent's office.

6.3 Evening and Weekend Duties

Work performed on evenings and weekends is not considered additional work time but rather an extension of the administrator's regular duties based on required responsibilities. Administrative positions require flexibility to attend events, meetings, and activities that occur outside of traditional business hours. This expectation is inherent to the nature of school leadership positions.

6.4 New Teacher Orientation

Administrators are expected to participate in new teacher orientation activities as scheduled by the district. This includes welcoming new staff, providing building-specific orientation, and supporting the onBoard of Educationing process.

6.5 Administrator Work Days

Additional administrator work days are scheduled prior to the start of the school year and at other times as determined by the Superintendent. These days are used for planning, professional development, and preparation activities.

6.6 Professional Conference Attendance

State/Regional Conferences

Administrators are encouraged to attend state and regional professional conferences relevant to their position. Conference attendance requests should be submitted through the appropriate approval process.

National Conferences

Attendance at national conferences requires prior approval from the Superintendent. Requests should include justification for attendance and a plan for sharing information with colleagues.

6.7 Organizational Leadership Positions

Administrators who hold leadership positions in professional organizations (NASB, NCSA, etc.) should communicate these commitments to the Superintendent. Release time for organizational duties may be granted with prior approval.

6.8 Weather Cancellation Duty

Administrators are expected to be on duty when school is cancelled for weather unless given specific instructions otherwise by the Superintendent. During weather-related closures, administrators may be asked to report to their buildings, work remotely, or report to an alternate location as directed. Communication regarding expectations will be provided through established district channels.

Section 7: Supervision of Site/Department

7.1 Schedules

Building administrators are responsible for developing and maintaining master schedules that optimize instructional time and staff assignments. Schedules should be developed with input from stakeholders and in compliance with the negotiated agreement provisions for planning time.

7.2 Assignment of Staff (Rule 24)

Staff assignments must comply with Nebraska Rule 24 certification requirements. Administrators must ensure that teachers are assigned to positions for which they hold appropriate endorsements. Per Rule 10 requirements:

- At least 95% of elementary teachers must be endorsed for their assignments
- At least 90% of middle grades teachers must hold appropriate endorsements
- At least 80% of secondary instructional units must be taught by appropriately endorsed teachers

7.3 Facility Use

Administrators oversee facility use within their buildings and ensure proper scheduling and supervision of all activities. Community use of facilities is governed by Board policy and requires appropriate approval and agreements.

The District adopted facility handbook will serve as the necessary guidance for use of facilities.

7.4 Requirements by Statute

Administrators must ensure compliance with all statutory requirements including but not limited to instructional hours, attendance reporting, safety protocols, and reporting requirements.

Section 8: Evaluation of Staff

8.1 Certified Staff Evaluation

The district has a written Board of Education policy for the evaluation of teachers approved by the Nebraska Department of Education. The evaluation process includes:

- Annual written communication of the evaluation process to those being evaluated
- Duration and frequency of observations for probationary and permanent teachers
- District-defined evaluation criteria including instructional performance, classroom organization and management, and personal and professional conduct
    - Written evidence by the evaluator should be present under each evaluated criteria.
- Written documentation of deficiencies and improvement plans
- Provision for teacher response to evaluations
- Conduct a post-observation meeting, in person, to go over completed formal evaluations within **72 hours** of the conducted evaluation.

8.2 Classified Staff Evaluation

Administrators are responsible for evaluating classified staff under their supervision following district procedures and timelines.

8.3 Administrator Evaluation

Administrators will be evaluated annually by the Superintendent or the Superintendent's specific designee. The evaluation process will include goal setting, performance review, and professional growth planning.

These include:

- Directors & Executive Cabinet
- Building Principals

A copy of the evaluation instrument is available in Appendix B.

When necessary, evaluation instruments will be adapted by the Superintendent to ensure an accurate assessment of responsibilities assigned to that individual.

It is the **responsibility of the building Principal** to evaluate Assistant Principals, Activities Directors, Dean of Students, and other positions classified as leadership support at the building level.

Section 9: Personnel

9.1 Vacancy Posting

All vacant positions must be posted according to Board policy and the negotiated agreement. Internal postings allow current staff to apply for positions before external candidates are considered. All vacancy postings must be approved by Human Resources.

9.2 Hiring

Administrators participate in the hiring process for positions within their buildings/departments. All hiring decisions must comply with Board policy, the negotiated agreement, and applicable employment laws. Beginning in 2026-2027 proper background and reference checks will be required before an individual may be offered employment.

9.3 Transfers or Reassignments

Staff transfers are processed according to Board policy and the negotiated agreement. Administrators should communicate transfer requests and recommendations through appropriate channels. Approval of the Superintendent and/or assigned Director is required.

9.4 Terminations

All termination recommendations must be coordinated with Human Resources and follow proper procedures as outlined in Board policy and applicable law.

9.5 Leave Requests

Administrators review and approve leave requests for staff under their supervision. Requests should be processed in accordance with the negotiated agreement and Board policy.

9.6 Time Sheets

Administrators are responsible for reviewing and approving time sheets for classified staff under their supervision, ensuring accuracy and compliance with district procedures.

9.7 Substitutes

Administrators work with the absence management system to ensure adequate substitute coverage. Maintaining a list of preferred substitutes and providing orientation for building-specific procedures is recommended.

9.8 Extra Duty

Extra duty assignments are compensated according to Appendix C of the negotiated agreement. Administrators recommend extra duty assignments based on qualifications and building needs.

9.9 Extended Duty

Extended duty for certified employees is compensated at 100% of the daily per diem rate. Extended duty assignments must be approved through proper channels. Extended duty may not be used to make up contract time or absences during the 188-day contract window for certified staff.

Section 10: Curriculum and Assessment

10.1 State Assessments

Administrators ensure proper administration of all state-mandated assessments according to NDE guidelines and district procedures. This includes coordinating testing schedules, ensuring proper test security, and supervising test administration.

10.2 Curriculum and Assessment Electronic Folders

Proficiency scales, pacing and unit guides, and assessment materials are maintained according to district procedures. Administrators ensure staff have access to current curriculum documents and assessment resources.

10.3 Alternate Assessments

My be given for state assessments when meeting criteria established by the Nebraska Department of Education.

Section 11: Professional Development

11.1 Conference Fees

Conference registration fees may be paid by the district with prior approval. Requests should be submitted according to district procedures and aligned with professional goals.

11.2 Personal Professional Development

Certified employees, including Principals and Assistant Principals, may use up to three (3) personal professional leave days per school year for professional development that meets district initiatives and professional improvement goals. Approval requires building Principal and Superintendent authorization at least 14 calendar days in advance.

11.3 District Professional Development

Administrators participate in and facilitate district professional development activities. Each teacher must participate in at least ten hours of staff development activities each year per Rule 10 requirements.

11.3A Administrators will be responsible to be in attendance and account for the attendance of staff under their supervision at all professional development.

11.3B Administrators will be expected to participate, facilitate, or lead professional development.

11.4 In/Out of District Training

Professional development opportunities both within and outside the district are available to administrators. Requests for out-of-district training should be submitted with appropriate justification.

11.5 Professional Development Calendar

The Director of Teaching and Learning will develop and maintain the District's Professional Development calendar. This does include days for collaboration both at the building and district level.

Section 12: Special Education

Administrators work collaboratively with the Special Education department to ensure compliance with IDEA and state regulations. Responsibilities include:

- Ensuring IEP implementation and compliance
- Participating in IEP meetings as appropriate
- Supporting special education staff
- Ensuring appropriate accommodations and modifications
- Addressing discipline matters in accordance with IDEA requirements

All placements out of the building require approval of the Director of Special Education.

12.1 Special Education Procedures for CPS

Are available at: CPS Special Education Procedures

12.2 LEA Requirements

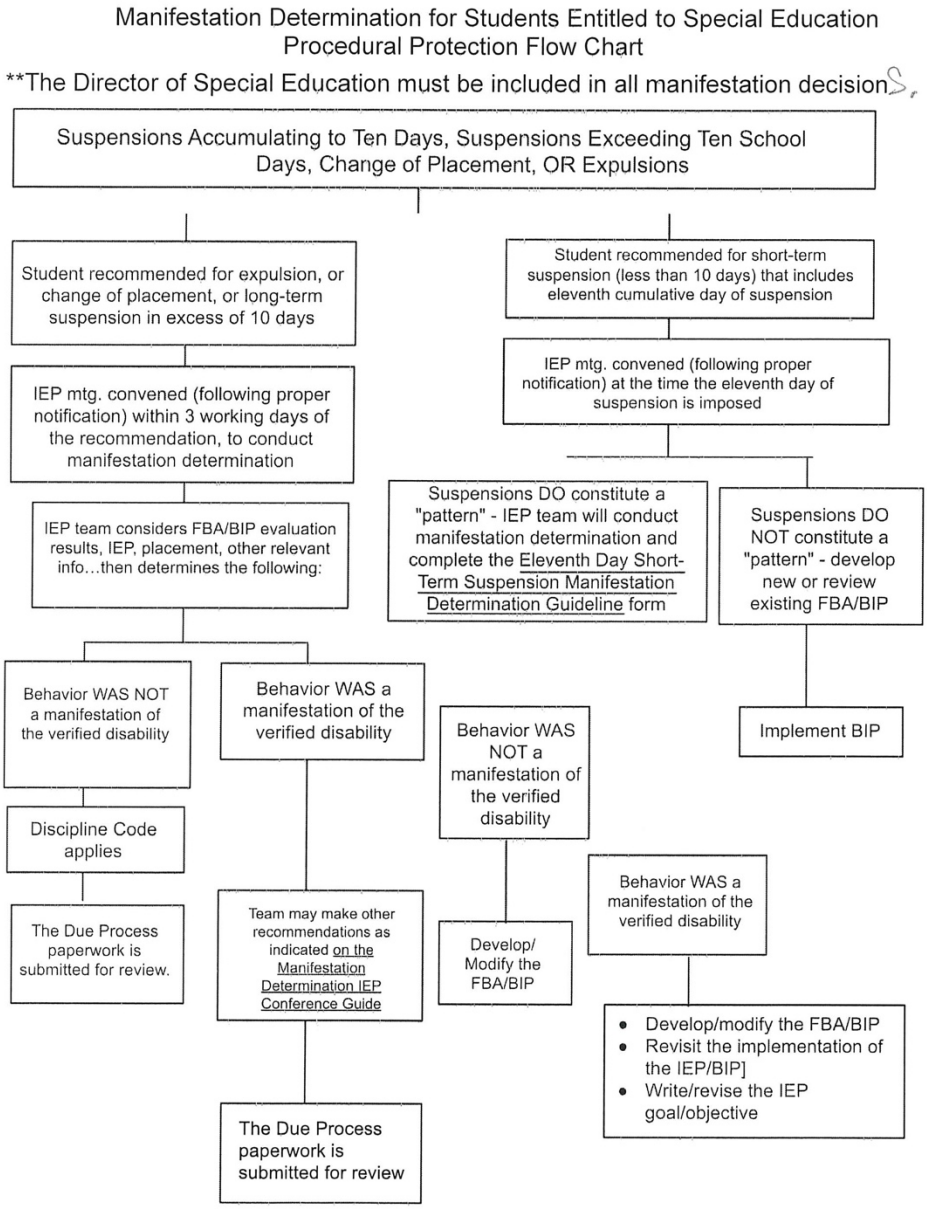
The following people can serve as district representatives:

- Someone qualified to provide or supervise special education programs;
- Someone knowledgeable about general education curriculum;
- Someone knowledgeable about district resources and eligible to delegate those district resources.

A special educator may also serve as the district representative if designated by the administrator. However, a special educator cannot serve and sign as a dual role on an IEP.

SLPs for speech only IEPs can serve as both LEA and SLP.

12.3 SPED Discipline & Manifestation Determination Procedures



Section 13: Finance

13.1 Building Budget

Administrators manage building-level budgets within district allocations. Budget development, monitoring, and reporting are conducted according to district procedures.

13.2 Purchasing, Invoices, etc.

All purchases must follow district procurement procedures. Proper documentation and approval are required before any purchase commitments.

13.3 Entering into Contracts on Behalf of CPS

What Is and Isn't Permissible

Administrators may not enter into contracts on behalf of the district without proper authorization. All contracts must be reviewed and approved according to Board policy.

Legal Length of Time

Contract terms must comply with legal requirements and Board policy. Multi-year contracts require Board approval.

13.4 Expense Claim Forms

Expense reimbursement requests must be submitted on appropriate forms with required documentation. Claims are processed according to district procedures.

13.5 Credit Card Use

District credit cards may be used only for approved district purchases. All receipts must be submitted with appropriate documentation. Use of credit cards to circumvent the approval process for purchases over $1,000 may be subject to disciplinary action.

13.6 Fundraising/Grants

All fundraising activities must be approved according to Board policy. Grant applications and awards should be coordinated with district administration. Failure to follow Board of Education policies for acceptable fundraisers, limitations, and the approval process could result in the suspension of those privileges. If misappropriation of grant or fundraising funds occurs the individuals will be subject to suspension, termination, or necessary legal action. An administrator assumes all responsibility and accountability for fundraisers organized by staff members under their supervision.

13.7 Money Procedures

All money handling must follow district procedures for collection, documentation, deposit, and reconciliation. A specific guideline has been established and is available from the Director of Finance.

13.8 Travel

Lodging: Travel lodging is reimbursed according to district guidelines and federal rates where applicable.

Meals: Meal reimbursement follows district guidelines and IRS regulations.

Parking/Shuttle Fees: Reasonable parking and shuttle fees incurred during approved travel are reimbursable with proper documentation.

Section 14: Foundation

14.1 Grants

The Columbus Public Schools Foundation provides grants to support educational initiatives. Administrators should work with the Foundation to identify opportunities and submit appropriate applications.

14.2 Fundraisers

Foundation fundraising activities support district programs. Administrators may be asked to participate in or support Foundation events.

14.3 PACs/PTOs/Booster Clubs

Parent Advisory Committees and Booster Clubs operate according to Board policy. Administrators serve as liaisons and ensure compliance with district guidelines.

14.3.1 Reporting Requirements for Fundraisers

The foundation is required to meet reporting requirements as set forth by statute for 501(c)3 and federal tax law. An organization failing to provide the required reporting documentation will have their non-profit status and fundraising ability suspended or terminated along with paying any fines or fees associated with the non-compliance.

Section 15: Technology

15.1 Policy

All technology use must comply with Board policy and acceptable use guidelines. Administrators model appropriate technology use and enforce policies within their buildings.

15.2 Devices

District-issued devices are provided for work purposes. Administrators are responsible for the appropriate use and security of assigned devices. **All employees who are given a school device are charged $40 as a personal use fee.** Administrators may NOT opt out of this fee.

15.3 Instructional Technology

Administrators support the integration of educational technology in the instructional program at all levels as required by Rule 10.

15.4 Synergy – District Student Information System

Synergy is the official District Student Information System for Columbus Public Schools. All student information, data reporting, and records management must be conducted through Synergy.

Required Uses of Synergy

- Student enrollment and registration
- Daily attendance tracking and reporting
- Grade entry and report card generation
- Student scheduling
- Demographic information management
- State and federal reporting (NSSRS)
- Discipline incident documentation
- Health records and immunization tracking

MTSS Module

The Multi-Tiered System of Supports (MTSS) module within Synergy is the required system for documenting and tracking student interventions. Administrators must ensure that:

- All student interventions are documented in the MTSS module
- Intervention data and progress monitoring are entered accurately and timely
- Staff are trained on proper use of the MTSS module for data entry
- MTSS team meetings utilize data from the system for decision-making
- Tier movement and intervention changes are properly recorded
- Required documentation for special education referrals is maintained in the system

Data Integrity

Administrators are responsible for ensuring data accuracy in Synergy for their buildings. Regular data audits should be conducted to verify information is current and complete. Accurate data in Synergy is essential for state reporting compliance and informed decision-making.

15.5 E-Mail Retention (Policy 804.03)

Electronic messages transmitted using district resources are records and are subject to management under the Records Management Act. Each end-user who creates or receives electronic messages is responsible for managing his or her own records.

Categories of Electronic Messages

Transitory Messages – No retention requirement. May be deleted immediately without approval. Examples include: routine administrative announcements, meeting schedules, informal discussions, generic information not specific to students, personal matters unrelated to the district, and junk mail.

Less Than Permanent Retention – Governed by retention period for equivalent hard copy records. Examples include: messages about specific student educational programs (health, discipline, special education, parent communication), policy decisions, personnel actions, business transactions, and activities of significant community interest.

Permanent/Archival Retention – Records relating to district governance, finances, budgets, and student educational progress. Examples include: Board minutes, financial records, student educational records, annual audit reports, and annual budgets.

Administrator Responsibilities

- Manage electronic messages at the desktop level rather than relying solely on backup servers
- Systematically file emails requiring retention for convenient retrieval
- Consult with supervisor regarding retention questions for specific messages
- Preserve emails that are subject to investigations or litigation

Litigation Holds

Important: When the District is made aware of pending or threatened litigation, the Superintendent will issue a litigation hold directive. Employees who receive notice of a litigation hold must preserve all records as indicated in the directive. It is a violation of policy to delete, destroy, or alter records protected by a litigation hold, which may result in disciplinary action up to and including dismissal.

Reference: Board Policy 804.03

Section 16: Transportation

16.1 Reserving Vehicles

District vehicles may be reserved through the appropriate system for approved activities. Advance planning is recommended to ensure availability.

16.2 Field Trips

Field trip requests must be submitted for approval according to district procedures. Transportation arrangements should be coordinated with the transportation department.

- Field trip scheduling is based on availability of buses and drivers.
- Due to the unpredictability of school activities, availability could change even if the original field trip date was approved.
    - In this circumstance, the District must provide transportation if the trip cannot be rescheduled. If a contacted service must be used the responsibility for cost will be determined by the Superintendent or designee.
- If contracted transportation services are used for a field trip (by choice), the cost will be paid by the building. Contracted transportation services require additional permission.

16.3 District Vehicle Use Procedures/Policy

All district vehicle use must comply with Board policy.

- Only authorized drivers may operate district vehicles.
- Employees must possess a valid Nebraska Driver's License and personal liability insurance.
- Mechanical or damage to vehicles must be reported immediately to the District.
- If you are involved in an accident:
    - With students present – call 911, secure safety for all passengers, contact the school district for additional assistance.
    - Without students present – call 911 or non-emergency number based on the situation, contact the school district for additional assistance.
    - Never leave the scene of an accident without being cleared by law enforcement and the school district representative.

Section 17: Emergency Protocols and Rule 10 Requirements

17.1 Drills per Rule 10

Per Nebraska Rule 10 (92 NAC 10, Section 011), each school system must maintain safe conditions and have a safety and security plan. Required drills include:

- Fire drills: Conducted regularly according to state fire code requirements
- Tornado/severe weather drills: Conducted at least twice annually
- Lockdown/intruder drills: Conducted according to safety plan requirements
- Evacuation drills: Practiced to ensure safe evacuation routes

17.2 Safety and Security Committee

Per Rule 10, Section 011.01C, each school system has a school safety and security committee which includes representatives of faculty, parents, and the community. The committee meets at least annually to prepare and/or review safety and security plans and procedures, including emergency plans and procedures.

17.3 Safety and Security Plan Review

Per Rule 10, Section 011.01D, the school system's safety and security plan(s) are reviewed annually by one or more persons not on the local school system safety committee and not an employee of the school system. This review includes a visit to school buildings to analyze plans, policies, procedures, and practices and provide recommendations.

17.4 District Protocols

Administrators must be familiar with and implement all district emergency protocols. This includes knowing the location of emergency supplies, evacuation routes, and emergency contact procedures. The current Emergency Operations Plan is available online.

17.5 Notification

Emergency notification procedures must be followed for all incidents. Administrators are responsible for timely communication with the district office, emergency services, and staff as appropriate. Communication to parents/stakeholders will be done in collaboration with the communications and Superintendent office(s).

17.6 Additional Rule 10 Requirements

Seclusion and Restraints Policy

Per Rule 10, Section 011.01E, each school system has a seclusion and restraints policy approved by the school Board of Education. Administrators must be familiar with and ensure compliance with this policy.

Bullying Prevention Policy

Per Rule 10, Section 011.01F, each school system develops and adopts a policy concerning bullying prevention and education for all students. This policy is reviewed annually.

Dating Violence Policy

Per Rule 10, Section 011.01G (pursuant to 79-2,141 R.R.S.), each school district develops and adopts a specific policy to address incidents of dating violence involving students at school.

Section 18: CPS Help Desk System

18.1 Overview

The CPS Help Desk system is the official method for submitting requests for assistance from the Technology Department, Communications Department, and Maintenance/Operations Department. All requests for support should be submitted through this system.

18.2 Required Use of Help Desk System

Making direct requests verbally or by e-mail may result in projects not being completed in a timely manner. The Help Desk ticket system ensures requests are properly documented, prioritized, assigned, and tracked to completion. Verbal or email requests bypass this process and may not receive appropriate attention.

Submit Help Desk tickets for technology-related issues including:

18.3 Technology Requests

- Computer, laptop, and device problems
- Software installation and troubleshooting
- Network and internet connectivity issues
- Printer and copier problems
- Audio/visual equipment support
- Account and password issues
- Phone system and communication technology
- E-mail and @discoverers.org account

18.4 Communications Requests

- Support related to marketing, communications, and branded content
- Website Content
- Parent Square
- Social Media

18.5 Maintenance and Operations Requests

- HVAC and temperature control issues
- Plumbing repairs
- Electrical problems
- Building repairs and maintenance
- Grounds and exterior maintenance
- Custodial requests beyond routine cleaning
- Safety hazard reports
- Furniture and equipment moves

18.6 Submitting Effective Tickets

When submitting a Help Desk ticket, include:

- Clear description of the issue or request
- Specific location (building, room number)
- Priority level (emergency, urgent, routine)
- Contact person and phone number
- Any relevant details or error messages

18.7 Emergency Situations

For true emergencies involving immediate safety concerns (gas leak, flooding, electrical hazard, security threat), contact the appropriate department directly by phone AND submit a Help Desk ticket for documentation. Non-emergency requests should be submitted through the Help Desk system only.

18.8 Administrator Responsibilities

Administrators should ensure all building staff are trained on proper use of the Help Desk system, encourage staff to submit their own tickets when appropriate, and follow up on open tickets to ensure timely resolution of issues affecting building operations.

Section 19: Facilities

19.0 Safety and Security of Buildings

Appendix A has basic expectations for the safety and security of buildings. It is the Principal's responsibility to ensure the facility and staff are following the proper protocols, practices, and procedures for keeping a safe and secure building.

Each room should have a copy of the School Safety Protocols, including the Emergency Response Protocol, and a posted sign with the nearest location for evacuation and shelter in place. Drills are outlined under Rule 10 compliance in Section 17 of this handbook.

19.1 Custodial and Maintenance

Administrators coordinate with custodial and maintenance staff to ensure buildings are clean, safe, and well-maintained. Work orders should be submitted through the appropriate system for needed repairs and maintenance.

Regular communication with custodial staff regarding building needs, events, and special requirements is essential for effective facility management.

19.2 Use of School Facilities by Outside Groups (Policy 1006.50)

Application for use of school facilities shall be initiated by completing an online request using the District's designated system for the building being sought for use. Compliance with the Facilities Use Handbook is required.

Application Process

The Director of Operations or Building Principal and/or designee will first consider the initial application. Such application shall provide the Director of Operations or Building Principal and/or designee with all required information to determine the specific use of the facility and to determine whether such use is within the policies and regulations of the Board of Education.

Each online application shall include:

- Signature of a responsible adult connected with the individual or group seeking permission
- E-mail address
- Phone number
- Billing address
- Signed "Release and Indemnification" Agreement
- Proof of insurance
- Signed acknowledgement of the Facilities Use Handbook

Approval Process

The Director of Operations or Building Principal and/or designee shall approve the dates of the use of the school facility. Should the Director of Operations or Building Principal and/or designee approve the application, such application and release shall be forwarded to the Director of Finance and Operations for consideration.

The Director of Finance and Human Resources must approve the application for an individual or group to use the facilities of the school. If the Director of Finance and Human Resources approves the application, a Contract for the Use of School Buildings and Grounds shall be issued. Upon the agreement of the parties to the contract, the individual or group may use the facilities of the District as agreed to.

Rejection or Cancellation

The Director of Finance and Human Resources, Director of Operations, or the Building Principal may reject any application or cancel an agreement previously issued if such action is considered to be in the best interest of the District. Individuals or groups who have an application rejected or have a use contract cancelled may appeal to the Superintendent for reconsideration of the rejection or cancellation.

Payment Requirements

All fees for the use of a school facility shall be paid within 30 days of invoice being sent to the Director of Finance. Unpaid invoices will result in suspension of use of District Facilities for that person, organization, or club.

Section 20: Food Service

Administrators work with food service staff to ensure efficient cafeteria operations and compliance with nutrition standards. Communication regarding scheduling, special events, and building needs supports effective food service delivery.

While the food service program is contracted out for management, the staff should be communicated with like a District employee.

Concerns with food service programs, staff, or service should be taken to the Kitchen Manager at the building level first, then to the Food Service Director and designated District Director.

Section 21: Discipline and Investigations

21.1 Student Discipline Act

All student discipline must comply with the Nebraska Student Discipline Act (79-254 through 79-296 R.R.S.) and Board policy. Due process rights must be observed in all disciplinary matters.

21.2 Student Resource Officer (SRO)

The Student Resource Officer serves as a liaison between the school and law enforcement. Administrators work with the SRO on matters involving potential criminal activity and safety concerns.

SRO Role and Responsibilities

- Serve as a law enforcement officer on school grounds
- Build positive relationships with students, staff, and families
- Provide safety and security presence in schools
- Assist with emergency response and crisis situations
- Support threat assessment and safety planning
- Provide educational presentations on law enforcement topics when appropriate

State-Mandated SRO Training Requirements

Nebraska law requires 20 hours of training for both SROs and the administrators they work with. The training obligation applies if you have an SRO as defined by law assigned to your building or buildings. The training applies both to the SRO(s) and at least one administrator in each building where an SRO operates.

Training topics include:

- Adolescent development and psychology
- Age-appropriate responses and interactions
- Conflict resolution and de-escalation techniques
- Mental health awareness and crisis intervention
- Trauma-informed practices
- Understanding of special education and disability rights
- Cultural competency and implicit bias
- School safety and emergency response protocols

Administrators in buildings with assigned SROs must ensure they complete the required training and maintain documentation of completion.

Administrator Guidelines for Working with SROs

- The SRO should not be used as a school disciplinarian for routine student misconduct that does not involve criminal activity
- Administrators retain authority over student discipline matters; SRO involvement is for law enforcement purposes
- Communicate regularly with the SRO regarding safety concerns and potential threats
- Coordinate with SRO on emergency drills and safety planning
- Notify the SRO of situations that may require law enforcement involvement
- Maintain clear documentation of all incidents involving SRO participation

When to Involve the SRO

Administrators should involve the SRO in situations including but not limited to:

- Criminal activity or suspected criminal activity on school grounds

- Weapons or dangerous items on campus
- Drug or alcohol offenses
- Threats of violence or harm
- Physical altercations involving injury
- Child abuse or neglect reports
- Emergency situations requiring law enforcement response

21.3 Search and Seizure

Searches must be conducted in accordance with Board policy and applicable law. Reasonable suspicion must exist before conducting a search of a student or student property.

21.3.1 Seach of Technology Accounts or Devices

Searches involving student-assigned devices or accounts shall be conducted consistent with constitutional standards applicable to public schools and applicable law. A search of a student's school-issued device or account may be conducted when there are reasonable grounds to suspect the search will uncover evidence of a violation of law, school policy, or conduct rules, or when necessary to protect safety or school operations. Searches should be reasonably related in scope to the circumstances prompting the search. Administrators should make written evidence of any search and notify the Director of Operations.

21.3.2 Use of Video Surveillance

Use of video surveillance is covered under Board policy 408.22 and is for internal use only. Requests for viewing, recording, or digital files of CPS video surveillance footage must be approved by the Superintendent or designee and may require a subpoena for access.

Employees of the school district do not automatically have the right to access because of employment. Access to video surveillance is restricted to administrative personnel only.

21.3.3 Student Search and Seizure

School officials may search a student, the student's personal effects, or school property assigned to the student when there are reasonable grounds to suspect the search will reveal evidence of a violation of law, Board policy, or school rules. Searches shall be justified at inception and reasonable in scope, considering the age of the student, the nature of the suspected violation, and the degree of intrusion involved.

School officials may confiscate or temporarily secure items reasonably believed to violate school rules, threaten safety, disrupt school operations, or constitute evidence of misconduct.

21.4 Hearing and Due Process

Students facing suspension or expulsion are entitled to due process as outlined in Board policy and the Student Discipline Act. Administrators must follow proper procedures for all disciplinary hearings.

21.5 Resources for Suspension and Expulsion

District guidance and resources for suspension and expulsion of students is available in the google drive for administrators at https://drive.google.com/drive/folders/1lr0mTiJtbu69SO98M6J6Y8ZgYc_m8aoy?usp=drive_link

Section 22: Non-Traditional Learning and Support Center

Columbus Public Schools provides non-traditional learning options to support students who may benefit from alternative educational settings or flexible programming.

22.1 Overview

The Non-Traditional Learning and Support Center (NTLSC) serves as a dedicated Columbus Public Schools facility providing specialized educational programming for students whose needs are best met outside the traditional school setting. Located at 2508 27th Street, the NTLSC houses three distinct student programs, each designed to address specific student populations and educational needs. The facility will serve students from 5th grade through high school with programming aligned to Nebraska educational requirements and designed to maximize student success.

22.2 Program Components

Program	Grade Levels	Purpose
Pathways Program	Grades 5-10	Tier 3 intensive intervention for students with significant academic, behavioral, or social-emotional needs; transition support for students entering/leaving the district
Compass Academy	Grades 11-12	Alternative high school pathway to graduation through traditional diploma or CPS Alternative Education Diploma

22.3 Pathways Program

Tier 3 Intervention Model

Characteristic	Description
Intensive & Individualized	Moves beyond small groups to highly specific, data-driven plans for individual students, focusing on root causes of struggles.
Significant Needs Focus	Serves students with persistent issues, severe emotional or behavioral disorders, or chronic absenteeism requiring crisis intervention.
Multidisciplinary Teams	Involves teachers, administrators, mental health professionals, families, and community stakeholders in creating and monitoring plans.
Broad Support Services	Includes specialized instruction, therapies, outside agency coordination, and support for transitions to other settings.

Frequent Monitoring	Academic progress is tracked daily or weekly to allow rapid adjustment of interventions based on student response.

Target Population

The Pathways Program serves students in grades 5th through 10th who require Tier 3 intervention, including:

- Students with significant behavioral or social-emotional needs requiring intensive support
- Students transitioning into Columbus Public Schools from other districts or programs
- Students transitioning out of the district to specialized placements
- Students requiring a structured environment to develop school readiness skills

22.4 Compass Academy

Compass Academy is the alternative high school program within Columbus Public Schools, providing a pathway to graduation for students who benefit from a non-traditional educational setting. The program offers flexibility in scheduling and instructional methods while maintaining rigorous academic standards.

Students enrolled in the Compass Academy may participate in school activities as long as they meet eligibility requirements set for by Columbus High School or the Nebraska School Activities Association.

Program Mission

Creating **O**pportunity & **M**aximizing **P**otential for **A**t-Risk **S**tudent **S**uccess

Enrollment Criteria

Students are selected for Compass Academy based on a recommendation of the placement team and school administrator. Key enrollment requirements include:

- Approval from the coordinator/Principal/administrator for the program
- Must have attended Columbus High School or the CPS Pathways Program for a minimum of two full school years
- Students must not reach age 21 before anticipated completion.
- Students and parents may not request or apply for placement in the program
- Students placed in the program will not be considered for return to CHS.

22.5 Administrator Responsibilities

Following the use of the Multi-Tiered System of Support (MTSS), building administrators may work collaboratively with the Assistant Director of Student Services and if necessary, the Director of Special Education to place a student in the Pathways Program at the Non-Traditional Learning and Support Center.

Administrators will:

- Collaborate, communicate, and coordinate services for the student.
- Develop an entrance and exit plan for the students assigned building.
- Report student information in SIS as requested.

Section 23: Rule 17 Program

Columbus Public Schools operates a Rule 17 Program in accordance with Nebraska Title 92, Chapter 17 for alternative school, classes, or programs for expelled students.

23.1 Program Overview

The Rule 17 Program provides dedicated space, academic support, school readiness skills, flexible scheduling, and individualized instruction for expelled and mandatory reassigned students. The program aligns academic, social, emotional, accountability, support, and skills-based readiness to improve outcomes for students completing the program.

23.2 Program Objectives

- Provide appropriate services for expelled and mandatory reassigned students within Columbus Public Schools
- Emphasize accountability, support, and attendance in a collaborative partnership with the parent/guardian, student, and school district
- Develop and implement a positive alternative to expulsion
- Create an individualized and flexible program to meet the needs of the student
- Utilize the robust services and supports offered by the school district and community in a collaborative and coordinated effort

23.3 Program Parameters

- Placement into the program is at the discretion of the Superintendent of Columbus Public Schools
- Each student's schedule is determined by the placement team: building administrator, school counselor, program teacher, and Assistant Director for Student Services
- Placement meetings and progress monitoring meetings include parent/guardian, student, and placement team members
- Students take classes through the online learning platform and other assigned work determined by the team
- A placement agreement is signed by the parent/guardian, student, building administrator and/or Assistant Director for Student Services

23.4 Social-Emotional Learning Focus

The program offers support in social-emotional learning with a focus on CASEL Core Competencies:

- Self Management: Managing behaviors, reactions towards others, and impulse-control
- Self Awareness: Identifying emotions, self-perception, recognizing strengths, self-confidence and self-efficacy
- Social Awareness: Respect for others, empathy, appreciating diversity, understanding non-verbal communication
- Relationship Skills: Getting along with others, teamwork, taking turns, and communication
- Responsible Decision Making: Identifying problems, exploring options, selecting solutions, reflecting on outcomes

23.5 Program Expectations

- Students will park in designated parking areas only; violation results in revocation of parking on school property
- Students are not allowed to participate in or attend extracurricular activities
- Students should only be on school property during assigned times

23.6 Point System

Students are permitted to remain in the program and progress toward earning credit and serving out their expulsion unless they lose 10 points. Points are lost as follows:

- 10 points: Possession of a weapon, drugs, or alcohol; being under the influence of an illegal substance; causing physical harm to another student or employee
- 5 points: Physically aggressive behavior
- 4 points: Property destruction
- 3 points: Verbal aggression
- 1 point: Insubordination, not following program rules, unexcused absences

23.7 Expected Outcomes

- Students maintain academic progress while gaining skills to address reasons influencing their expulsion
- Students gain school readiness skills to return to their regular building following expulsion
- Reduce student dropout as a result of being expelled
- Reduce the number of students who are repeat offenders
- Build positive, collaborative relationships between families, students, and schools

23.8 Administrator Role in Rule 17 Referrals

Building administrators play a critical role in the Rule 17 process:

- Work with Assistant Director for Student Services on expulsion recommendations
- Participate in placement team meetings
- Communicate with families regarding the program
- Support transition back to regular building upon completion of expulsion
- Monitor progress of students from their building who are in the program

Section 24: Communications

All questions regarding communications, media, branding, and marketing should be directed to Nicole Anderson, Communications Director.

24.1 Media Guidelines

Media guidelines for Columbus Public Schools are available online at:

https://www.columbuspublicschools.org/page/media-requests-and-branding-info

Administrators should review and follow these guidelines when interacting with media or coordinating media visits to their buildings.

Outside Agency Restrictions

Non-CPS groups or outside agencies are not permitted to interview, video, or photograph students without permission of the Superintendent or their designee.

This includes but is not limited to news media, documentary filmmakers, researchers, non-profit organizations, community groups, and marketing organizations. All such requests must be routed through the Communications Director for review and approval.

No photos or video may be given to an outside agency without review and approval by the communications director.

24.2 CPS Branding Guide

The CPS Branding Guide is available at: https://5il.co/dck9

The branding guide must be followed for:

- All correspondence (letters, memos, emails with district branding)
- Social media posts and graphics
- School clothing and apparel
- Promotional materials and signage
- Presentations and publications

Consistent branding strengthens the district's identity and professional image. Administrators should ensure all materials produced within their buildings adhere to branding standards.

24.3 Website Management

Administrators are responsible for keeping building websites current and accurate. Website content should be reviewed regularly to ensure information is up-to-date and aligns with district branding guidelines.

24.4 Social Media

Social media use should follow district guidelines and Board policy. All official communications should be coordinated with district communications staff. Building social media accounts must follow the CPS Branding Guide and maintain a professional, positive representation of the district.

24.5 Crisis Communication

Is coordinated between the Superintendent and Communications Director. The building administrator should not independently release crisis communication to students, staff, or parents without the approval of the Superintendent and/or Communications Director.

Section 25: Student Teachers

Student teacher placements must be approved through the district process.

All requests for college practicum, observation, and student teachers should be directed to the Assistant Director for Student Services to coordinate and assign.

Building Principals will have final say with placement of student teachers within their building.

Coordination with cooperating teachers and university supervisors ensures a positive experience for all parties.

Section 26: Student Enrollment

26.1 Student Placement, Transfer, or Changes

- Administrators oversee student placement decisions within their buildings. Placement changes should be made thoughtfully with consideration for educational needs and available resources.
- Building transfers in elementary must follow the district protocol.

26.2 Updating Addresses, Phone, etc. (with Proof)

Student information updates require appropriate documentation. Staff should verify address and contact information changes according to district procedures. Building administrators have permission to approve these changes.

26.3 Verify Data with Registrar and Nurse

Administrators ensure student data is verified with the registrar and nurse for accuracy and compliance with enrollment requirements.

26.4 Use of Synergy and Permissions

Synergy access permissions are assigned based on job responsibilities. Administrators ensure staff have appropriate access levels and follow data security protocols.

26.5 Option Enrollment

All option enrollment requests must be approved by the Superintendent.
Administrators must follow proper enrollment guidelines for all students, including option enrollment students. Option enrollment applications are processed according to Board policy and state statute.

Section 27: FERPA and Student Records

27.1 Overview of FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

27.2 Education Records

Education records are records that are directly related to a student and maintained by the school or a party acting on behalf of the school. This includes:

- Grades and transcripts
- Attendance records
- Discipline records
- Health records maintained by the school
- Special education records
- Student identification information

27.3 Parent and Student Rights

Under FERPA, parents (or eligible students who are 18 years or older) have the right to:

- Inspect and review the student's education records
- Request amendment of records they believe are inaccurate or misleading
- Consent to disclosure of personally identifiable information (with certain exceptions)
- File a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA

27.4 Disclosure Without Consent

FERPA permits disclosure of education records without consent in certain circumstances, including:

- To school officials with legitimate educational interest
- To other schools to which a student is transferring
- To comply with a judicial order or lawfully issued subpoena
- In connection with health or safety emergencies
- Directory information (if parents have not opted out)

27.5 Directory Information

Directory information is information that would not generally be considered harmful or an invasion of privacy if disclosed. The district's notice of directory information and opt-out procedures is published annually.

27.6 Attendance Records

Attendance records must be accurately maintained in Synergy. Per Rule 10, schools must report student attendance data to the Department of Education through the NSSRS or Adviser portal. Administrators must ensure:

- Daily attendance is recorded accurately per district guidelines and state statute
- Attendance interventions are implemented for chronically absent students
- Truancy procedures are followed according to state statute
- Attendance data is protected in accordance with FERPA

27.7 Administrator Responsibilities

Administrators are responsible for:

- Ensuring staff understand FERPA requirements
- Maintaining security of student records
- Responding to records requests appropriately
- Reporting any potential FERPA violations to district administration
- Ensuring electronic records are properly secured

Section 28: Additional Resources

28.1 Staff-HR Shared Google Drive

All district up-to-date documents for finance and human resources reside in a shared Google Drive called "Staff-HR." This shared drive contains important documents, forms, templates, and resources for administrators including:

- Current forms for HR processes (leave requests, hiring paperwork, etc.)
- Finance forms (expense claims, purchase requests, budget documents)
- Employee handbooks and procedural guides
- Salary schedules and benefit information
- Evaluation forms and templates
- Policy references and compliance documents

Administrators should regularly review the Staff-HR folder to ensure they are using the most current versions of all documents. When in doubt about which form or document to use, always access the Staff-HR shared drive for the most up-to-date version.

28.2 Absence and Substitute System

The district's absence and substitute management system is used for reporting absences and arranging substitute coverage. Training and support are available through the district office.

28.3 Key Contacts

Superintendent's Office: For policy questions, approvals, and administrative matters

- Dr. Chip Kay, Extension 13595, kayc@discoverers.org
- Cherie VanDyke, Extension 12989, vandykec@discoverers.org (Admin Assistant)

Human Resources: For personnel matters, hiring, and benefits questions

- Jason Schapmann, Extension 12687, schapmannj@discoverers.org

Business Office: For budget, purchasing, and financial matters

- Jason Schapmann, Extension 12687, schapmannj@discoverers.org
- Tania Stahl, Extension 12670, stahlt@discoverers.org (Payroll & Benefits)

Technology Department: For technology support and Help Desk

- Leonard Kwapnioski, Extension 11517, kwapnioskil@discoverers.org
- Jeff Uchtman, Extension 12352, uchtmanj@discoverers.org (Systems Admin)

Special Education Department: For special education compliance and support

- Dr. Jason Harris, Extension 12176, harrisj@discoverers.org

Teaching and Learning: For curriculum, assessment, and instructional support

- Brooke Kavan, Extension XXXXX, kavanb@discoverers.org

Building, Grounds, and Maintenance: For repair and maintenance of school grounds

- Leonard Kwapnioski, Extension 11517, kwapnioskil@discoverers.org
- Mike Grutsch, Extension XXXX, grutsch@discoverers.org (Coordinator)

Transportation:

- Gary Zyweic, Extension 13383, zyweicg@discoverers.org
- Laci Orozco, Extension 13131, orozcol@discoverers.org

Section 29: Administrator Residency (Policy 303.09)

29.1 Introduction

It has been, and continues to be, the belief of the governing Board of Education of the district that it is desirable to maintain a policy requiring that its school administrative employees maintain a strong presence within the School District, and that its educational and governmental purposes are best served by the establishment of the residency policy contained herein.

29.2 Purpose and Rationale

The Board of Education deems it proper and appropriate to maintain a residency requirement for its school administrative employees for reasons which include, but are not limited to:

- Quality of performance of duties by school administrative employees will be enhanced by a more comprehensive knowledge of the conditions existing in the school system and by a feeling of greater personal stake in the system's progress
- Resident school administrative employees will be more likely to be involved in school and community activities, bringing them into contact with community leaders and citizens
- Absenteeism and tardiness will be diminished
- Economic benefits will accrue to the school system from local expenditure of salaries and the payment of local taxes

29.3 Definitions

Residency: An employee's domicile, the one actual place where an employee lives and has his or her true, permanent home to which, whenever he or she is absent, he or she has an intention of returning.

Administrative Employees: All full-time employees employed in an administrative position, including certificated and non-certificated employees. This includes the Superintendent, Directors, Assistant Directors, Building Principals, Assistant Principals, and Activities Director. This includes all personnel paid on the administrative salary schedule. It does not include: Deans of Students or the Assistant Activities Director.

29.4 Contractual Requirement

Residency in the Columbus Public School District shall be included in the employment contract of all Administrative Employees. Upon entering into an Administrative Employee contract, the Administrator shall:

1) Establish residency within the boundaries of the School District within one (1) calendar year of the approval of such contract by the Board of Education and prior to beginning employment as an Administrative Employee. The Superintendent may waive the one calendar year requirement until closing or completion of a house if communicated. **OR**
2) Concurrently during employment meet one of the equivalent options to residency:
   (a) Your school age children are enrolled in Columbus Public Schools, **or**
   (b) You accept a 10% reduction in your base wage from the Administrator Salary Schedule.

3) The Superintendent's residency requirement is limited to full-time residency within the boundary of the school district within one calendar year of the approval of such contract by the Board of Education. Should the district employ an Assistant Superintendent(s), the same residency requirement would apply.

29.5 Failure to Comply

Failure to establish or maintain residency or equivalent options as contractually required shall constitute just cause for cancellation or termination of the Administrative Employee's contract pursuant to Neb. Rev. Stat. §§ 79-824 through 79-842, including breach of contract for neglect of duty, unprofessional conduct, insubordination and other conduct which interferes substantially with the continued performance of duties.

29.6 Conditions

1) No current Administrative Employee hired prior to the 2017-2018 school year shall be subject to these rules. Administrative Employees hired from 2026-2027 forward shall be bound by these rules**.**

2) Proof of Residency. For the purposes of this policy, the question of an administrative employee's residence is principally one of where an employee intends to live and have his or her one true, permanent home or domicile to which an employee intends to return following an absence. The presumption in this policy is that the address an employee gives on a completed and signed record of address form is that employee's correct address. The School District reserves the right to request documentation or proof of residency for all administrators at any time.

3) "Material omission of fact" means the employee's intentional failure to disclose his/her actual residence for purposes of concealing from the Board and Superintendent his/her non-compliance with the actual residence requirements of this Policy.

4) Notification of Change of Residency. All administrative employees must notify the Superintendent of Schools of a change in their address or residency or equivalent requirements within fourteen (14) calendar days of such change. Notification of a change of residency shall be in writing or, if permitted by the Superintendent's office, electronically, using the procedures, forms and documentation established and provided by the Superintendent's office.

5) Under no circumstances will your residency location be an exception to fulfilling the requirements of your position, attendance at school/daily schedule, and attendance at school/community evening and weekend events.

Section 30: Inventories (Policy 704.03)

30.1 District Property Inventory

The district will maintain a complete property inventory which lists all district-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and equipment with a value greater than $1,000.

30.2 Supplies Inventory

The inventory shall also include all district supplies with a value greater than $500. The district's inventory will be updated annually to include property newly purchased or disposed.

30.3 Administrator Responsibilities

Building administrators are responsible for maintaining accurate inventory records for their assigned buildings. This includes tracking equipment, reporting disposals, and cooperating with district inventory procedures.

Section 31: Free Admissions Passes (Policy 705.03)

31.1 Eligible Recipients

The following persons will be issued free guest passes for all school activities, including athletic events:

- All full-time district employees and current Board of Education members and immediate family
- District residents 65 years of age and older (life-time pass upon request at the administration office)
- Volunteers (doctors, fire department, police department)
- Unpaid officials who perform frequently at athletic events (scorekeepers, public address personnel, photographers)

31.2 Other Passes Honored

The Greater Nebraska Conference and Nebraska Schools Activities Association (NSAA) passes will be honored. Children under age six, accompanied by an adult, may be admitted free.

31.3 Lifetime Passes

Any employee who has completed 20 years of service to the district will be recognized with a life-time pass to all school activities. A life-time pass will also be given to school Board of Education members who have served at least one term in office. The Board may also grant a life-time pass to any person who has made a significant contribution to the school district.

Section 32: Gifts, Grants and Bequests (Policy 705.04)

Definitions

- **Gift:** A voluntary transfer of money, property, or other value to the School or Foundation without expectation of compensation or repayment.

- **Grant:** Funding, property, or resources awarded to the School or Foundation for a designated purpose and subject to stated terms, conditions, or compliance requirements.

- **Bequest:** Money, property, or other assets transferred to the School or Foundation through a donor's will, trust, or estate plan effective upon the donor's death.

32.1 Acceptance of Gifts, Grants, or Bequests

The Board of Education believes gifts, grants, and bequests to the school district may be accepted when they will further the interests of the school district. The Board shall have sole authority to determine whether the gift furthers the interests of the school district.

Gifts and Grants exceeding a defined threshold may be required to be placed under the care of the School District Foundation. All bequests are required to be placed under the care of the Foundation.

32.2 Approval Process for District and Foundation

Gifts, grants, and bequests shall be approved by the Board of Education. Once it has been approved by the Board, a Board member or the Superintendent may accept the gift on behalf of the School District.

In the event the best process is to present the gift, grant, or bequest to the Columbus Public Schools Foundation, the Superintendent will work collaboratively with the Foundation to ensure the proper process and outcome is accomplished.

32.3 Ownership and Administration

Gifts, grants, and bequests once accepted on behalf of the school district shall become the property of the school district. Gifts, grants, and bequests shall be administered in accordance with terms, if any, agreed to by the Board of Education.

All requirements of the Foundation must be met for should the gift, grant, or bequest be placed under their care.

Cross Reference Policy 403.4 Gifts to Employees; Policy 509.1 Class or Student Group Gifts

Section 33: Purchasing Procedures (Policy 706.01)

33.1 General Principles

The Board of Education recognizes the importance of a sound fiscal management program and expects the district to maintain an efficient and consistent procedure in purchasing materials and services for the school district.

All purchasing for the district will adhere to an approved purchase process that clearly establishes the contractual arrangement between the supplier and the school district.

33.2 Purchase Requests

Requests for equipment, materials, books, supplies, reimbursement claims and subsidiary accounts shall be made through the principal to the Superintendent. No payment of a bill will be made without proper purchase documentation.

33.3 Approval Thresholds

- Under $40,000: Superintendent may authorize without competitive bids or prior Board approval
- $40,000 to $136,000: Superintendent or designee shall receive quotes prior to Board of Education approval
- $136,000 or more: Competitive sealed bids are required (other than emergency purchases), including all goods and services, construction contracts, and school buses

33.4 Bid Selection Criteria

When obtaining competitive bids, purchase will be made from the lowest responsible bidder based upon total cost considerations including, but not limited to: cost of goods and services, availability of service and/or repair, life cycle cost management, delivery date, targeted small business procurement goal, and other factors deemed relevant by the Board.

Neb. Rev. Stat. § 73-106
Updated: September, 2025

Section 34: Cash in School Buildings (Policy 709)

34.1 Daily Operations

The amount of cash that may be kept in the school building for the purpose of making change shall be sufficient for that day's operations.

34.2 End of Day Procedures

A minimal amount of cash shall be kept in the central administration office at the close of the day. Excess cash shall be deposited in the authorized depository of the school district.

34.3 Administrator Responsibility

It shall be the responsibility of the Superintendent or his designee to determine the amount of cash necessary for each day's operations. Building administrators are responsible for ensuring proper cash handling procedures are followed within their buildings and that deposits are made in a timely manner.

Section 35: Disposition of School Property (Policy 710)

35.1 Surplus Real Estate

The Board may, at any time, declare district real estate and improvements as surplus and authorize its disposal when such property is no longer useful to the district, unsuitable for use, too costly to repair or obsolete.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the district, the Board may dispose of them in another manner.

35.2 Equipment and Supplies Disposal

The Superintendent may dispose of all obsolete, surplus, unwanted and/or excessively damaged equipment and supplies owned by the district in accordance with the following procedures:

- Items estimated by the Director of Finance to have a value of less than $100 may be sold by the director of business at prices estimated to be the market values of the items. All sales by the director of business will be recorded by item, price and buyer.
- Property or materials estimated by the Director of Finance s to be greater than $100 may be declared surplus and may be sold by the director of business through a bidding procedure. If public sales fail to produce any interested buyers or bidders, remaining unsold materials may then, at the Superintendent's discretion, be disposed of as scrap or junk or be donated to appropriate charitable or educational agencies.

35.3 Administrator Responsibilities

Building administrators should identify surplus, obsolete, or damaged property and report these items to the business office for appropriate disposition. Administrators should not independently dispose of district property without following proper procedures.

Section 36: Grievance and Complaint Procedures

Policy Reference: 402.04, 403.05, 403.055

Overview

This section outlines the procedures for handling employee grievances and complaints within the district. The district is committed to providing certificated employees the unobstructed use of these procedures without fear of reprisal or prejudice to their employment status. The goal is to resolve disputes at the level closest to where they occurred, with progressive appeals available when necessary.

Key Definitions

Grievance (36.1)	An issue or dispute stemming from differences of interpretation involving the negotiated agreement.
Complaint (36.2)	A concern regarding another staff member, administrator, process, or problem that does not involve the negotiated agreement.
Grievant	A certificated employee possessing a grievance under the governance of this policy.
Days	Contract days when neither the grievant nor the principal/director and Superintendent are absent from their assigned duties (excluding leave without pay).

36.1 Certificated Employee Grievance Procedures

The following three-step process applies to grievances involving the interpretation of the negotiated contract. Timelines represent maximums; all parties should work to expedite resolution.

Step 1: Principal/Director Level

- Employee files a formal grievance in writing on the Grievance Form with their direct supervising administrator – Building Principal or Director.
- The statement must describe the situation and the remedy sought.
- Principal/Director holds a conference within 10 days of receipt.
- Written decision rendered and attached to Grievance Form within 5 days of conference.
- *Note: If the grievance concerns a building principal or director, proceed directly to Step 2.*

Step 2: Superintendent Level

- If dissatisfied with Step 1, employee may submit grievance to Superintendent within 5 days.
- Superintendent or designee schedules a hearing within 10 days of receipt.
- The grievant, principal/director, and other relevant individuals may attend.
- Written decision rendered within 5 days of hearing.
- Grievant has 5 days from receipt of decision to indicate intent to proceed to Step 3.

Step 3: Board of Education Level

- If dissatisfied with Step 2, employee may submit grievance to the Board within 5 days.
- Board hearing scheduled within 30 days of filing with Superintendent.
- Grievant may request public or private hearing and may be represented.
- Board renders decision within 30 calendar days of hearing.
- The Board decision is communicated to the grievant by the Secretary of the Board.

Important: Failure to proceed to Step 2 or any subsequent step within the prescribed time limits shall be deemed acceptance of the previous response and waiver of future appeals.

36.2 Internal Complaint Procedures for All District Staff

The following procedures apply to complaints regarding school personnel or processes that do not involve the negotiated agreement. All complaints must be submitted in writing and signed by the complainant.

Complaints Regarding Staff Members

- **Step 1:** Conference with building principal to resolve the concern.
- **Step 2:** If unresolved, conference with Director of Human Resources, Principal, and Staff member.
- **Step 3:** If still unresolved, conference with the Superintendent.

Complaints Regarding Administrators

- **Step 1:** Conference with the Superintendent to resolve the concern.
- **Step 2:** If unresolved, appeal for second evaluation by Director of Human Resources.
- **Step 3:** If still unresolved, conference with Board committee appointed by the Board President.
- **Step 4:** Complaint may be filed to the Board as a whole after all other steps are exhausted.

36.3 Confidentiality Guidelines

Maintaining confidentiality throughout the grievance and complaint process is essential for protecting all parties and ensuring effective resolution.

Best Practices for Administrators

- **Limit disclosure:** Keep the number of people aware of the grievance to a minimum and share only information necessary for their role.
- **Need-to-know basis:** Consider carefully how much detail each individual needs. It may not be necessary to reveal all names to conduct a reasonable investigation.
- **Communicate early:** Discuss confidentiality expectations with the aggrieved employee upfront, including who will be informed and what details will be shared.
- **Document witness expectations:** Inform witnesses what their evidence may be used for and obtain consent for sharing.
- **Enforce confidentiality:** Make clear that breaches of confidentiality may result in disciplinary action.
- **Consider data access:** Be aware that grievance documentation may be subject to data access requests and maintain clear records accordingly.

36.4 Administrator Responsibilities

- Ensure all grievances and complaints are documented in writing.
- Adhere to all prescribed timelines for responses and decisions.
- Maintain thorough records of all meetings, evidence, and decisions.
- Communicate decisions in writing to all relevant parties.
- Provide grievance forms and procedural guidance upon request.
- Ensure no retaliation against employees who file grievances or complaints.

36.5 Related Forms and Resources

- Certificated Employee Grievance Form
- Internal Complaint Form
- Complaint Verification Form
- Copies available at the Administration Building or from Human Resources.

Cross References: Policy 301.04 Communication Channels; Master Contract/Negotiated Agreement

Section 37: Board Policy Reference

36.1 Required Policy Knowledge

Administrators are expected to be familiar with and knowledgeable about all Board Policies that govern the operation of Columbus Public Schools. In particular, administrators should have thorough knowledge of the following policy sections as they directly impact daily administrative responsibilities:

36.2 Section 300 – Administration

Policies in this section address the organization and administration of the school district, including the roles and responsibilities of the Superintendent, administrative staff, and organizational structure.

36.3 Section 400 – Personnel

Policies in this section govern employment practices, employee conduct, benefits, leaves, evaluations, and all matters related to district employees. Administrators must understand these policies to effectively supervise and manage staff.

36.4 Section 500 – Students

Policies in this section address student rights, responsibilities, discipline, attendance, health, safety, and educational programs. Administrators must apply these policies consistently in their daily interactions with students and families.

36.5 Section 800 – Support Services

Policies in this section cover building and grounds, transportation, food service, and other support operations. Administrators should understand these policies to coordinate effectively with support staff and departments.

36.6 Section 1000 – Community Relations

Policies in this section address public information, community involvement, school-community partnerships, and communications. Administrators represent the district in community interactions and must uphold these policies.

36.7 Policy Access and Updates

All Board Policies are available in the district's policy manual. Administrators are expected to review policy updates regularly and attend any training provided when significant policy changes occur. Questions about policy interpretation should be directed to the Superintendent's office.

Appendix A: Building and Facility Expectations for Safety & Security

Columbus Public Schools – September 2025

General Conditions and Responsibilities

Physical Infrastructure Safety

Schools must maintain structurally sound buildings with proper ventilation, adequate lighting, and clear emergency exits. Fire safety systems including sprinklers, alarms, and extinguishers need regular inspection and maintenance. Hazardous materials should be properly stored, and potential safety hazards like loose railings or damaged flooring must be promptly addressed.

Emergency Preparedness

Comprehensive emergency plans covering fire, severe weather, medical emergencies, and security threats are essential. Regular drills help familiarize everyone with procedures, while clear evacuation routes and assembly areas must be established and marked. Communication systems for alerting occupants and contacting emergency services should be tested regularly.

Access Control and Security

Controlled building access through locked entrances, visitor check-in systems, and identification requirements help maintain security. All schools at CPS implement surveillance systems and have protocols for managing who can enter the building during school hours.

Health and Environmental Safety

Proper sanitation, safe drinking water, appropriate temperature control, and good air quality are fundamental requirements. Schools must also address potential environmental hazards like asbestos, lead, or mold, and maintain safe outdoor areas including playgrounds and athletic facilities.

Compliance and Oversight

Schools must meet local building codes, fire safety regulations, and health department standards. Regular safety inspections, staff training programs, and updated safety policies ensure ongoing compliance and preparedness.

General Expectations in Each Classroom or Common Area

- Emergency Operations Basics Reference Guide (physical copy)
- Map of location and facility with evacuation route and shelter location(s)
- Location of fire extinguisher(s), AED(s), and first aid kit(s)
- Conduct all trainings/drills required by Nebraska Rule 10 and CPS Policy
- Review with students the Emergency Operation Procedures
- Follow life safety codes – including fire and security
- Do not obstruct windows, doors, sprinklers or other areas of egress or safety
- Do not cover more than 20% of the lights in a classroom and ensure a minimum of 300 Lux when students are working at their desks.

District Security Protocols for Each Facility

Employee Identification

All employees are properly identified with a visible current year ID badge when on duty. Employee FOB or keys are not to be loaned or used by anyone other than the person they are checked out to.

Door Security

- All rooms with students are to be locked and the door secured to a positive latch
- No external or internal door may be propped open unless it is supervised when students entering/exiting a room or building
- Mechanical, custodial, storage, and other non-classroom doors should be closed and locked at all times

Exterior Windows

- Windows are not to be open unless it's an emergency
- Windows should remain latched if operable
- Blinds may be used (see fire safety)

Interior Windows

Conditional Coverage Only: Windows should be fully covered "when, and only when, a lockdown is called." Any unusual obstruction of classroom windows should be questioned and investigated per Nebraska State Fire Marshal regulations. This maintains visibility for normal operations while providing security during emergencies.

Partial Window Coverage: Permanent classroom windows or door sidelights covering may not be higher than 36" from the floor. If a window or sidelight is affixed higher than 36" it cannot be covered. Blinds may be used with permission and still must permit visibility. Door windows cannot be covered.

Student Supervision

All students should be supervised while on a school campus by one adult per 50 students when in a common area or outside. This is not applied to a classroom or school activity.

Visitor Management

All buildings will require visitors to enter through the secure entrance, sign in/out, and be issued a temporary visitor badge for identification if they are leaving the office area.

Emergency Communication

The use of the school phone, building public address system, or digital radios is permitted in any security breach or emergency – permission is not needed.

General Expectations for Fire Code Safety

Egress Requirements

- Minimum corridor widths – Hallway obstruction reducing the width is not permitted
- Exit door requirements – No door permitting exit out of a room, corridor, or building may be fully or partially blocked

Fire Safety Systems

- Fire Detection and Alarm Systems: Automatic fire detection and notification systems must be installed, unobstructed, and operational
- Emergency Lighting: Battery backup lighting for egress paths
- Interior Finish Requirements: Flame spread ratings for walls, ceilings, and floors; staff may not have any other flame accelerant materials in the classroom
- Fire-Resistant Materials: Window coverings should meet flame-resistance standards

Sprinkler Systems

Sprinkler systems are required in all buildings, must not be obstructed within 36" around each sprinkler head, and no permanent fixture or storage should be closer than 18" from the top of the item to the ceiling.

Prohibited Flammables and Accessories

- No open flame is permitted without proper hood and Ansel system (i.e., No Candles)
- No hot plates, scent systems, or candle warmers
- No standing open bowl lamps or plug in lights over 25 watts
- No plug-in exceeding the amp/voltage rating of the outlet, which may include power strips and extension cords

Chemical and Equipment Storage

Any cleaning materials, chemicals, or equipment should be properly stored in a locked area and unplugged when not in use by a qualified individual with proper training.

Appliance Restrictions

Appliances are not approved for classroom use. This includes, but is not limited to, refrigerators, coffee maker, space heater, aquarium/heat lamp, or other items with power consumption that are directly for personal use. If you have a medical or academic reason for any such appliance it requires approval from your Principal and the Director of Operations.

Appendix B: Administrator Evaluation Form and Rubric

Board Policy 303.05 – Administrator Evaluation

The Superintendent shall conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the administrators will be evaluated annually. Administrators who are new or probationary certificated employees shall be evaluated at least once each semester.

Purpose of Evaluation

The goal of the formal evaluation process is to:

- Ensure that the educational program for the students is carried out
- Promote growth in effective administrative leadership for the school district
- Clarify the administrator's role as defined by the Board of Education and the Superintendent
- Determine areas in need of improvement
- Clarify the immediate priorities of the responsibilities listed in the job description
- Develop a working relationship between the Superintendent and the administrator

Evaluation Process

The Superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation shall include written criteria related to the job description. The Superintendent, after receiving input from the administrators, shall present the formal evaluation instrument to the Board of Education for approval.

The formal evaluation shall also include an opportunity for the administrator and the Superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation shall be completed by the Superintendent, signed by the administrator and filed in the administrator's personnel file.

Timeline

It shall be the responsibility of the Superintendent to conduct a formal evaluation of District Directors, Building Principals, and any additional administrators as deemed necessary prior to April 15. This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

Evaluations of Assistant Principals will be conducted by the Building Principal and shared with the Superintendent.

Policy Reference: Board Policy 303.05 (Adopted 06/14/04, Amended 03/09/09)

Marzano Focused School Leader Evaluation Model

Columbus Public Schools utilizes the Marzano Focused School Leader Evaluation Model as the formal evaluation instrument for administrators.

Administrator Evaluation Form

Rating Scale: 0 = Not Using | 1 = Beginning | 2 = Developing | 3 = Applying | 4 = Innovating

Domain 1: A Data-Driven Focus on School Improvement

- 1.1 Uses data to develop critical goals for student achievement
- 1.2 Uses data to monitor progress of each student
- 1.3 Implements interventions to help each student meet goals

Domain 2: Instruction of a Viable and Guaranteed Curriculum

- 2.1 Provides clear vision for instruction
- 2.2 Uses knowledge of instructional practices to improve teaching
- 2.3 Ensures curriculum aligns with standards
- 2.4 Ensures curriculum is focused and viable
- 2.5 Ensures equal opportunity to learn critical content

Domain 3: Continuous Development of Teachers and Staff

- 3.1 Hires, supports, and retains effective personnel
- 3.2 Provides evaluations consistent with student data
- 3.3 Provides job-embedded professional development

Domain 4: Community of Care and Collaboration

- 4.1 Ensures teachers work in collaborative groups
- 4.2 Provides teachers roles in decision-making
- 4.3 Ensures equity in child-centered school
- 4.4 Acknowledges successes and celebrates diversity

Domain 5: Core Values

- 5.1 Is transparent, communicates effectively, demonstrates growth
- 5.2 Has trust that decisions are best for each student
- 5.3 Ensures school is safe and culturally responsive

Domain 6: Resource Management

- 6.1 Manages resources to support instruction
- 6.2 Engages district and external entities for support
- 6.3 Ensures compliance with regulations

Sample Evidence Sources – Building Leader

- School improvement plans, strategic plans, and goal-setting documents
- Student achievement data (formative, benchmark, and summative assessments)
- Teacher evaluation data and professional development plans
- Observation and walk-through documentation
- Professional Learning Community (PLC) meeting notes and agendas
- Budget documents and resource allocation records
- Staff, student, and parent survey data
- Communication logs, newsletters, and stakeholder engagement records
- Curriculum documents, pacing guides, and assessment alignment records
- School safety plans, emergency procedures, and climate data

Marzano Focused District Leader Evaluation Model

Columbus Public Schools utilizes the Marzano District Leader Evaluation Model as the formal evaluation instrument for district-level administrators and central office personnel.

Administrator Evaluation Form

Rating Scale: 0 = Not Using | 1 = Beginning | 2 = Developing | 3 = Applying | 4 = Innovating

Domain 1: A Data-Driven Focus to Support Student Achievement

- 1.1 Ensures clear and measurable goals are established for all relevant areas of responsibility focused on the most critical needs for improving student achievement
- 1.2 Ensures data are analyzed, interpreted, and used to regularly monitor progress toward district, school, and individual student goals
- 1.3 Ensures appropriate support is provided to schools when data indicate interventions are needed to improve student achievement

Domain 2: Continuous Support for Improvement of Instruction

- 2.1 Provides a clear vision regarding the district instructional model and how to implement the model
- 2.2 Effectively supports and retains school and department leaders who continually enhance their leadership skills through reflection and professional growth
- 2.3 Provides ongoing evaluations of performance strengths and weaknesses for personnel consistent with student achievement and operational data
- 2.4 Ensures personnel are provided with job-embedded professional development to optimize professional capacity and support growth goals

Domain 3: Continuous Support for a Guaranteed and Viable Curriculum

- 3.1 Ensures curriculum and assessment initiatives at the district and school levels adhere to federal, state, and district standards
- 3.2 Ensures district-level programs, curricula, and other initiatives can be adequately addressed in the time available to the district and schools
- 3.3 Ensures each student has equal opportunity to access and learn the critical content of the curriculum

Domain 4: Community of Care and Collaboration

- 4.1 Ensures constituents (school Board of Education, administrators, teachers, students, parents) perceive the district as caring, collaborative, and cooperative
- 4.2 Ensures equity in a student-centered district with input from constituents
- 4.3 Ensures leadership development and responsibilities are appropriately delegated and shared
- 4.4 Establishes clear guidelines regarding adherence to district policies and for autonomous school decision making

Domain 5: District Core Values

- 5.1 Is transparent, communicates effectively, is recognized as a leader, and continues to demonstrate professional growth
- 5.2 Has the trust of constituents that all decisions are guided by what is best for each student and the district
- 5.3 Ensures constituents perceive the district as safe and culturally responsive

Domain 6: Resource Allocation Management

- 6.1 Uses systems processes to manage fiscal resources and maximizes support for schools, teachers, and each student
- 6.2 Manages technological resources to provide optimal efficiency throughout the district and to support effective instruction and student achievement
- 6.3 Manages the organization, operations, instructional programs, and initiatives to maximize the use of resources that promote effective instruction and student achievement

Sample Evidence Sources – District Leader

- District strategic plans, improvement plans, and goal-setting documents
- Student achievement data (formative, benchmark, and summative assessments)
- Personnel evaluation data and professional development plans
- Observation and walk-through documentation
- Cabinet, department, and principal meeting notes and agendas
- Budget documents, fiscal audits, and resource allocation records
- Staff, student, parent, and community survey data
- Communication logs, newsletters, Board of Education presentations, and stakeholder engagement records
- Curriculum documents, assessment alignment records, and program evaluations
- District safety plans, emergency procedures, and compliance documentation
- Technology plans, implementation reports, and efficiency metrics
- Leadership development programs and succession planning documentation

Key Evaluation Principles (All Evaluations)

- **Target Level:** Level 3 (Applying) is the target proficiency level for all district leaders. This demonstrates not only implementation of the element but also monitoring of its effectiveness.
- **Evidence-Based:** Ratings should be based on observable evidence including artifacts, documentation, data, observations, surveys, and stakeholder feedback.
- **Desired Effects:** Each element has a specific desired effect. Achievement of the desired effect is required for a rating of Applying (3) or above.
- **Growth Orientation:** The model is designed to support continuous improvement and professional growth, not just summative evaluation.
- **Focus on Impact:** Higher ratings (3-4) require demonstration that actions positively impact student achievement, personnel effectiveness, or district operations.
- **Multiple Data Sources:** Evaluators should use multiple sources of evidence over time, including observations, conferences, artifacts, student achievement data, operational data, and stakeholder surveys.

Rating Scale Definitions (All Evaluations)

4 – Innovating

The school/district leader:

- Implements all behaviors from Applying level
- Continuously monitors and evaluates effectiveness
- Makes adjustments or creates new methods when current strategies are not achieving desired effects
- Actively seeks expertise, validation, and feedback to enhance leadership effectiveness
- Intervenes and provides support when desired effects are not being achieved

3 – Applying (TARGET LEVEL)

The school/district leader:

- Performs all behaviors described in Developing level
- AND monitors the extent to which desired effects are being achieved
- Regularly assesses impact on students, teachers, or school operations
- Uses data to confirm that strategies are producing intended outcomes
- Demonstrates evidence that actions achieve desired results

2 – Developing

The school/district leader:

- Accurately displays all behaviors described in the element (Focus Statement)
- Completes all required tasks and demonstrates expected competencies
- Implements strategies consistently
- Has not yet begun to monitor for desired effects systematically
- Is in the compliance stage of implementation

1 – Beginning

The school/district leader:

- Attempts to use the strategy or demonstrate the behavior
- Does so only partially or with errors
- Does not complete the task or is not successful
- Shows awareness of expectations but lacks full implementation
- May need additional support, coaching, or professional development

0 – Not Using

The school/district leader:

- Does not attempt to use the strategy or demonstrate the behavior
- Shows no evidence of implementation
- May be unaware of expectations or chooses not to implement
- Requires immediate intervention and support plan

Appendix C: Monthly Meeting Schedules

The following schedules outline regular monthly meetings for administrative teams. Meeting times and locations are subject to change; refer to the district calendar for the most current information.

[Insert monthly calendar grid or schedule here provided by the Superintendent]

District Leadership Team Meetings

[Meeting schedule to be inserted]

Date: _____

Time: _____

Location: _____

Secondary Principals Meetings

[Meeting schedule to be inserted]

Date: _____

Time: _____

Location: _____

Elementary Principals Meetings

[Meeting schedule to be inserted]

Date: _____

Time: _____

Location: _____

Monthly School Board Meetings

[Meeting schedule to be inserted]

Date: _____

Time: _____

Location: _____

Appendix D: CPS Strategic Plan 2024-2029

Mission Statement

Engaging All Learners To Achieve Success

Vision Statement

Columbus Public Schools will continuously strive to be a high-performing learning community that will meet the diverse learning needs of all students.

To attain this Vision, we will:

- Maintain a dedicated, clear, and collaborative focus on student learning and outcomes.
- Provide a safe and supportive environment for learning and teaching.
- Foster communication, trust, support, and partnerships with stakeholders.

Strategic Priority #1: Student Programming

The Columbus Public School District Will Commit to Developing and Maintaining Programming to Meet the Needs of Our Students.

Focused Vision: Unlock Potential with Individualized Learning Opportunities

Create engaging and skill-based programs designed for students to excel and succeed at every stage of their CPS education.

Focused Vision: Elevate Student Success

Strengthen and maximize our tiered support frameworks to provide every school with the necessary systems to achieve equitable results for all students.

Measures of Success

- Show growth in Student Data/Progress Monitoring
- Fidelity Checks
- Parent/Student Surveys
- Documented MTSS Process
- Data Driven Decisions Related to Program Offerings

Strategic Priority #2: Safe Learning Environments

The Columbus Public School District Will Strive to Provide Campuses that Create Safe Learning Environments and Address the Growing Needs of Our Community.

Focused Vision: Champion a Culture of Safety and Collaboration

Develop a collaborative atmosphere where everyone works together to communicate and ensure the safety of our educational spaces.

Focused Vision: Promote Well-Being and Pride with Inviting Campuses

Provide campuses that are both welcoming and appealing, enhancing the well-being of students, building community pride, and supporting academic excellence.

Focused Vision: Create a Flexible and Purposeful Learning Space

Design and maintain an inclusive and purposeful learning environment that empowers both current and future students to academic success.

Measures of Success

- Completion of Required Safety Drills
- Annual Safety Audit
- Existing Survey Data for Students, Parents, Staff and Community

Strategic Priority #3: Staff Investment

The Columbus Public School District Will Invest in the Resources and Efforts Necessary To Support Staff Engagement, Development, and Retention.

Focused Vision: Inspire a Culture of Collective Responsibility

Cultivate a sense of positive engagement and support by providing relevant and specifically targeted continuing education for all staff.

Focused Vision: Spotlight Our Community's Promise

Bring attention to the abundant opportunities within Columbus Public Schools and our community, encouraging exploration and excellence.

Measures of Success

- Increase in percentage of staff trained
- Decrease in Unfilled Positions Annually
- Increase in Applicant Pool
- Decrease in Turnover Rate
- Improved UpBeat Surveys

Strategic Priority #4: Community Engagement

The Columbus Public School District Will be Dedicated to the Engagement of School and Community Partners for the Purpose of Fostering Connections and Building Relationships.

Focused Vision: Foster Unity

Building a community where everyone feels seen, heard and valued.

Focused Vision: Nurture an Inclusive Future

Diversity of our students is a central and celebrated part of our community.

Focused Vision: Ignite Community

Elevate collective involvement by creating opportunities for everyone to connect and contribute.

Measures of Success

- Increased Teacher Satisfaction on Perceptual Data
- Increased Student Attendance
- Building Action Plans Results
- Increased Family Engagement in School Events
- Existence of Community Partnerships for workforce and skill development programs

Appendix E: Executive Cabinet Expectations

An Executive Cabinet Member for Columbus Public Schools serves as a senior leader within the Superintendent's direct leadership team, functioning as both a strategic advisor and operational leader for major district functions.

Core Role

Executive cabinet members are the Superintendent's primary thought partners and decision-making advisors. They lead major divisions such as teaching and learning, business/finance, human resources, student services, special education, transportation, communications, and/or facilities. These leaders translate the Superintendent's and district vision into actionable strategies within their areas of responsibility while providing upward feedback about operational realities, challenges, and opportunities.

Authority and Scope

Cabinet members generally have:

Decision-Making Authority

Decision-making authority within their designated scope – they can make operational and personnel decisions without seeking approval for day-to-day matters, though they align on major policy shifts or significant resource allocations.

Budget Management

Budget management for their divisions, including the ability to allocate resources, prioritize spending, and recommend adjustments based on emerging needs.

Personnel Oversight

Personnel oversight, including hiring, supervision, evaluation, and discipline of staff within their departments, often in coordination with HR.

Policy Development and Implementation

Policy development and implementation – they help craft district policies in their areas of expertise and are accountable for consistent implementation across schools.

Strategic vs. Operational Balance

Effective cabinet members operate at both levels:

- Strategically: They participate in long-range planning, problem-solve district-wide challenges, and think systemically about how their work connects to the district's broader goals.
- Operationally: They ensure their divisions run efficiently, troubleshoot issues, and maintain accountability for results.

Distributed Leadership Model

The cabinet structure creates a distributed leadership model where the Superintendent doesn't carry all decision-making weight alone, while maintaining clear accountability and unified direction for the district.

Appendix F: Due Process for Employees

Due Process in Employment Termination or Suspension

Purpose
This guidance document establishes the framework for understanding and implementing due process protections in employment termination decisions within Columbus Public Schools. Due process serves as a fundamental safeguard ensuring that employees receive fair, consistent, and legally defensible treatment before employment separation occurs.

Definition of Due Process
Due process, in the context of employment termination, refers to the procedural and substantive protections afforded to employees before adverse employment action is taken. These protections are rooted in constitutional principles, statutory requirements, and contractual obligations that govern the employment relationship between the district and its staff.

Legal Foundation
The requirement for due process in public employment derives from multiple sources, including the Fourteenth Amendment of the United States Constitution, Nebraska state statutes governing certificated and classified employees, and the negotiated agreement between Columbus Public Schools and the Columbus Education Association. Public school employees possess a protected property interest in continued employment, which cannot be deprived without appropriate procedural safeguards.

Core Elements of Due Process
Due process in termination proceedings consists of both procedural and substantive components that must be satisfied before employment separation can lawfully occur.

Procedural Due Process
Procedural due process requires that specific steps be followed before termination action is finalized. These procedural requirements include:

Adequate Notice	The employee must receive written notification specifying the grounds for potential termination with sufficient detail to understand the allegations or deficiencies at issue.
Reasonable Time	The employee must be afforded reasonable time to prepare a response to the stated grounds for termination.
Opportunity to Respond	The employee must have a meaningful opportunity to present their perspective, evidence, and any mitigating circumstances before a final decision is rendered.
Impartial Review	The termination decision must be reviewed by an impartial party or body that has not been directly involved in the underlying circumstances.
Right to Representation	The employee may be entitled to representation as provided by law, negotiated agreement, or district policy during formal proceedings.

Substantive Due Process
Substantive due process requires that termination decisions be grounded in legitimate, non-arbitrary reasons. The district must demonstrate:

Just Cause	Termination must be based on documented, valid grounds such as performance deficiencies, policy violations, or other conduct warranting separation.
Proportionality	The severity of the action must be proportionate to the nature and severity of the underlying issue.
Non-Discrimination	Termination decisions must be free from discrimination based on protected characteristics and must be applied consistently across similarly situated employees.

Institutional Purpose of Due Process

- **Protection of Employee Rights**

Due process guarantees that no employee faces termination arbitrarily or capriciously. It ensures individuals receive adequate notice of concerns, a meaningful opportunity to respond, and access to fair review before final action is taken. These protections affirm the dignity of employees and the seriousness with which employment decisions are made.

- **Institutional Protection and Legal Compliance**

Proper due process procedures shield the district from claims of wrongful termination, discrimination, or procedural violations. Thorough documentation, adherence to established timelines, and consistent application of policy create a defensible record should legal challenges arise. Compliance with due process requirements demonstrates the district's commitment to lawful and ethical employment practices.

- **Preservation of Organizational Integrity**

When termination decisions follow established due process procedures, it reinforces trust in institutional leadership. Staff and stakeholders observe that personnel decisions are made thoughtfully and based on documented evidence rather than personal bias or circumstantial judgment. This consistency strengthens organizational culture and supports the district's mission.

Administrator Responsibilities
Administrators play a critical role in ensuring due process requirements are met throughout the termination process. Responsibilities include maintaining comprehensive and contemporaneous documentation, consulting with Human Resources and legal counsel before initiating termination proceedings, adhering strictly to timelines established by statute and negotiated agreement, ensuring all required notices are properly delivered and documented, and preserving confidentiality throughout the process while providing necessary information to authorized parties.

Conclusion
Due process in employment termination reflects the district's commitment to ethical governance, legal compliance, and respect for the individuals who serve our students and community. By adhering to these principles, Columbus Public Schools ensures that termination decisions are made with integrity, transparency, and fairness.

This guidance document is intended for administrative reference and does not supersede applicable law, Board policy, or negotiated agreements.

Appendix G: TERIP

Referenced from School Board Policy 408.06

A. PURPOSE

The purpose of this Temporary Early Retirement Incentive Program ("TERIP") is to encourage eligible certificated employees of Columbus Public Schools ("School District") who are considering an early-leaving decision to accelerate their retirement plans effective at the end of the current school year. Objectives include, but are not limited to, the following:

1. To offer financial incentives that will assist long-term employees considering early retirement or early leaving decisions to complete such decisions.
2. To reduce costs to the School District by replacing employees with lesser salaried employees or by eliminating positions.
3. To buy-out the tenure rights (i.e., continuing contract rights) of certificated staff, and in effect, make payments to secure the release of unexpired contracts of employment in exchange for permanent certificated employees giving up their constitutional and contractual rights to tenure and relinquishing such tenure rights.

B. QUALIFICATIONS

1. Permanent Certificated Employee: To be a participant a person must be employed by the School District, as of date of acceptance of the person's application, in a position requiring that the employee have a certificate issued by the Nebraska Department of Education. By permanent, the definition would mean the employee is in year 4 or greater of service to Columbus Public Schools.

2. Full-Time Equivalency: A "certificated employee" is defined for purposes of this TERIP as a person employed at least one-half time or more. As such, employees who are employed on a less than .50 F.T.E. basis are not eligible.

3. Rule of 85 Eligibility: To be a participant a person must be eligible for retirement under the School Employees Retirement Act without reduction of benefits under such Act, on the basis of being at least fifty-five (55) years of age and the sum of the person's attained age and creditable service under that Act totals eighty-five (85). Age and creditable service are to be determined as of September 1, of the following school year.

Creditable service with the School District shall mean employment with the School District as a certificated employee through the employee's final year of service. Years of service need not be consecutive. Board approved military service, sabbatical and/or approved leave of absence, or other leave required to be granted according to law, shall be included as creditable years of service with the School District. In determining years of creditable service with the School District, part-time employment is counted at the full-time equivalency specified for each contract year.

4. Prior Retirement: To be a participant the person must not be currently receiving retirement benefits through NPERS. This should be the first bona-fide retirement.

5. Terminated Employee's Ineligibility: An employee who has received written notice of possible cancellation, termination or non-renewal for reasons other than reduction in force shall not be eligible and may not participate in this program, unless after a hearing before the Board of Education it is determined that the employee's contract should not be cancelled, non-renewed or terminated. An employee who has received written notice of possible termination for reason of a reduction in force shall be eligible and may participate in this program if, but only if, said employee expressly waives all rights to which he or she may be entitled under the

reduction in force law including, without limitation, substantive and procedural rights, staff development assistance and retirement incentive plan benefits, and recall rights.

C. ENROLLMENT REQUIREMENTS

1. Resignation: Participants in the program shall resign their employment with the School District effective at the end of the current school year.

2. Application and Agreement: Each eligible employee who wishes to participate in the TERIP must properly complete, execute, and submit an Application and Agreement form to the Superintendent or designee on or before the last Friday in February. **FAILURE TO SUBMIT THE APPLICATION AND AGREEMENT WITHIN THE TIME FRAME SPECIFIED SHALL RESULT IN THE REJECTION OF SUCH APPLICATION OR AGREEMENT.**

The Superintendent shall review the employee's record to determine eligibility. If eligible, the Board of Education shall approve the Application and Agreement, except as may be otherwise provided herein, at such time as deemed appropriate.

3. Acceptance or Rejection of Applications: The Board of Education of the School District, in its sole and absolute discretion, reserves the right to accept or reject any or all applications based on financial exigencies, availability of funds, budget, expenses, revenue, and other school finance issues. The Board of Education may grant preferences if numerous applications are filed based on: (1) length of service with the School District, (2) programs to be offered, (3) areas of certification and endorsement, (4) state and federal regulations which may mandate certain employment practices, (5) special qualifications which may require specific training and/or experience, (6) contributions to activity programs, (7) qualifications based on past performance and competence as determined by the Principal and/or Superintendent through employee evaluation procedures and review of any prior disciplinary action of incidents, (8) the organizational and educational impact created by multiple part time certificated employees and (9) salary levels of the applicant.

D. BENEFITS

1. Early Retirement Benefit: A qualified certificated employee who has requested and been accepted for participation in the TERIP shall receive an early retirement benefit administered by the School District's third-party administrator.

2. Source of Funds: The Certificated Employee shall be paid a sum equal to the cost of three years of single health/dental insurance premiums, subject to adjustment to a greater amount pursuant to subparagraph (d) below. Such sum is based on the single health (retired, $1,050 deductible, or as updated by EHA) and single dental premiums published by the Educators Health Alliance and in effect for the next school year and including a 7% increase for each of the two successive school years following next school year:

i) Year 1 = Rounded total premium for retired health/dental insurance from EHA
ii) Year 2 = Year One amount multiplied by 1.07 (7% increase)
iii) Year 3 = Year Two amount multiplied by 1.07 (7% increase)
iv) If EHA premiums increase more than 7% during either year two or three of this agreement, the School District will pay the actual calculated premium amounts.
v) Payments shall be made on or about September 20th of each designated school year in i, ii, iii.

3. Income Tax Consequences: The payments are made as nonelective contributions to the School District's 403(b) Plan, and under Section 1.403(b)-4(d)(1) of the Treasury Regulations, the former employee is deemed to have includable compensation for the taxable year of the employee in which he or she ceases to be an employee and through the end of each of the next five (5) taxable years. The employer shall not make any withholding for income, FICA, or Social Security taxes from the employer nonelective contribution according to

Code Section 403(b) and its accompanying Treasury Regulations. In the event the School District or a participant are called upon to pay the federal government or the State of Nebraska, or any other state or federal authority, sums or payments that were not but should have been withheld from or contributed in relation to the early retirement benefit, including retirement contributions, FICA, FUTA, or state or federal unemployment contributions, the participant shall indemnify and hold the School District harmless from any and all sums which it is called up onto pay, including the employee's and employer's share thereof and any and all penalties and interest arising from either the employee's share or employer's share thereof.

4. COBRA Rights: Pursuant to COBRA, a participant will have the opportunity to continue participation in the School District's group health insurance plan for at least eighteen (18) months following resignation of employment upon payment by the employee of the monthly insurance premiums.

E. WAIVER AND RELEASE OF CLAIMS

Employees who participate in the TERIP shall be required to waive and release the School District from claims and rights as provided for in the Application and Agreement adopted as a part of this TERIP policy. The Superintendent shall give the requisite notices to eligible employees as required by law in order for the waiver and release to be fully enforceable.

The Superintendent shall deliver to all eligible certificated employees a copy of this TERIP Policy and a copy of the attendant Application and Agreement at least forty-five (45) days prior to the application deadline and provide eligible employees any additional information required by law.

A copy of the Application and Agreement shall also be made available at the Superintendent's office.

—— End of Administrator Handbook ——

Board Approval: _____

TO: Dr. Chip Kay and CPS Board of Education
FROM: Tim Kwapnioski, Director of Athletics and Activities
RE: Recommended Admission Prices, 2026-2027
DATE: June 15, 2026

Columbus High School is recommending the following fee structure for activities admission prices for the 2026-2027 school year.

Athletic Events

Event	2025-2026 Price		Proposed 2026-2027 Price	
	Adults	Students	Adults	Students
Varsity/JV Events	$7.00	$5.00	$7.00	$5.00
Other HS Events	$7.00	$5.00	$7.00	$5.00
CMS Events	$5.00	$4.00	$5.00	$4.00

Adult Season Passes

Pass Type	2025-2026 Price	2026-2027 Price
All Event, Full Season	$115.00	$115.00
10 Event Punch Pass	$65.00	$65.00

Student Activity Passes ("C" Stamp)

Student Pass Type	2025-2026 Price	2026-2027 Price
High School Student	$40.00	$40.00
Middle School Student	$40.00	$40.00
Elem. School Student	$40.00	$40.00

Fine Arts Performances

Performance	2025-2026 Price		2026-2027 Price	
	Adults	Students	Adults	Students
Fall Musical	$7.00	$5.00	$7.00	$5.00
Theatre Productions	$7.00	$5.00	$7.00	$5.00
Marching Festival	$10.00	$7.00	$10.00	$7.00

Columbus High School

Athletics and Activity Guidelines

2026-2027 Student-Parent Handbook

CHS Athletics and Activities Department

Mr. Tim Kwapnioski	Director of Athletics & Activities
Mr. Turner Trofholz	Assistant Athletics & Activities Director

CHS Administration

Mr. David Hiebner	Principal
Mr. Austin Carmichael	Assistant Principal
Ms. Michelle Oppliger	Assistant Principal
Mr. Michael Ziola	Assistant Principal

The student athletics and activities handbook has been written to assist our students to become productive members of Columbus High School athletics and activities. 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 member of your school community.

Your coaches, teachers, 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 athletics and activities 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.

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 with the regulations implementing Title IX of the Education Amendments of 1972. Title IX of the Education Amendments of 1972 prohibits sex discrimination in federally assisted education programs. Specifically, Title IX states: "No person in the United States shall, on the basis of sex, be 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.

Title IX

In reference to CPS Board Policy 103.00 and Title IX (20 U.S.C. 1681) and 34 CF.R. part 106, it is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. If a formal complaint is deemed necessary, the complainant may be filed with the Title IX Coordinator or the Assistant Secretary for Civil Rights of the United States Department of Education in person, by mail, or by electronic mail by using the contact information listed on the CPS district website. The District will follow the strict procedures and guidelines outlined for the formal complaint, response to sexual harassment, and grievance process found in CPS Board Policy 103.00.

Mission Statement of Columbus Public Schools

"Engaging All Learners to Achieve Success"

STUDENT ACTIVITY ELIGIBILITY

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime.

However, students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity and must conduct themselves in accordance with student conduct policies. Violations of district policies may result in the loss of some or all extracurricular eligibility.

Student activity events must be approved by the superintendent unless they involve unusual travel expense, in which case the board also will take action. The events must not disrupt the education program or other school district operations.
Participation in interscholastic sports designated as male or female only shall be limited according to statutes. Eligibility requirements as published by the Nebraska School Activities Association (NSAA) shall be observed by all students. Participating students shall follow Policy 506.10 Student Physicals for Athletes. Additional eligibility requirements may be imposed by the school district at the board's discretion.

Such eligibility requirements shall include good citizenship, acceptable academic standing, parental permission and good health (sports only). All eligibility requirements shall be published in applicable student/parent handbooks.

Any student who is sanctioned or is found by the school district or NSAA to be ineligible to participate in any extra curricular activity may appeal the sanction or finding in accordance with the student conduct policy. Visitors attending these activities must follow Policy 1005.08 Public Conduct on School Premises.

It shall be the responsibility of the superintendent to implement this policy.

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.

<u>Safety</u>
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 $40.00. A C-Stamp will serve as an admission pass to all home activities not including HAC 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, CHS 101, 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 year*. Extracurricular activity participants are held to a higher standard of conduct during their high school careers.

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.**

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 that 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. **(<u>Note</u>: 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 a 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. Harassment/Bullying/Intimidation, defined as repeated remarks of a demeaning or slanderous nature, obscene language towards an individual or group of individuals, and language derogatory of race, creed, sexual orientation, national origin, or handicapping condition. **(CHS Student Handbook, Section III-O**
21. 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.**
21. The administration reserves the right to assign more serious consequences based upon the frequency and/or severity of the infraction.

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 on 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 (CPS BOE Policy 504.1) 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 <u>may</u> 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, tobacco, or "look alike" 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, manufacturing, 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, manufacturing, 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. This includes federally banned substances or "look alike" substances.

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. Upon confirmation of the drug/alcohol violation, the student will be immediately suspended from their current team for the remainder of the season. If a student is allowed to be reinstated in a subsequent season, he or she will be suspended for one-half of all eligible contests during that 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: (CPS BOE Policy 504.1) 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 Director of Athletics and Activities 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 dates of the event. Contests/performances that are composed of multiple competitions on one day will be computed as one event date. If contests/performances are canceled, 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/Inhalant Products

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, "look alikes" or inhalant products 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 on 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: (CPS BOE Policy 504.1) 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 Director of Athletics and Activities 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 dates of the event. Contests/performances that are composed of multiple competitions on one day will be computed as one event date. If contests/performances are canceled, 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.

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 may be ineligible to participate in the next scheduled extracurricular activity contest or performance. Student-athletes are also required to keep their detention minutes at or under 180 minutes (3 hours) in order to participate in contests.

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 contest 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 may be 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 on 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. [CPS Board Policy 503.03]

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 of each student is to establish a firm academic foundation. A student participating in extracurricular school activities shows evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. To participate in varsity-level competitions/performances, a student must have successfully completed and received credit for 20 credit hours of school work in the immediate preceding semester. If a student does not meet the 20-credit hour requirement, they may still be eligible to participate on non-varsity level teams. This is contingent upon them being in "good academic standing" as defined by Columbus High standards. (NSAA Bylaw 2.5.2)

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 on the first day of each academic week. Coaches and/or advisors will be notified by the CHS Assistant Director of Athletics and Activities 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.** on 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 or will be sent to the student's home address or an email to the student's guardian 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

2.7.6 NSAA Home School Bylaw
For home school students to participate in NSAA activities at Columbus High School the following eligibility requirements must be met:

1. **Minimum Enrollment Requirement**
   All students must be continuously enrolled in a minimum of **five (5) credit hours per semester at Columbus High School** to maintain eligibility.

2. **Initial Enrollment as a 9th Grade Student**
   A student enrolling in a member high school for the first time as a **9th-grade student** may enroll at **any NSAA member high school**, including Columbus High School, without impacting eligibility.

3. **Transfer Students in Grades 10–12**
   A student entering Columbus High School as a **10th, 11th, or 12th grader** is considered a **transfer student** and will be **ineligible for varsity competition for ninety (90) school days**, unless the student's home school is located **within the same school district** as Columbus High School.

4. **Academic Credit Requirements for Transfer Students**
   Students transferring to Columbus High School in grades 10 through 12 must have earned, or be granted, **twenty (20) credit hours** in the **immediate preceding semester**. These credits must be **accepted by Columbus High School** and recorded as part of the student's graduation requirements. Columbus High will evaluate and determine the acceptability of credits earned through a home school program.

5. **Ongoing Eligibility for Home School Students**
   Home school students who continue enrollment at Columbus High School in subsequent semesters must have successfully completed **20 credit hours** in the previous semester, with at least **five (5) of those credit hours earned through Columbus High School**.

6. **Semester Eligibility Limitation**
   Students who have attended a home school for any portion of grades 9 through 12 and later enroll at Columbus High School will be credited with the number of semesters attended at the home school. A student may not exceed **eight (8) total semesters of school membership, beginning with their initial enrollment in grade 9 or its equivalent.**

Home school students must also meet all other member school and NSAA requirements to participate.

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 Athletics and Activities Office no later than 24 hours before the beginning of the trip. No verbal approvals for alternate transportation will be allowed.

Students participating in school-sponsored activities are expected to remain at the activity venue until the event has officially concluded. Early departure is not permitted unless prior approval has been granted by the activity sponsor or school administration. Departure will only be given if the reasons involve extenuating circumstances. This expectation promotes team unity and reflects the commitment required for participation in extracurricular programs at Columbus High School.

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 by 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 are 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.

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 to a home event; or
4. Where my son/daughter transports other students to or from a practice or home 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 Heartland Athletic Conference 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 of competing, for trying hard, and 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 the assistance from 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 a satisfactory resolution?
  - Call the Drrector of athletics and activities to set up a meeting with the 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

Based on legislation at the state and federal levels, Columbus High School will observe the following protocol for 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, displays concussion-like symptoms, or any injury that appears to be urgent, 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, athletic trainer, or designee is responsible for the notification of parents. Such notice will include specifics regarding the time and location of the urgent injury, the signs/symptoms of a concussion/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, concussion, and/or any other urgent injury 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 sports 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 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 the director of athletics and activities.

Section 13 Concussions

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

A FACT SHEET FOR

Parents

CDC HEADS UP
SAFE BRAIN. STRONGER FUTURE.

What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly.

What are the signs and symptoms of a concussion?

You can't see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if s/he just "doesn't feel right." Most concussions occur without loss of consciousness.

If your child or teen reports one or more of the symptoms of concussion listed below, or if you notice the signs or symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

Signs & Symptoms of a Concussion

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events *prior* to hit, bump, or fall
- Can't recall events *after* hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

Symptoms Reported by Your Child or Teen

Thinking/Remembering

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

Physical

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not "feel right"

Emotional

- Irritable
- Sad
- More emotional than usual
- Nervous

Sleep*

- Drowsy
- Sleeps *less* than usual
- Sleeps *more* than usual

**Only ask about sleep symptoms if the injury occurred on a prior day.*

To download this fact sheet in Spanish, please visit: www.cdc.gov/HEADSUP. Para obtener una copia electrónica de esta hoja de información en español, por favor visite: www.cdc.gov/HEADSUP
January 2021

CDC

Danger Signs

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if she or he has one or more of these danger signs:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

Children and teens with a suspected concussion should NEVER return to sports or recreation activities on the same day the injuried occurred.

They should delay returning to their activities until a healthcare provider experienced in evaluating for concussion says it's OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class
- Sports practices or games
- Physical activity at recess

What should I do if my child or teen has a concussion?

1. **Seek medical attention right away.**
   A healthcare provider experienced in evaluating for concussion can determine how serious the concussion is and when it is safe for your child or teen to return to normal activities, including physical activity and school (concentration and learning activities).
2. **Help them take time to get better.**
   If your child or teen has a concussion, her or his brain needs time to heal. Your child or teen may need to limit activities while s/he is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse. After a concussion, physical and cognitive activities—such as concentration and learning—should be carefully managed and monitored by a healthcare provider.
3. **Talk to your child or teen about how they are feeling.**
   Your child may feel frustrated, sad, and even angry because s/he cannot return to recreation and sports right away, or cannot keep up with schoolwork. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer your support and encouragement.

To learn more, go to www.cdc.gov/HEADSUP or call 1.800.CDC.INFO

January 2021

How can I help my child return to school safely after a concussion?

Most children can return to school within a few days. Help your child or teen get needed support when returning to school after a concussion. Talk with your child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms.

Your child's or teen's healthcare provider can use CDC's Letter to Schools to provide strategies to help the school set up any needed supports.

As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed
- Spend fewer hours at school
- Be given more time to take tests or complete assignments
- Receive help with schoolwork
- Reduce time spent reading, writing, or on the computer
- Sit out of physical activities, such as recess, PE, and sports until approved by a healthcare provider
- Complete fewer assignments
- Avoid noisy and over-stimulating environments

A FACT SHEET FOR

Athletes

CDC HEADS UP
SAFE BRAIN. STRONGER FUTURE.

This sheet has information to help you protect yourself from concussion or other serious brain injury and know what to do if a concussion occurs.

WHAT IS A CONCUSSION?

A concussion is a brain injury that affects how your brain works. It can happen when your brain gets bounced around in your skull after a fall or hit to the head.

What Should I Do If I Think I Have a Concussion?

Report It.

Tell your coach and parent if you think you or one of your teammates may have a concussion. You won't play your best if you are not feeling well, and playing with a concussion is dangerous. Encourage your teammates to also report their symptoms.

Get Checked Out by a Doctor.

If you think you have a concussion, do not return to play on the day of the injury. Only a doctor or other healthcare provider can tell whether you have a concussion and when it's OK to return to school and play.

Give Your Brain Time to Heal.

Most athletes with a concussion get better within a couple of weeks. For some, a concussion can make everyday activities, such as going to school, harder. You may need extra help getting back to your normal activities. Be sure to update your parents and doctor about how you are feeling.

GOOD TEAMMATES KNOW:
IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.

CDC

cdc.gov/HEADSUP

How Can I Tell If I Have a Concussion?

You may have a concussion if you have any of these symptoms after a bump, blow, or jolt to the head or body:

- Get a headache
- Feel dizzy, sluggish, or foggy
- Are bothered by light or noise
- Have double or blurry vision
- Vomit or feel sick to your stomach
- Have trouble focusing or problems remembering
- Feel more emotional or "down"
- Feel confused
- Have problems with sleep

A concussion feels different to each person, so it's important to tell your parents and doctor how you feel. You might notice concussion symptoms right away, but sometimes it takes hours or days until you notice that something isn't right.

How Can I Help My Team?

Protect Your Brain.

All your teammates should avoid hits to the head and follow the rules for safe play to lower chances of getting a concussion.

Be a Team Player.

If one of your teammates has a concussion, tell them that they're an important part of the team and they should take the time they need to get better.

The information provided in this document or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other healthcare provider.

Revised January 2019

To learn more, go to cdc.gov/HEADSUP

CDC HEADS UP

CDC

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/Years	Coach/Sponsor

Your Name (print)	Date
Signature	

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

1. The 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

Homecoming Protocols Final Revisions March 2014

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 Director of Athletics and Activities to get an explanation.

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

File: 504.50

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 are 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.
- 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 the 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 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 that 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.

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 amphetamine(methamphetamines), marijuana, K2, cocaine, PCP, and opiates, not medical conditions or the presence of authorized prescription medication.

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.

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/Lakeview High School Cooperative Students

Scotus Central Catholic and Lakeview High School 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/Lakeview High School 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 Director of Athletics and Activities. My name will be withdrawn from the testing pool on the date this is received by the Director of Athletics and Activities.

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: _____ Date of Receipt: _____

_____
Director of Athletics and Activities

Policy Adopted: 08/19/13

COLUMBUS PUBLIC SCHOOLS
Columbus, NE

Section 16: Columbus Public Schools/Scotus Central Catholic/Lakeview Community Schools 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 is not to be worn.
9. All students will wear Columbus Discoverer uniform attire clothing to all games and scrimmages. Clothing from other schools is 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.

Superintendent Pay Transparency Notice—Proposed Contract Chester Kay

The estimated costs to the district are listed below:

	2024-2025	2025-2026	2026-2027
Base Pay for the Total FTE	$ 223,000.00	$ 229,000.00	$ 234,000.00
Compensation for activities outside of the regular salary:			
● *Extended contracts / Activities outside of regular salary*			
● *Bonus/Incentive/Performance Pay*			
● *Stipends*			
● *All other costs not mentioned above*			
Benefits and Payroll Costs Paid by district:			
● *Insurances (Health, Dental, Life, Long Term Disability)*	$ 28,235.00	$ 29,784.00	$ 31,954.00
●*Insurances (Life)*	$ 1,500.00	$ 1,500.00	$ 1,500.00
● *Employer Paid Vision*	$ 240.00	$ 240.00	$ 240.00
●*Insurance (LTD)*	$ 1,005.00	$ 1,005.00	$ 1,005.00
● *Employee's share of retirement, deferred compensation, FICA and Medicare* ***if paid by the district***			
● *District's share of retirement*	$ 24,872.27	$ 20,909.75	$ 19,474.48
● *District's share of FICA and Medicare*	$ 19,345.10	$ 19,926.00	$ 20,478.46
● *IRS value of housing allowance*			
● *IRS value of vehicle allowance*			
● *Additional leave days*			
● *Annuities 403(b)*	$ 12,000.00	$ 14,920.00	$ 18,000.00
● *Service credit purchase*			
● *Association / Membership dues*	$ 1,000.00	$ 1,000.00	$ 1,000.00
● *Cell Phone/Internet reimbursement*	$ 1,800.00	$ 1,800.00	$ 1,800.00
● *Relocation reimbursement*			
● *Travel allowance/reimbursement*			
● *Mileage Allowance*	$ 6,000.00	$ 6,000.00	$ 6,000.00
● *Educational tuition assistance*			
● *All other benefit costs not mentioned above*			
Totals:	**$ 318,997.37**	**$ 326,084.75**	**$ 335,451.94**

CONTRACT OF EMPLOYMENT WITH SUPERINTENDENT

THIS CONTRACT is made by and between the Board of Education of the **Platte County School District 0001, a/k/a Columbus Public Schools**, hereinafter referred to as "the Board," and Dr. Chip Kay, hereinafter referred to as "the Superintendent."

WITNESSETH: That in accordance with actions taken by the Board as recorded in the minutes of the Board of Education meeting held on the 15th day of June, 2026, the Board hereby agrees to employ the Superintendent, and the Superintendent hereby agrees to accept such employment, subject to the following terms and conditions:

1. **Term of Contract**. This Contract is for a term of three (3) years beginning on the 1st day of July, 2026 and expiring on the 30th day of June, 2029. A "contract year" for purposes of this Contract shall be from July 1 to June 30. Extensions ("roll-overs") may occur as follows:
   a. Superintendent's Notice of Intent to Extend. The Superintendent shall, between December 15, 2026 and February 15, 2027, give the President of the Board a "Superintendent's Notice of Intent to Extend," which is a written notice that the Superintendent intends to extend the Contract for a period of one (1) year. In the event a Superintendent's Notice of Intent to Extend is not given within the specified time, the Contract shall not be extended.
   b. Board Action on Notice of Intent to Extend. In the event the Board has received a Superintendent's Notice of Intent to Extend, the Board shall have until on or before March 15 each year to give the Superintendent a "Notice of Intent to Not Extend," which is a written notice that the Board does not want to extend the Contract. In the event the Board does not give a Notice of Intent to Not Extend, or of a notice of possible non-renewal or cancellation, the Contract shall be extended for an additional term of one (1) contract year.
   c. Notice of Non-Renewal. The failure to extend does not automatically affect a non-renewal of the Contract. The deadline to give a notice of non-renewal is April 15th.

2. **Salary**. The salary for the 2026-2027 contract year shall be $234,000. The salary for the second year of the contract (2027-2028) and for the third year of the contract (2028-2029) shall be determined prior to the beginning of those years of employment. However, the Board may reopen this negotiation dependent upon funding for the district. The annual salary shall not be less than the salary for the prior contract year in the absence of mutual agreement between the Board and the Superintendent. Said annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment of certificated employees of the District.

In the event the Superintendent is elected to any other office or offices of the Board of Education or in connection with the District, the Superintendent shall perform the duties of such other office or offices without remuneration other than that as provided in this Contract.

The District, acting by and through its Board of Education, reserves the right to adjust the annual salary during the term of this Contract, said salary adjustment, however, not to reduce the annual salary to any lesser amount than that as above stated. Any adjustment in salary made during the term of this Contract shall be in the form of an amendment and shall become a part of this Contract; provided, however, that in making any such salary adjustment, it shall not be considered that the District has entered into a new Contract, nor shall the termination date of this

Contract be thereby extended unless the Board of Education, by specific action, shall expressly extend such termination date. In no event shall any such extension, together with the unexpired term of this Contract or any prior extension, be for a period in excess of three (3) years.

This Contract shall conform to the regulations governing deductions with reference to Withholding Tax, Social Security and School Employees' Retirement Act. Other deductions may be withheld as agreed to by the parties to this contract.

3. **Benefits**. As further consideration for the services to be performed by the Superintendent, it is agreed as follows:

A. Leave Benefits. Paid leave is available to the Superintendent when the following specific conditions are met: (1) the Superintendent is currently employed by the district and (2) the paid leave day is taken on a day Superintendent would otherwise be expected to be at work.

1. Vacation: The Superintendent shall be allowed **twenty (20)** working days of vacation leave each contract year. Vacation shall not be taken at times that would interfere with the Superintendent's attendance at regularly scheduled Board meetings or at times when the Superintendent's duties require the Superintendent's attendance at school (e.g., beginning and end periods of the school year). This increase is based on longevity in the position and District and is not intended to influence other administrators' current contracts or future Superintendent's contracts.
2. Carry-over and Accumulation of Vacation Days: Vacation is to be used during each contract year. Unused vacation may not be carried over from one leave year to the next succeeding leave year unless approved by the Board of Education under extenuating circumstances. The Board may grant an extension of unused Vacation Days dependent on the expectations of the position. Upon ending employment, unused vacation days will not be paid except to the extent required by law. If payable, unused vacation will be paid at the effective daily rate of pay (per diem based on salary only) at the time each unused vacation day first became available. There shall be no pay for unused vacation days in the event the Board determines that the Superintendent has engaged in misconduct which provides just cause for termination or cancellation.
3. PTO Leave: The Superintendent shall receive PTO leave the same as is provided to administrative employees as provided in the Administrator Handbook.
4. Holidays (10): The following days shall be holiday days and not working days: Good Friday, Renew Monday, Memorial Day, July 4th, Labor Day, Thanksgiving and day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day.
5. Log: The Superintendent shall maintain a current log of used vacation and sick leave days with the Superintendent's secretary. The Superintendent will notify the Board President when vacation days are used.

B. Health & Dental Insurance: The District will pay the Superintendent's cost of health and dental insurance for the Superintendent, the Superintendent's spouse, and children, through the district's group insurance plans. *(Equivalent to, but not exceeding, the "Family" plan)*

C. Annual Physical: The District will pay the Superintendent's cost for an annual physical with his or her family physician.

D. Life Insurance: The District shall provide the Superintendent with a term life insurance

policy insuring the life of the Superintendent payable to the Superintendent's designated beneficiaries. The benefit amount shall be two times the Superintendent's annual salary rounded to the nearest hundred thousand. The life insurance company shall be the district's group provider.

E. Vision Insurance: The district will pay the Superintendent's cost of vision insurance for the Superintendent, the Superintendent's spouse, and children, through the District's optional insurance plan.

F. Tax-Sheltered Annuity. Beginning with the 2026-2027 school year, and each year thereafter, the District shall annually contribute to a tax sheltered annuity of the Superintendent's choice for the benefit of the Superintendent, as a non-elective contribution by the Board, the amount of $18,000.00 per year, as permitted under and consistent with Section 403(b) of the Code and the applicable federal income tax regulations, as they currently exist and may be amended from time-to-time (See appendix A). Such annual contributions shall be made in equal monthly amounts beginning in July, 2026, and shall be in addition to the salary and other benefits specified in this Contract (and not in lieu thereof), and shall continue during the term of this Contract unless modified by mutual agreement of the parties.

G. Meetings and Dues: The Superintendent shall attend appropriate professional meetings at the local, state and national levels, provided that such attendance does not interfere with the proper performance of the Superintendent's duties. The expenses of attendance at professional meetings, when attendance has been authorized by the Board of Education, shall be paid by the district consistent with Board policies.

The district shall pay the annual membership dues of the Superintendent in the Nebraska Council of School Administrators and the American Association of School Administrators. Payment of dues for other professional organizations may be approved by the Board upon the Superintendent's request.

H. Transportation Expenses: The District will pay the Superintendent a vehicle allowance of Five Hundred Dollars ($500.00) per month for in-district travel in the performance of the Superintendent's duties in lieu of reimbursement for expenses for such travel. For purposes of determining the extent to which the vehicle allowance is taxable, if any, the Superintendent shall be responsible for maintaining documentation of the actual expenses incurred related to travel in the performance of the Superintendent's duties. For out-of-district travel, to the extent a school vehicle is not provided or is not available to the Superintendent, the Superintendent shall be reimbursed for the use of the Superintendent's personal vehicle in the performance of the Superintendent's duties at the mileage reimbursement rate established by the Department of Administrative Services under State Statute Section 81-1176 in effect at the time of the travel.

I. Cell Phone: The District shall provide the Superintendent a monthly stipend for cell phone and service, for use in performing the Superintendent's duties.

J. Indemnification: The District shall, to the extent permitted by law, defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in the Superintendent's individual capacity or the Superintendent's official capacity as an agent or employee of the District, provided that the incident arose while the Superintendent was acting (or, in good faith, reasonably believed that the Superintendent was acting) within the scope of the Superintendent's employment with the District and the District is not in an adverse position in the legal proceedings. This provision shall not apply to criminal proceedings against the Superintendent and shall not obligate the district beyond any applicable insurance coverage the District has available.

K. Other Fringe Benefits: The Superintendent may be provided other benefits provided for in the negotiated agreement between the District and the Columbus Education Association negotiated agreement to the extent the Superintendent meets the conditions and eligibility requirements for such benefits.

4. **Duties**. The Superintendent is employed as the Superintendent for the District. The Superintendent shall perform the duties of such position as are regularly and customarily expected for such positions and such duties and responsibilities as are set forth in Board Policy or Regulation for such positions. The Superintendent shall be subject to such other duties as the Board may assign from time to time. The Superintendent agrees to devote full time to the assigned duties, provided that with the advance agreement of the Board of Education, the Superintendent may undertake consultative work, speaking engagements, writing, lecturing or other professional duties.

In performing the assigned duties, the Superintendent shall be governed by the policies, regulations and directions of the Board of Education. The Superintendent shall in all respects to diligently and faithfully perform the assigned duties to the best of the Superintendent's professional ability. Regular dependable attendance at meetings of the Board and committees of the Board and other assigned duties is an essential function of the Superintendent's position.

5. **Board-Superintendent Relationship**. The Board shall have primary responsibility for formulating and adopting Board policy. The Superintendent shall be the chief administrative officer for the District and shall have primary responsibility for implementation of Board policy. The Superintendent shall be responsible for development of policies for adoption by the Board and for development of regulations and rules consistent with Board policy. In the absence of Board policy on matters which require prompt action, the Superintendent shall have the authority to act using the Superintendent's professional judgment and consistent with legal requirements; provided that the Superintendent shall report the nature of the matter and the action taken to the Board no later than the next regularly scheduled Board meeting. The parties agree, individually and collectively, to promptly refer all criticism, complaints and suggestions called to its attention to the Superintendent for action, study or recommendation, as appropriate.

6. **Evaluation of the Superintendent**. The Superintendent shall be evaluated twice during the first contract year and once during each subsequent contract year unless the Board deems additional evaluations appropriate. The Superintendent shall receive a copy of the evaluation and shall have the right to submit a response to the evaluation, which response shall be placed in the Superintendent's personnel file. The Superintendent shall notify the President of the Board to remind the Board of the need to evaluate.

7. **Contract Termination**. In the event the Superintendent violates any of the provisions of this Contract or performs any act or does anything which is materially harmful to the District, or which substantially inhibits the Superintendent's ability to discharge the duties as set forth herein, including, but not limited to (1) becoming legally disqualified to perform as a superintendent in the State of Nebraska; (2) participation in any fraud; (3) causing any intentional damage to school property; (4) engaging in any unlawful act; (5) any representations in this Contract being determined to be false or incorrect; (6) failure to return a Renewal Agreement by the required date, provided that such date not be prior to March 15 of the final year of the Contract or any extension of the Contract term; and (7) just cause, including: (a) incompetency, which includes, but is not limited to, demonstrated deficiencies or shortcomings

in knowledge of subject matter or teaching or administrative skills; (b) neglect of duty; (c) unprofessional conduct; (d) insubordination; (e) immorality; (f) physical or mental incapacity; (g) failure to give evidence of professional growth as required by law; or (h) other conduct which interferes substantially with the continued performance of duties; then the Superintendent may be discharged in accordance with applicable law. Contract termination or amendment may occur for reason of a reduction in force. Suspension or other disciplinary action may be enforced by the Board President and in accordance with applicable law. Upon lawful termination of this Contract for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of such termination bears to the twelve months in the annual salary period in which termination occurs. Any portion of the salary paid, but not earned, prior to the date of termination of this Contract, and any sums owing to the District by the Superintendent, shall be set off from sums due to the Superintendent and, if the sums owing to the District are in excess of the sums due the Superintendent, the amount owing shall be immediately refunded by the Superintendent.

The Board of Education may require a certificate of health and physical fitness of Superintendent in accordance with applicable law at any time while this Contract is in force. Should the Superintendent be unable to perform the Superintendent's duties by reason of mental or physical capacity or any reason beyond the Superintendent's control, and said disability exists for a period exceeding the Superintendent's sick leave allowance, the Board of Education may, in its discretion, make a proportionate reduction from the salary and benefits, and if such disability continues or is permanent, or of such nature as to make the Superintendent unable to perform essential functions of the position for which the Superintendent is employed, the Board of Education may, at its option, cancel or terminate this agreement whereupon the respective duties, rights and obligations hereof shall terminate.

8. **Representations and Legal Requirements.** The Superintendent affirms that: (1) the Superintendent holds or will hold a valid and appropriate certificate to act as a certificated employee in the State of Nebraska to perform the assigned duties throughout the term of this Contract and any extensions of this Contract; (2) the required certificate to perform the assigned duties shall be registered as required by law; it being understood and agreed that this contract is not valid until the required certificate is registered in accordance with law and that the Superintendent shall not be compensated for any services performed prior to the date of registration of this certificate; and (3) the Superintendent is not under contract with another board of education within the State of Nebraska covering any part of or all of the same time of performance as provided for in this Contract.

The Superintendent further warrants and represents as follows: (1) all information set forth in the Superintendent's application for employment and other information provided by the Superintendent in seeking employment are true and accurate, and if said information ceases to be true, Superintendent will advise the Board of Education immediately; (2) Superintendent has never been convicted or plead no contest or otherwise been adjudicated as having committed a felony, any other offense involving moral turpitude or any other offense involving abuse, neglect, or sexual misconduct as defined in Sections 003.12 through 003.14 of 92 NAC 21; and (3) Superintendent has not suffered suspension or revocation of any educational professional license or certificate, nor voluntarily surrendered such a license or certificate where charges or potential charges were pending or imminent.

There shall be no penalty for release or resignation by the Superintendent from this Contract; provided no resignation shall become effective until expiration of the remaining term of the

Contract unless the Board fixes an earlier effective date. This Contract is subject to provisions of the School Employees' Retirement Act.

9. **Residency.** The Superintendent shall reside within the School District's boundaries during the term of this Contract.

10. **Governing Laws**. The parties shall be governed by all applicable Nebraska and federal laws, rules, and regulations in performance of their respective duties and obligations under this Contract.

11. **Amendments & Severability**. This Contract may be modified or amended only by a writing duly authorized and executed by the Superintendent and the Board. If any portion of this Contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of this Contract.

The failure to return a signed copy of this Contract to the President or Secretary of the Board of Education of the District on or before July 1, 2026 shall constitute a rejection by the Superintendent of the offer of employment.

Executed this 15th day of June, 2026 _____ Dr. Chip Kay, Superintendent	Executed this 15th day of June, 2026. Board of Education of Platte County School District No. 0001, a/k/a Columbus Public Schools By: _____ President Attest: _____ Secretary or Other Authorized Officer

~~Internal Board Policies - Methods of Operation~~

Designated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by a method designated by the Board at the Board's organizational meeting each January, or as otherwise determined by the Board. The designated method will be recorded in the Board's meeting minutes.

In addition, at least four times per calendar year, the Board will publish in a newspaper of general circulation the following information: (1) the regular meeting schedule, (2) the location of regular board meetings, and (3) the method of advanced notice designated by the Board. Notwithstanding the foregoing, the Board reserves the right to change the regular meeting schedule or location if circumstances require such a change.~~one of the following methods:~~

~~1. Publishing in a newspaper of general circulation within the District's jurisdiction, posting on the newspaper's website, if available, and posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers; or~~

~~2. Posting to the newspaper's website, if available, and posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of the newspaper will be finalized for print prior to the time and date of the meeting.~~

~~The Superintendent is delegated the authority to determine which method of notice to use for a board meeting.~~

~~If a newspaper refuses, neglects, or is unable to timely publish such notice, then notice may be given by (1) posting on the District's website, (2) posting notice on the statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) posting such notice in a conspicuous public place within the District. The Board Secretary shall keep a written record of such postings.~~

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 & 84-1411.

Date of Adoption: ~~[Insert Date]~~7/13/26

~~Internal Board Policies - Organization~~

Annual Organizational Meeting

A. An organizational meeting of the ~~[Name]~~Columbus School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.

   Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after ~~_____~~six (6) ballots or ~~_____~~four (4) hours, the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.

3. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

B. The order of business for meeting, at minimum, should be as follows:

1. Call to Order and Roll Call

2. Oath of office for most recently elected

3. Elections
   a. President

b. Vice President
c. Treasurer
d. Secretary

4. Approval of committees, positions, and designations
   a. Consider, discuss and take action to elect Committees as determined by the BOE
   b. Consider, discuss and take action to select Depository bank(s)
   c. Designate the method of advance notice of Board meetings~~Consider, discuss and take action to select District newspaper(s) of record~~

5. Approval of current Board policies and regulations

6. Designate date for the annual review of BOE policies

7. Dissemination to each Board member of conflict of interest statutes

8. Appoint the superintendent or another qualified employee as the district's affirmative action coordinator for the year

~~9~~8. Adjournment

Date of Adoption: ~~[Insert Date]~~7/13/26

COLUMBUS PUBLIC SCHOOLS

Social Media Guidance for Employees

School-Related Social Media Accounts

Section 1: Purpose

This policy establishes guidelines for the creation, management, and use of social media accounts that represent Columbus Public Schools, its schools, programs, teams, clubs, groups, or students. The purpose of this policy is to protect the privacy and safety of students and staff while ensuring consistent, professional, and appropriate representation of the district on social media platforms.

Section 2: Scope

This policy applies to all employees who create, manage, or post content to social media accounts on behalf of Columbus Public Schools. Covered platforms must be approved by the Board of Education and may include, but are not limited to:

- LinkedIn
- Facebook
- X (formerly Twitter)
- Instagram
- TikTok
- YouTube/G suite

Platforms must permit access and archive by the school district, which may require posts to be made through specific district software and directly with the platform.

Section 3: Account Authorization and Requirements

1. **Prior Approval Required:** All social media accounts/classes created to share school-related information, including accounts for teams, clubs, groups, activities, or student organizations, must be approved by the Superintendent or designee prior to creation.
2. **School Email Requirement:** All approved social media accounts must be registered using the employee's official Columbus Public Schools email address. Personal email addresses shall not be used for school-related social media accounts.
3. **Account Documentation:** Employees must maintain and provide to administration ~~upon request~~ all login credentials and account information for approved social media accounts and provide the Communications Director administrator privileges to the account.
4. **Account Transition Upon Separation:** Upon separation from the school district, whether through resignation, retirement, transfer, or termination, the employee must ensure that all school-related social media accounts are deleted, removed,

or transferred to a designated school district employee as directed by administration. Failure to comply with this requirement may result in legal action.

5. **Deletion** of posts, comments, etc. may not be made by the site manager and only by permission of the Superintendent for extenuating circumstances.
6. **Translation** for graphics and pdfs must meet district policy for languages.
7. **ADA Compliance** for all official district social media posts must meet WCAG 2.1 Level AA accessibility standards — including alt text for images, captions for video, and accessible formatting — as required under the DOJ's updated Title II ADA rule for state and local governments.

Section 4: Content Standards and Responsibilities

Employee Responsibility: The employee designated as the account administrator is solely responsible for all content posted to or appearing on the social media account.

Directory and Media Policy Compliance: The use of student names, photographs, videos, and other identifying information must comply with the Columbus Public Schools Directory Information and Media Release Policy (507.02). Students who are opted out may NOT be featured in social media content.

Prohibited Content: The following content is strictly prohibited on school-related social media accounts:

- Profanity, vulgarity, or obscene language
- Slang or innuendos that may be interpreted as inappropriate
- Explicit, suggestive, or sexual images or content
- False, misleading, or unverified information
- Personal attacks on individuals, teams, schools, or organizations
- Content that promotes discrimination, harassment, or bullying
- Any content that violates federal, state, or local law

Section 5: Privacy and Legal Compliance

FERPA Compliance: Employees must ensure that all social media content complies with the Family Educational Rights and Privacy Act (FERPA). No personally identifiable information from student education records shall be disclosed without proper consent.

HIPAA Compliance: Employees must ensure that all social media content complies with the Health Insurance Portability and Accountability Act (HIPAA). No protected health information shall be disclosed through social media.

Permanent Restriction: Violation of FERPA or HIPAA regulations through the use of social media will result in the permanent restriction of the employee from using social media for school district purposes, in addition to any other disciplinary action deemed appropriate.

Section 6: Violations and Disciplinary Action

Violations of this policy, including but not limited to posting inappropriate content such as profanity, slang or innuendos, explicit or sexual images, false information, or

personal attacks on individuals, teams, or schools, will result in immediate disciplinary action.

Disciplinary action may include, but is not limited to: verbal or written warning, removal of social media privileges, suspension, and/or termination of employment. The severity of the disciplinary action will be determined based on the nature and extent of the violation.

Section 7: Policy Acknowledgment

All employees who manage or intend to manage school-related social media accounts must acknowledge receipt and understanding of this policy by signing below.

Section 8: Board Policy

This guidance is in conjunction with school board policy 402.12.05 and does not replace or supersede any additional language found in such policy.

_____

Employee Signature

_____

Printed Name

_____

Date

For Administrative Use Only

_____

Superintendent/Designee Approval Signature

_____

Date

STAFF SOCIAL MEDIA POLICY

Columbus Public School District realizes the importance of all district personnel, students and parents engaging, collaborating, learning, and sharing in digital environments as a part of 21st-century learning. This policy and attached regulation is to provide direction for CPS personnel, board members, volunteers, and sponsors when participating in online social media or digital platforms. The CPS District social media guidelines define a need for a distinct separation between personal and professional social media accounts.

This social media policy applies to all CPS personnel, board members, volunteers, and sponsors. This policy covers all digital communications such as social media, digital media platforms, social networks, blogs, photo sharing, wikis, online forums, and video sharing. CPS personnel, board members, volunteers, and sponsors are not permitted to encourage students (preK-12) enrolled at CPS to create social media accounts of any kind.

All CPS employees, board members, volunteers, and sponsors who choose to utilize social media or any other digital platforms as an educational tool, to provide classroom or activity information, or to communicate to students and parents must create a professional page. The professional use scope applies within school facilities, transportation, or school-sponsored activities where one is acting as a school representative. All professional accounts or pages must be connected to your assigned district email. No other email account should be associated. Posts must be exclusively about classroom learning or school-related activities and used to promote your classroom, school, and district where appropriate.

The district reserves the right to periodically conduct Internet searches to determine if employees have posted inappropriate materials online. If inappropriate use of computers and websites is discovered, the Superintendent and his or her designee will download the offensive material and promptly bring misconduct to the attention of the Superintendent.

An employee who uses a personal social media account while identifying themselves as a CPS employee, or in a manner that associates them with the district, is subject to the same standards and responsibilities as if a district account were being used. The use of a personal account does not exempt an employee from compliance with this policy or from the professional expectations applicable to all district personnel. The school administration may develop additional guidance, regulations, or procedures in response to changing technology, emerging platforms, or evolving best practices related to social media use.

Policy
Adopted: 9/16/19

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

STUDENT ACTIVITIES FUNDS

The Student Activities Funds of each school will include athletic and student organization funds and any other funds belonging to any student or class group or activity.

Student Activity Funds are those funds raised or collected by and/or for school-approved student groups, and may include gate receipts and student activity card fees. Student activity funds will be collected and expended for the purpose of supporting the school's extracurricular activities program. Student body representation should be encouraged whenever possible.

Monies raised by students through student body organizations, receipts from activity tickets and gate receipts, are subject to the control and management by the school board.

The principal of each ~~junior high~~ middle and high school is responsible for all school/student accounts and accommodation funds. The principal will assign one or more school staff member(s) who are designated as an assistant treasurer by the school board to share the responsibility for assuring that accounting records are maintained in accordance with district guidelines.

The principal will be responsible for supervising the accounting functions to be performed at the building level. The building level accounting procedures will be consistent with the accounting functions performed at the district office level.

Secondary schools may establish bank demand and savings accounts in institutions that have been designated as depositories of school district funds by the school board. Materials and equipment purchased by student activity funds become district property. Projects for raising student activity funds should in general contribute to the educational experience of students and should not conflict with, but add to the instructional program and comply with district guidelines.

Employees of the school district should not be paid for services, any stipends, or any wage related compensation through the activities funds. Reimbursements to employees using funds from the activity fund account must follow district policy.

Any unencumbered class or activity funds will automatically revert to the general activity fund of the school when a class graduates or an activity is discontinued.

The district treasurer, or designee, may request all necessary financial information needed for review or required by the school board. These funds shall be examined annually as part of the district audit.

Cross Reference: 506.08 Student Fund Raising
704.04 Audits

Policy
Adopted: 9/11/06 Updated: 6/15/26

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

SCHOOL-SUPPORTING ORGANIZATIONS

The board encourages parent participation in all aspects of student life in the district. Parents and others who wish to support school programs are encouraged to participate in the various school-supporting organizations, hereinafter "SSO(s)", including, but not limited to, booster clubs and other parent organizations that play such an important role in supporting, encouraging and advancing school programs.

The following rules and regulations have been established by the board as basic guidelines for the establishment and operation of all SSO(s), that support the district.

1. The sole purpose of an SSO is to support a school and its programs. Accordingly, all SSOs must be approved by the superintendent and Board of Education. To operate as an independent SSO, the supported school or program must have a minimum of 50 students or student participants. Those individuals looking to form an SSO with fewer student participants must join an existing SSO.

2. A copy of each SSO's: (1) bylaws, (2) anticipated budget, and (3) listing of officers and board members (with contact information) must be submitted to the appropriate principal/administrator and CPS Foundation before ~~September~~ October 1 each year. It is recommended that each SSO include as part of their bylaws a written purpose statement with clearly defined objectives to be implemented by the SSO.

3. As required by board policy 506.07, all fund raisers, projects and activities to be conducted by an SSO must be planned in conjunction with, and have the prior written approval of the principal, ~~and~~ the ~~Executive~~ Director of Finance ~~Business/Human Relations~~, and CPS Foundation evidenced by signature on a completed School Fund Raising Application (exhibit 506.07E1). SSOs must follow state law and all applicable district policies, including board policy 1005.10. All questions by SSO members concerning policies of the district should be directed to the principal or the superintendent.

4. The principal, or a designated representative, is ~~strongly encouraged~~ to attend all SSO meetings of the general membership and may attend other meetings at his/her discretion. The "school sponsor", or his/her designated representative, will attend each organization meeting. The "school sponsor" is the person on the staff of the school who has been identified and named by the principal to work with an SSO in some capacity. The principal, the school sponsor and the SSO will work together to ensure that all meetings are scheduled at a mutually convenient date, site and time.

5. ~~At least thirty days~~ Prior to the election, the SSO will announce to its general membership, the principal and sponsor, its election for officers. The school district strongly recommends that, at the time of his/her election, each officer of an SSO is a parent or guardian of a student currently enrolled in the school that the SSO supports.

6. SSO activities must not conflict with, or detract from, instructional time.

7. Each SSO will develop a written yearly budget, with input from the school sponsor and the principal. The SSO's budget will be designed to support the program needs that cannot be met by the school.

~~Each SSO will obtain, at their own expense, an annual audit of their accounts by an independent auditing firm. At a minimum, the principal and the SSO members will receive from the SSO a written copy of the SSO's quarterly financial reports. The superintendent may order, at any time, that the SSO's financial records be audited, at the school district expense, by an independent accounting firm or accountant designated by the superintendent.~~

8. Each SSO will obtain an annual audit of their accounts by an independent auditing firm. Fees paid to the CPS Foundation help offset the cost of this annual audit; however, SSOs may be charged the difference if the audit cost exceeds the amount covered. Audits shall be kept on file with the SSO and the CPS Foundation. At a minimum, the principal and the SSO members will receive from the SSO a written copy of the SSO's quarterly financial reports. The superintendent may order, at any time, that the SSO's financial records be audited, at the school district expense, by an independent accounting firm or accountant designated by the superintendent.

9. All organizations are required to ~~join an organization~~ be a subsidiary of the CPS Foundation, who can provide the SSO with 501(c)(3) nonprofit, charitable status in accordance with IRS regulations. ~~or become incorporated and attain their own 501(c)(3) nonprofit, charitable status~~. No SSO may use the federal employer identification number (EIN) of the district. The district recommends that prior to funds being collected at the start of the school year, all SSOs that handled funds in excess of $1,000.00 during the previous school year must ensure that its officers and employees are adequately bonded. Deficit financing and deferred payments are not allowed.

10. ~~SSOs~~ The CPS Foundation ~~must~~ ensures that ~~they~~ SSOs comply with all state and federal requirements for tax filings and accounting. SSO funds must never be commingled with student activity funds or other school or school district funds. All funds collected from an SSO fundraiser or otherwise obtained by the group must be deposited into the SSO's bank account designated by the CPS Foundation. Disbursement from the SSO's bank account will be *by check only* and all disbursements will be properly documented, i.e., receipts, invoices, etc. ~~Each check written by an SSO must contain two signatures of individuals who are authorized in the organization's bylaws to act as a signatory for the SSO.~~ Each payment request submitted by an SSO must contain two authorized signatures from individuals designated in the organization's bylaws to act as a signatory for the SSO. Checks written by the CPS Foundation in support of that request will also require two signatures. SSOs may donate funds to a school or to the school district. When these funds are deposited in a school or school district account, the SSO relinquishes all control over these funds.

11. All gifts given to the school by an SSO must be accepted by the board (or the board of the district foundation, if the district prefers), at the superintendent's recommendation, with a signed statement, a copy of which shall be given to the SSO, indicating that the gift has become the property of the district (or the foundation), with the school becoming the custodian of the gift.

12. No member of the school or school district's faculty, administration or staff may appear on a signature card for any such SSO bank account or sign checks for the SSO. Any financial obligation incurred by such an SSO shall be solely that of the SSO.

13. The superintendent, at his/her sole discretion, may publicly disassociate the school and district from any SSO that does not follow these guidelines, including, but not limited to, those that exhibit serious financial irregularities. Furthermore, the Board of Education, or their designee, may refuse to accept any contributions from any disassociated SSO unless such contributions are given as part of the dissolution of assets in accordance with the bylaws of the organization and the laws of the State of Nebraska.

Cross Reference: 506.07 Fund Raising Activities
506.07E1 School Fund Raising Application
1005.10 Distribution or Posting of Materials

Policy
Adopted: 09-17-12
Updated: 6-15-26

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Public Gifts to Staff, Schools, and District

The Board of Education recognizes the educational value of appropriate gifts to schools from the Columbus Public Schools Foundation, Parent Teacher Organizations (PTO or PAC), booster clubs, civic groups, corporations, or individuals, and encourages their use to enrich the instructional program. Therefore, gifts, which may serve to enhance and extend the work of the schools, may be received by the district as approved and set forth.

Although a school district is not considered a 501(c)(3) charitable organization, gifts to staff, schools, or district may be tax deductible under provisions of the IRS code through the Columbus Public Schools Foundation.

Generally, district employees are discouraged from receiving or accepting any personal gifts, compensation, commission, expense---paid trips, or anything of value (more than $50.00) from individuals or companies supplying equipment, or materials required in the operation of the District.

From time to time, however, memorials, gifts and/or donations, may be presented to the district. The memorials, gifts and/or donations shall be made known to the Superintendent in writing who shall bring the information regarding the memorial, gift and/or donation to the Board for their acceptance by a majority vote of the members present at a regular and/or special meeting of the Board. All final approvals regarding the use and disposition of said memorials, gifts and/or donations shall be made by the Board.

Standards for Accepting Gifts

The primary purpose of the gift must be to benefit the district, not to assist the donor with a tax-deductible contribution.

- The gift should pose no hazard to students or staff and, if the gift will be used for students, be appropriate for the age of the students.
- Other costs such as installation, maintenance, repair, potential liability and any increase in workload should be considered
- All property received as a gift will become property of the District. The District reserves the right to reassign items to another location or sell donated property at any time without donor's consent.

Required Approvals

- The Superintendent and Director of Operations or Buildings and Grounds must approve gifts involving modifications to school facilities or grounds.
- The Superintendent and Director of Operations or Director of Technology must approve gifts of computers or technology equipment.
- The Superintendent and Director of Finance must approve any vehicle, trailer or other item that may be pulled or driven on a public road.
- The Superintendent should approve any other non-monetary gift.
- The board must approve any gift valued at ~~$1,000~~ $10,000 or more.

Memorials

Memorials are a special type of gift given in memory of a deceased individual. No memorial gifts shall be accepted without prior approval of the Superintendent. Please refer to policy 509.02, Memorial Protocol.

Cross Reference: ~~1005.02 Parent Relations Goals~~
509.02 Memorial Protocol

Policy Adopted: 09/11/06
Revised: 03/18/19
Updated: 06/15/2026

Columbus Public Schools
Columbus, Nebraska

Name, Image & Likeness (NIL) Policy

For Students Participating in NSAA and School Sanctioned Activities in Grades 7-12

Policy Code	Administrative Regulation to Support BOE Policy 509.03
Board Adopted	[Date]
Last Revised	[Date]
Legal References	NSAA Bylaw 3.7.1; Nebraska LB 1046 (109th Legislature); Neb. Rev. Stat. §48-3601 et seq.

Section 1: Purpose

The purpose of this policy is to establish guidelines governing student Name, Image, and Likeness (NIL) activities at [District Name]. This policy is designed to:

- Comply with NSAA Bylaw 3.7.1 and its approved rulings regarding amateurism and NIL;
- Align with the requirements of Nebraska LB 1046, which directs school districts to adopt policies relating to student NIL rights;
- Protect students from exploitation while preserving their ability to benefit from NIL opportunities;
- Ensure that NIL activities do not interfere with the educational mission of the school district; and
- Maintain competitive equity among NSAA member schools.

Section 2: Definitions

Name, Image, and Likeness (NIL): The use of a student's name, photograph, visual depiction, voice, or other personal identifying attribute for commercial or promotional purposes.

NIL Activity: Any arrangement, agreement, or contract in which a student receives compensation—monetary or otherwise—in exchange for the use of their NIL.

Compensation: Any form of payment or consideration, including but not limited to cash, gift cards, merchandise, free or discounted products or services, or other items of value.

Student: Any student in grades 7–12 who participates in one or more NSAA or school-sanctioned activities at Columbus Public Schools.

Third-Party Entity: Any individual, business, organization, NIL collective, or other entity that enters into or facilitates an NIL arrangement with a student.

Section 3: Student NIL Rights

Consistent with NSAA Bylaw 3.7.1 and Nebraska law, student at Columbus Public Schools may engage in NIL activities under the following conditions:

a. NIL activities must be conducted on an individual basis and may not suggest or reasonably suggest (or obligate) the endorsement or sponsorship of the NSAA member school.
b. NIL activities may NOT include an image or likeness of the student in a school uniform, or other clothing or gear depicting the name or logo of Columbus Public Schools or its schools.
c. NIL activities must be consistent with applicable Nebraska state law.
d. Engaging in permissible NIL activities shall not, on its own, affect a student's eligibility to participate in NSAA or school-sanctioned activities.

Section 4: Prohibited NIL Activities

In alignment with LB 1046 and NSAA bylaws, the following NIL activities are prohibited for student:

- Endorsement of alcohol, tobacco, nicotine, vaping products, or any other age-restricted or illegal product or substance.
- Endorsement of gambling, sports betting, or any activity prohibited by Nebraska law.
- Any NIL activity that references, uses, or implies the endorsement of Columbus Public Schools, its schools, mascots, logos, or other intellectual property.
- Any NIL activity that uses school facilities, equipment, or resources.
- Any NIL arrangement that is contingent upon athletic performance, specific game outcomes, or enrollment at a particular school.
- Any NIL activity that conflicts with the educational mission of the school district.
- Any NIL activity involving sexual, violent, or otherwise inappropriate content.
- Any NIL arrangement that constitutes an inducement to recruit or transfer a student to or from a specific school.

Section 5: Disclosure and Reporting Requirements

As required by LB 1046, the district shall maintain a reporting and disclosure process for student NIL activities:

5.1 Student and Parent/Guardian Obligations

- Prior to engaging in any NIL activity, the student and their parent or legal guardian must complete and submit a NIL Disclosure Form to the Activities Director.
- The disclosure must include: the identity of the third-party entity, a description of the NIL activity, the anticipated compensation, the duration of the agreement, and a copy of any written contract or agreement.
- Any material changes to a previously disclosed NIL arrangement must be reported within five (5) school days.

- Because students are minors, a parent or legal guardian must co-sign all NIL contracts or agreements.

5.2 District Record-Keeping

- The Activities Director shall maintain a confidential log of all disclosed NIL activities.
- Records shall be retained for a minimum of three (3) years following the student's graduation or departure from the district.
- NIL disclosure information shall be treated as a confidential student record and shall not be made public except as required by law.

Section 6: Review and Compliance

6.1 Activities Director Review

Upon receipt of a NIL Disclosure Form, the Activities Director (and/or Principal) shall review the proposed NIL activity for compliance with this policy, NSAA bylaws, and applicable law. The Activities Director shall notify the student and parent/guardian within ten (10) school days if any concerns are identified.

6.2 Non-Compliance

If a student engages in a NIL activity that violates this policy or NSAA Bylaw 3.7.1, the following may occur:

- The student will be notified in writing of the violation and required to immediately cease the prohibited activity.
- The Activities Director, in consultation with the building principal and the Superintendent or designee, shall determine whether the violation may result in a determination of ineligibility for NSAA activity participation, consistent with NSAA Bylaw 3.7.1.
- The NSAA may be notified as required by its rules and regulations.
- The student shall have the right to appeal any determination of ineligibility through the district's established grievance or appeal process.

Section 7: Education and Support

The district is committed to educating students and their families about NIL rights and responsibilities:

- The Activities Director shall provide annual NIL education to all students and their families, which may include topics such as contract basics, financial literacy, brand building, social media responsibility, and compliance obligations.
- Students are encouraged to consult with a parent or guardian, attorney, financial advisor, or other trusted professional before entering into any NIL arrangement.
- The district may partner with community organizations to provide NIL-related resources and workshops.

Section 8: Protection Against Exploitation

In keeping with the protective intent of LB 1046, the district recognizes the following safeguards:

- No school employee, booster, or volunteer shall serve as an agent, representative, or intermediary in any student NIL arrangement.
- No school employee shall direct, pressure, or require any student to enter into or decline a NIL arrangement.
- NIL activities shall not be used as a factor in playing time, team selection, or other athletic decisions.
- The district encourages students and families to be cautious of contracts that include excessive commission rates, overly broad rights to a student's likeness, or terms that extend beyond the student's high school career.
- Any concerns about potential exploitation or unfair NIL practices should be reported to the Activities Director or building principal.

Section 9: Relationship to NSAA Bylaws and State Law

This policy is intended to operate in conjunction with, and not in replacement of, NSAA bylaws, approved rulings, and any applicable Nebraska state law. In the event of a conflict between this policy and NSAA bylaws or state law, the NSAA bylaws and state law shall control. The district shall update this policy as needed to maintain compliance with any changes to NSAA rules or Nebraska legislation.

Section 10: Annual Review

This policy shall be reviewed annually by the Superintendent or designee and presented to the Board of Education for any necessary revisions. The review shall consider changes to NSAA bylaws, new state or federal legislation, and any emerging best practices in high school NIL governance.

Approved by the Board of Education	**Attested by the Superintendent**
Board President Signature / Date	Superintendent Signature / Date

Appendix A: NIL Disclosure Form

This form must be completed and submitted to the Activities Director prior to engaging in any NIL activity.

Student Information	
Student Name	
Grade	
Sport(s)/Activity	
Parent/Guardian Name	
Parent/Guardian Phone	
Parent/Guardian Email	

NIL Activity Details	
Third-Party Entity Name	
Description of NIL Activity	
Type of Compensation	
Estimated Value	
Start Date	
End Date	
Written Contract Attached?	□ Yes □ No

Certification: By signing below, we certify that this NIL activity complies with the [District Name] NIL Policy, NSAA bylaws, and applicable Nebraska law. We understand that failure to disclose or comply may result in a review of eligibility.

Student Signature / Date	Parent/Guardian Signature / Date

For Office Use Only

Received by	
Date Received	
Review Status	□ Approved □ Concerns Identified □ Denied
Notes	

BOARD POLICY 509.03

Student Name, Image & Likeness (NIL)

Policy Code	509.03
Admin. Regulation	509.03-AR: Student-Athlete NIL Administrative Regulation

Policy Statement

The Board of Education recognizes that students may earn compensation for the use of their name, image, and likeness (NIL) in accordance with participation in school-sponsored activities, NSAA bylaws and Nebraska state law. The Board supports student NIL rights while maintaining the educational mission of the district, protecting students from exploitation, and preserving competitive equity among NSAA member schools.

Definitions

Name, Image, and Likeness (NIL): The use of a student's name, photograph, visual depiction, voice, or other personal identifying attribute for commercial or promotional purposes.

NIL Activity: Any arrangement, agreement, or contract in which a student-athlete receives compensation—monetary or otherwise—in exchange for the use of their NIL.

Compensation: Any form of payment or consideration, including but not limited to cash, gift cards, merchandise, free or discounted products or services, or other items of value.

Student: Any student in grades 7–12 who participates in one or more NSAA or school-sanctioned activities at Columbus Public Schools.

Third-Party Entity: Any individual, business, organization, NIL collective, or other entity that enters into or facilitates an NIL arrangement with a student-athlete.

Guidelines

The Board establishes the following principles to govern student NIL activities within the district:

1. **Permissible Activity.** Students in grades 7–12 may engage in NIL activities that are conducted on an individual basis and that do not suggest or reasonably suggest (or obligate) the endorsement or sponsorship by any district school, consistent with NSAA Bylaw 3.7.1.
2. **School Intellectual Property.** No NIL activity shall include the use of district or school names, logos, mascots, uniforms, facilities, or other intellectual property.
3. **Prohibited Endorsements.** Students shall not enter into NIL arrangements that promote alcohol, tobacco, nicotine, vaping products, gambling, sports betting, or any other age-restricted, illegal, or otherwise inappropriate product or service.
4. **No Recruiting Inducements.** NIL compensation shall not be contingent upon athletic performance, game outcomes, or enrollment at a particular school, and shall not be used as a recruiting inducement.
5. **Parental Involvement.** Because students are minors, a parent or legal guardian must co-sign all NIL contracts and participate in the disclosure process.

6. **Disclosure and Reporting.** All NIL activities must be disclosed to the Activities Director prior to commencement, as detailed in the accompanying Administrative Regulation.
7. **Staff Neutrality.** No district employee, booster, or volunteer shall serve as an agent or intermediary in any student-athlete NIL arrangement, nor shall any employee direct or pressure a student-athlete regarding NIL decisions.
8. **Education.** The district may provide annual NIL education to students and families covering contract basics, financial literacy, and compliance obligations.
9. **Gifts.** Gifts by businesses to booster clubs, teams/groups, individuals, coaches, or sponsors are not permissible under this policy that circumvent the NIL procedures or administrative regulations.

Administrative Delegation

The Superintendent or designee is authorized to develop and maintain an Administrative Regulation implementing this policy, including disclosure forms, review procedures, record-keeping requirements, compliance protocols, and enforcement provisions consistent with NSAA bylaws and Nebraska law. The Administrative Regulation shall be reviewed annually and updated as needed.

Compliance and Enforcement

Violations of this policy or the accompanying Administrative Regulation may result in a review of the student's eligibility for NSAA activity participation, consistent with NSAA Bylaw 3.7.1. In the event of a conflict between this policy and NSAA bylaws or Nebraska state law, the NSAA bylaws and state law shall control.

Annual Review

This policy shall be reviewed annually by the Superintendent or designee and presented to the Board of Education for any necessary revisions.

Legal References	NSAA Bylaw 3.7.1; Nebraska LB 1046 (109th Legislature); Neb. Rev. Stat. §48-3601 et seq.

Policy Adopted	[Date]

TOBACCO/ALCOHOL/DRUGS

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, 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, tobacco or tobacco products for those under the age of eighteen, will 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 will 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 building administration 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.

Under the Influence of Drugs/Alcohol:

1st Offense: 19 days of out-of-school suspension, this could be reduced 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 ~~Boys & Girls Home or 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 ~~Boys & Girls Home or the Columbus Public Schools Alternative School or~~ an educational placement deemed appropriate by the administration.

Tobacco Use/Possession/Distribution:

Consequences as spelled out in building student handbooks.

Activity Policy:

Beginning in 9th grade, ~~ALL violations~~ Any violation(s) of the activity policy will carry over from year to year and are enforced in grades 9-12. 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.

Legal Reference: 34 C.F.R. Pt. 86 (1996).

Cross Reference:
504 Student Rights and Responsibilities
505 Student Discipline
508 Student Health and Well-Being

Policy
Adopted: 8/14/06
Revised: 2/11/08
Updated: 6/15/26

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

TOBACCO/ALCOHOL/DRUGS

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, 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, tobacco or tobacco products for those under the age of eighteen, will 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 will 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 building administration 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.

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2nd Offense: Expulsion and mandatory reassignment at ~~Boys & Girls Home or 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.

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Tobacco Use/Possession/Distribution:

Consequences as spelled out in building student handbooks.

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Beginning in 9th grade, ~~ALL violations~~ Any violation(s) of the activity policy will carry over from year to year and are enforced in grades 9-12. 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.

Legal Reference: 34 C.F.R. Pt. 86 (1996).

Cross Reference:
504 Student Rights and Responsibilities
505 Student Discipline
508 Student Health and Well-Being

Policy
Adopted: 8/14/06
Revised: 2/11/08
Updated: 6/15/26

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Student Attendance Policy No. 503.04

Students

Attendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The District will maintain an accurate record of student attendance. This policy is developed and annually reviewed in collaboration with the county attorney for the District's principal office location to address the barriers to student attendance.

Commented [C1]: Restored from current 503.04 (statutory clause: policy developed and annually reviewed in collaboration with the county attorney to address barriers to attendance).

A. **Attendance and Absences**.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, typically require advance approval.

   a. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:

      (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.

      (2) Absences for recognized religious observances, school-sponsored or school-approved activities, and pandemic or other public-health occurrences identified by local health authorities or clinics.

      ~~(2)~~(3) Other absences as determined by the principal or the principal's designee.

Commented [C2]: Restored from current 503.03 (exemptions list -- religious observances, school-sponsored activities, pandemic/public-health occurrences).

   b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

      (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes vacations or other events that do not meet the criteria for a School Excused absence.

(2) Other absences are those in which the parent has not communicated a reason for the student's absence.

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements or its recognized equivalent, including a General Equivalency Diploma (GED); (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Excusal from the Full-Time Requirement (Ages 14 to 16). The Superintendent may excuse a child who is between 14 and 16 years of age and who has completed the work of the eighth grade from the full-time requirement of the compulsory education law when legal employment has been obtained by the student due to necessity and a written request has been made by the student's parent or guardian.

Commented [C3]: Restored from current 503.01 (14-to-16 employment-necessity excusal from the full-time requirement).

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as

prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in ~~[Name]~~Columbus Public Schools or resides in the ~~[Name]~~Columbus Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the

Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or Superintendent's designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school.

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

(a) The physical, mental, or behavioral health of the child.
(b) Educational counseling;
(c) Referral to community agencies for economic services;
(d) Family or individual counseling; and

(e) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) unexcused absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

B. **Make-Up Work and Participation in Activities**.

Students who are absent shall make up the work missed and receive full credit for the missed school work, within the guidelines of the student handbook. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school for the full day on the day of the activity unless permission has been given by the principal for the student to be absent.

C. **Disciplinary Action for Excessive Absenteeism**.

Students are subject to disciplinary action for excessive absenteeism, including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of excessive absenteeism. Disciplinary action for students receiving special education services will be assigned in accordance with the goals and objectives of the student's Individualized Education Program.

D. **Reporting to the Commissioner of Education**.

The Superintendent shall report to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials other than school resource officers by the District relative to a student enrolled in the District. The Superintendent shall report annually to the Commissioner the required data for the number of students who have dropped out of school.

Commented [C4]: Restored from current 503.03 (make-up work for full credit; full-day attendance on activity days).

Commented [C5]: Restored from current 503.04 (disciplinary action for excessive absenteeism; principal make-up discretion; special-education discipline per the student's IEP).

Commented [C6]: Restored from current 503.04 (Superintendent's annual reporting to the Commissioner of Education).

Legal Reference: Neb. Rev. Stat. Sections 79-201, 79-205 to 79-207, 79-208, and 79-209
NDE Rule 10.012.01B

Cross Reference: 411.03 Attendance Officer
503.04R1 Attendance Intervention Record (Excessive Absenteeism Report)
503.05 Student Release During School Hours
503.06 Students of Legal Age

Date of Adoption: 7/13/26

Commented [C7]: Restored citations: 79-205 to 79-207 (records, from 503.02) and NDE Rule 10.012.01B (from 503.03).

COLUMBUS PUBLIC SCHOOLS

Office of the Superintendent • Columbus, Nebraska

BOARD POLICY MEMORANDUM

TO: Board of Education & Principals
FROM: Chip Kay, Superintendent
DATE: June 15, 2026
RE: Adoption of Amended Policy Original 503.04 (Student Attendance) and Disposition of the Current 503.01, 503.02, 503.03, and Original 503.04 Attendance Policies

Recommendation

Adopt Policy Amended 503.04, *Student Attendance – Attendance Policy and Excessive Absenteeism*, as a single consolidated attendance policy; rescind current Policies 503.01, 503.02, 503.03, and Original 503.04, which Amended 503.04 absorbs; and retain Policies Original 503.04R1, 503.05, and 503.06, which Amended 503.04 does not address. The attached redline of Amended 503.04 restores the substantive provisions from the rescinded policies that the clean draft had omitted.

Background

Policy Amended 503.04 modernizes and consolidates the District's attendance rules under the new numbering scheme and aligns them with current Nebraska statute (Neb. Rev. Stat. §§ 79-201 and 79-209), including the School Excused / Not School Excused framework, mandatory-age provisions, the early-withdrawal and exit-interview process, excessive-absenteeism thresholds, and county-attorney reporting. A clause-by-clause crosswalk confirmed that Amended 503.04 reproduces the core of four current policies – notably, the excessive-absenteeism, attendance-officer, collaborative-plan, and county-attorney sections are a near-verbatim modernization of Original 503.04, Addressing Barriers to Attendance. The crosswalk also identified several existing provisions that Amended 503.04 had left out. Those gaps have been folded back into the attached redline so that no current protection, practice, or statutory requirement is dropped on adoption.

Policies Replaced by Amended 503.04 (recommend rescind)

Current Policy	Subject	Where it lives in Amended 503.04
503.01	Compulsory Attendance	Mandatory ages, younger/older exceptions, early withdrawal, exit interview, withdrawal form
503.02	Student Attendance Records	Opening paragraph (District maintains an accurate record)
503.03	Student Absences	Absence definitions, exemptions, and county-attorney reporting
Original 503.04	Addressing Barriers to Attendance	Reporting/attendance officer (§4), collaborative plan (§5), county-attorney referral (§6); remaining provisions restored in redline

Policies Retained (no counterpart in Amended 503.04)

Current Policy	Subject	Reason to retain
Original 503.04R1	Attendance Intervention Record (Excessive Absenteeism Report)	Operational form/regulation supporting Amended 503.04; re-link reference to Amended 503.04
503.05	Student Release During School Hours	Separate topic not addressed anywhere in Amended 503.04
503.06	Students of Legal Age	Tuition/records-access topic; carries its own FERPA citations

Amended 503.04 now carries a Cross Reference to all three retained items so the relationship is documented on the face of the policy.

Gaps Folded Back Into Amended 503.04 (shown as tracked changes in the redline)

From 503.01–503.03:

- **Restored exemptions** (from 503.03): recognized religious observances, school-sponsored/approved activities, and pandemic or public-health occurrences added as School Excused circumstances.
- **Make-up work and activity participation** (from 503.03): new subsection B restoring full-credit make-up work and the full-day-attendance rule for activity days.
- **GED equivalence** (from 503.01): added to the older-student attendance exception.
- **Ages 14–16 employment excusal** (from 503.01): restored the Superintendent's authority to excuse from the full-time requirement for documented employment necessity.
- **Records citations** added: §§ 79-205 to 79-207 (from 503.02) and NDE Rule 10.012.01B (from 503.03); [Name] placeholders set to Columbus.

From Original 503.04 (Addressing Barriers to Attendance):

- **County-attorney collaboration clause** added to the opening statement – the statutory requirement that the policy be developed and annually reviewed with the county attorney to address barriers to attendance.
- **New subsection C, Disciplinary Action for Excessive Absenteeism:** suspension/expulsion, principal discretion on make-up work, and special-education discipline per the student's IEP.
- **New subsection D, Reporting to the Commissioner of Education:** the Superintendent's annual reporting on suspensions, expulsions, excessive absenteeism, county-attorney referrals, law-enforcement contacts, and dropout data.
- **§ 79-208** added to the legal references, and 411.03 Attendance Officer added to the Cross Reference.

Items Requiring Separate Action

- **Kindergarten minimum age / DIAL-4:** this admissions provision sat in 503.01 but does not belong in an attendance policy. It is intentionally NOT carried into Amended 503.04; confirm it is housed in the admissions policy (502) before rescinding 503.01.
- **Adoption date:** the Date of Adoption field is set when the Board acts.
- **Retained-policy numbering:** if Original 503.04R1/.05/.06 are renumbered into the 5000 scheme, update the Cross Reference accordingly.

Suggested Motion

“I move to adopt Policy Amended 503.04, Student Attendance, as presented in the redline; to rescind Policies 503.01, 503.02, 503.03, and Original 503.04 effective upon adoption; and to retain Policies Original 503.04R1, 503.05, and 503.06.”

Attachments:

1. Amended 503.04 – Redline (tracked changes restoring the items above)
2. Amended 503.04 – Cross-Check (margin notes mapping each clause to its 503 source)

Resident Students

Student Residence, Admission and Contracting for Educational Services

Students shall be admitted to the School District, upon request and without charge, who are:

1. Residents of the School District for purposes of school enrollment. A student is a resident of the School District if the student resides in the School District or at least one of the student's parents resides in the School District;

2. Homeless students. The following definition shall be used to determine which students fit this category:

   A homeless individual is one who (1) lacks a fixed, regular, and adequate nighttime residence and (2) has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an Act of Congress or State law;

3. Approved for option enrollment into the School District; or

4. Are otherwise legally entitled to enroll in the School District.

Students may be admitted to the School District, or continue in enrollment, where:

1. The student is not a resident of the School District and is a resident of Nebraska. Such enrollment shall be pursuant to a contract between the Boards of Education of the School District and the school district in which the student is a resident and upon the collection of tuition pursuant to such contract. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.

2. The student is not a resident of the School District and is a resident of another State. Such enrollment shall be subject to collection of tuition in advance at a rate determined by the School Board. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.

3. The student is participating in an approved Foreign Exchange Program.

4. The student is a child of a member of the military on active duty and residing on certain property ceded to the United States and stationed in, near or adjacent to the School District, and children of employees of the federal government residing in Nebraska on national parks or national monuments within the State in, near or adjacent to the School District. Such discretionary admission shall be without charge for tuition.

5. The student's residency in the School District ceases during the school year. In such case, the student may be allowed to continue attending the School District for the remainder of that school year.

A child who is a ward of the state or court and (1) has been placed in the School District but had resided in a different school district at the time the child became a ward and does not reside in a foster family home, or (2) has been placed in an institution which maintains a State-approved special education program, may be enrolled in the School District to the extent required by law. In such event, costs of education and transportation are to be paid by the State, but not in advance. The child remains a resident of the school district in which the child resided at the time the child became a ward.

A child who is a ward of the state or court who resides in the School District in a foster family home licensed or approved by the Department of Health and Human Services ("Department") or a foster home maintained or used by the Department, remains a resident of the school district in which the child resided at the time the child became a foster child. This is subject to a determination being made in accordance with the Foster Care Review Act that the child will not attend such school district. If such a determination is made, the child is deemed to be a resident of the School District and will be admitted as a resident student.

A child who is not a ward of the state or court and who is residing in a residential setting in the School District for reasons other than to receive an education is subject to the following: First, if the residential setting does not maintain an interim-program school, the School District will provide the educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement, as and to the extent required by law. This is subject to the parent or guardian and such other school district agreeing to have such other school district provide the educational services. Second, if the residential setting does maintain an interim-program school, the child's educational services will be provided by the interim-program school without the School District's involvement. However, the School District may provide educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement.

All admissions are subject to the condition that admission requirements other than residency be satisfied to the extent required by law and that the School District is legally responsible for or authorized to admit the child or provide educational services to the child.

Restrictions on Transfer or Disenrollment During Certain Investigations

Notwithstanding any other provision of this policy, upon receipt of notice from the Department of Health and Human Services that a student is the subject of a report of child abuse or neglect involving the student's parent or guardian, the District shall not process or facilitate any request by such parent or guardian to transfer or disenroll the student for a period of 14 days following the District's receipt of the notice, or until the District receives further direction from DHHS, whichever occurs first. If the District receives a request to transfer or disenroll the student during this period by the parent or guardian, the District will promptly notify DHHS.

Final Determination of Residency

Each case involving the determination of residence of a student will be decided upon its individual merits by the superintendent. 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. Rev. Stat. Sec. 79-215 (residency and admission)
Neb. Rev. Stat. Sec. 79-215 (children of military or federal employee parent)
Neb. Rev. Stat. Sections 79-232 to 79-246 (option enrollment)
42 U.S.C. § 11431 et. seq. (McKinney–Vento Homeless Assistance Act)
NDE Rule 19
LB 937 (2026)

Date of Adoption: ~~[Insert Date]~~July 13, 2026

STUDENT DISCIPLINE

SUSPENSIONS/EXPULSIONS

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

   a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
   b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

   a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
   b. Prior to commencement of the short-term suspension, the student will be given oral ~~or~~and written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
   c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct, or violation of the rule or standard ~~and~~; (ii) the reasons for the action taken~~.~~; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address

the behavior moving forward, including strategies to maximize the student's continued participation in school..

d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less then twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. ~~The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.~~The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..

3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. ~~The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.~~The notice will include a description of: (i) the

student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.. All cases of expulsion shall be preceded by a short-term suspension and its related procedures, or by the invocation of emergency exclusion as defined in this policy. When a student is recommended for expulsion, the notice provided to the student and parent or guardian shall also include: (a) a statement that the student has a right to a hearing upon request on the specified charges; (b) the right of the student, the student's parent or guardian, and legal counsel to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct; (c) the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and (d) a form on which the student or the student's parent or guardian may request a hearing.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that

is involved with juvenile justice to develop a plan for the student in accordance with law.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed-to conditions, the student may be permitted to return to school. The student may, with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States. Only the Board of Education may take action to readmit a student who has been expelled. The principal shall maintain records of all expulsions in addition to the Board's records of such actions.

h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, ~~no~~a pre-kindergarten through second grade student ~~may~~shall not be suspended ~~from school,~~ unless the student (1) brings a deadly weapon ~~on~~to school grounds, ~~in~~ a school vehicle, or ~~to~~ a school activity~~. Instead~~, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or ~~Principal's~~ designee ~~may~~shall implement appropriate alternative disciplinary measures on a case-by-case basis ~~if a~~

~~pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade~~. A student who brings a deadly weapon ~~on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or~~may be expelled in accordance with this Policy's disciplinary procedures.

i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
b. If the student's conduct presents 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.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve

such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient 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 of substantial value, 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 any 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 some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a 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.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or 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. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as

e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 illegal substances 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.

8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. 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, disability, national origin, or religion.
15. Willfully violating the behavioral expectations for riding school buses or vehicles.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force

used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The expulsion for conduct described in this paragraph shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester; if the expulsion takes place during the second semester, the expulsion may remain in effect for the first semester of the following school year. The Superintendent may modify the expulsion period for conduct described in this paragraph on a case-by-case basis, provided that such modification is in writing. The one-year mandatory minimum expulsion period applies exclusively to firearm offenses as set forth below; it does not apply to dangerous weapon offenses or use-of-force offenses under this paragraph.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions: The one-year mandatory minimum expulsion period applies exclusively to firearm offenses under this paragraph and does not apply to any other category of expellable conduct, including dangerous weapon offenses or use-of-force offenses under this policy. All other expellable conduct is subject to the semester-based expulsion framework set forth in this policy.

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct 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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
   a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
   b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
   c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
   d. Head wear including hats, caps, bandannas, and scarves.
   e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
   f. Clothing or jewelry that is gang related

   A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

   No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

   No school staff shall permanently or temporarily alter or cut a student's hair.

   The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item

or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

2. Academic Integrity.

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing

answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

E. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

   The foregoing reporting standards shall be reviewed annually by the school Board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

3. Special Education Students. When a student with a disability is subject to suspension or expulsion proceedings, the district shall comply with all applicable requirements of the Individuals with Disabilities Education Act (IDEA), 20 U.S.C.

§§ 1400 et seq., and its implementing regulations, including 34 C.F.R. §§ 300 et seq. A staffing team shall conduct a manifestation determination to determine whether the student's conduct was caused by, or had a direct and substantial relationship to, the student's disability, or whether the conduct was the direct result of the district's failure to implement the student's IEP. If the conduct is determined to be a manifestation of the student's disability, the student may not be expelled and any change of placement must be made pursuant to the district's special education placement procedures. If the conduct is determined not to be a manifestation of the disability, the student may be disciplined in the same manner as a non-disabled student, subject to required procedural protections. Discussions and conclusions of the manifestation determination meeting shall be documented. The district shall continue to provide a free appropriate public education (FAPE) to a student with a disability during any period of suspension or expulsion.

4. Discrimination and Title IX Coordination. Every report of alleged violations of student conduct policies that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation coordinated with the full participation of the district's Compliance Officer and Title IX Coordinator. If, in the course of an ongoing student conduct investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address both the alleged violations of student conduct policies and the issues of alleged discrimination.
5. Records; Confidentiality. All records and documentation regarding student suspensions and expulsions shall be destroyed within three years of the student's continuous absence from school. No information regarding a suspension or expulsion shall be communicated to any person not directly involved in the disciplinary proceedings. The right of appeal to the Board of Education in cases involving student suspension under this policy does not extend to a suspension from a student extracurricular activities program or other disciplinary action affecting participation in an extracurricular activities program.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296
Neb. Rev. Stat. Section 79-2,160

Date of Adoption: JULY 13, 2026
Replaces Prior Versions of: BOE Policy 505.02 and 505.03

Option Enrollment

A. Process and ~~Time Lines~~Timelines to Option In

For a student to attend Columbus Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Columbus Public School District between September 1 and March 15 for enrollment ~~during~~in the following ~~and subsequent~~ school ~~years~~year (the "application period~~").~~"), unless otherwise permitted by law.

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district or, if the student attends a different district as an option student, the option district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

Provisions for Waiver of Application Deadline

The application deadline ~~will~~may be waived by the School District for applications to option into the Columbus Public School District, provided that the application contains a release approval from the resident district or, if the student is an option student attending a different district, the option district attended by the student and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected ~~in the event~~if the capacity of a program, class, grade level, or school building operated by the School District would be exceeded by ~~acceptance of~~accepting the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

   The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected ~~in the event~~if the application is not filed on or before ~~the April 1st immediately preceding the school~~

~~year in which enrollment is sought~~March 15, and the filing deadline has not been waived.

3. Previous Option Enrollment: An option enrollment application shall be rejected ~~in the event~~if the student has exhausted ~~their~~the number of allowable option enrollments ~~in other school districts, as determined by~~under state law.

4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School District determines: The application is not ~~submitted on a form prescribed by the State Department of Education, is not~~ completely and accurately ~~filled in~~submitted, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including "previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings" and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Siblings

Notwithstanding anything to the contrary in this policy, the application of a sibling of a student who currently attends the District will be automatically accepted. For purposes of this policy, a "sibling" means a child residing in the same household on a permanent basis who has the same mother or father or who are stepbrother or stepsister to each other. The Superintendent or designee has the discretion to waive the deadline for a sibling's application received after the deadline.

D. Priority of Acceptance

Priority shall be ~~accorded in the following order: (1)~~ afforded to those applications required to be given priority by law~~, (2) those with a sibling in attendance at [Name] Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) those without an option student sibling in attendance at [Name] Public Schools, with priority within this group to those who had earliest filed applications.~~ .

Filing date determinations are made by the Superintendent, or the Superintendent's designee. In the event applications within a group are received at the same or substantially at the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

~~D~~E. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the

form of an Appendix "1" to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

~~E~~F. Releases for Options Out

A request for release of a resident student or option student currently attending Columbus Public School District who submits an option application after March 15 will be granted, unless the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent's designee is hereby authorized to execute such releases on behalf of the School District and the School District.

~~F~~G. Notification of Acceptance or Rejection

In the case of an application to option enroll into the School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student, and the resident school district or, if the student is an option student attending a different district, that option district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Columbus Public School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education.

~~G~~H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined solely by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided only in the following circumstances:

1. The Columbus Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge

the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.

~~2.~~

Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.

~~3.~~2. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

~~H~~I. Information Regarding Schools, Programs, Policies and Procedures

As part of the option enrollment program, the administration shall make information about the Columbus Public Schools and ~~its~~the school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

J. Incomplete Applications

A school district that receives an incomplete application shall notify the applicant within ten (10) business days after receipt of such incomplete application that the application is incomplete and will be automatically rejected if not corrected.

K. Minimum Length of Option

Under §79-237 the option student shall attend the option district until graduation unless the student relocates in a different resident school district, transfers to a private or parochial school, or chooses to return to the resident school district, or options into a subsequent option school district, except that no student may use the enrollment option program other than as provided in §79-234.

No option student shall attend an option school for less than one year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end of his or her senior year, transfers to a private or parochial school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district or the previous option school district the student was attending immediately prior.

L. Cancellation of Option Enrollment

Under §79-237(7), requires that in each case of cancellation pursuant to subsections (5) and (6), the student's parent or legal guardian shall provide written notification to the Superintendent or designee of the option school district and the resident school district on forms prescribed by the Commissioner of Education in advance of such cancellation.

Legal Reference: Neb. Rev. Stat. Sections 79-232 to 79-246

Date of Adoption: July 13, 2026

RESOLUTION

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications by October 15th for the following school year; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs for the following school year; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy ~~5006~~502.02, and Appendix "1" to such Policy ~~5006~~502.02, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 502.02~~5006~~, and Appendix "1" to such Policy 502.02~~5006~~, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 502.02~~5006~~, and Appendix "1" to such Policy 502.02~~5006~~ are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, member _____ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____.
The following members voted against the same: _____.
The following members were absent or not voting: _____. The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

[NAME] PUBLIC SCHOOLS

By: _____
President

Attest: _____
Secretary

Appendix "1" to Option Enrollment Policy

The following is Appendix "1" to Policy 502.025006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has "0" as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten			
First			
Second			
Third			
Fourth			
Fifth			
Building Capacity, Elementary			
Sixth			
Seventh			
Eighth			
Building Capacity, Middle School Attendance Center			
Ninth			
Tenth			
Eleventh			
Twelfth			
Building Capacity, Sr. High School Attendance Center			

* Special education capacity will be determined on a case-by-case basis in accordance with state law and the available resources as determined by the District's Director of Special Education or designee.

** Siblings of current option students are exempt from any capacity limits.

Student Enrollments~~s~~

Full-time and Part-time Enrollment

Full-time Enrollment

Students must be enrolled in ~~[Name]~~Columbus Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district, or admitted to the District pursuant to state law, and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

(1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.

(2) Enrollment of a non-public school student in ~~[Name]~~Columbus Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.

(3) Non-public school students are not to be given priority over full-time students.

(4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.

(5) Enrollment of non-public school students is not to negatively affect the educational

services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.

2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.

   a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
   b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.

3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.

4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.

5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee

that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.

2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Subject to Paragraph D.9. of this Policy, students may not typically enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.

2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will ordinarily not be available for non-public school students.

3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.

4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.

5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, non-public school students may select their courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.

2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.

3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled~~, including as applicable State or District-wide assessments, as full-time students~~.

4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.

5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.

6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.

7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.

8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.

9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. Non-resident students may only be admitted on a part-time basis or permitted to participate in a school-sponsored extracurricular activity when required by law. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. ~~Any student covered by this subsection must enroll in five credit hours through the District in the semester in which the student participates in an extracurricular activity.~~ There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Part-time students participating in extracurricular activities shall meet the following enrollment requirements, consistent with state law:

(a) For activities regulated by an athletics or activities association (including the Nebraska School Activities Association), the student shall be enrolled in five credit hours offered by the District during each semester of participation. The student may elect to enroll in more than five credit hours.

(b) For activities governed by a national or state organization other than the NSAA, the student shall be enrolled in the minimum number of credit hours required by such organization. The student may elect to enroll in more than five credit hours.

(c) For activities not governed by the NSAA or a national or state organization, the student must enroll in at least five credit hours or the equivalent for middle school students.

Legal Reference: Neb. Rev. Stat. Sec. 79-215, 79-2,136 & 79-526
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: ~~[Insert Date]~~July 13, 2026

Early Graduation

A student who wishes to graduate from high school in less time than the ordinary eight (8) semester, grade 9-12 sequence, may request permission to complete graduation requirements on an alternate schedule.

The student and parents/guardians will consult with their high school ~~guidance~~ counselor to develop a graduation plan. The student's intention to accomplish this shall be stated in writing to the high school principal and the school counselor. The student's parent or legal guardian must submit a letter in support of the student's written request to the high school principal. The request letters to the high school principal and school counselor are to be submitted no later than the start of the 7th or final semester of the student's high school program. The written request for early graduation will be reviewed by the Columbus Public Schools Board of Education. The approval or denial of the early graduation request will be provided in writing to the student and parent/guardian by the high school principal.

A student who graduates early must complete all graduation requirements established by the board. The student who chooses early graduation will be allowed to participate in the junior/senior prom, ~~honor night~~, and spring graduation ceremonies, unless they choose to receive their diploma upon completion of the 7th semester. In all other school activities, the early-out graduate will be treated as a graduated student unless given special permission by CHS administration.

Policy
Adopted: 12/11/06
Revised: 03/9/09

COLUMBUS PUBIC SCHOOLS
Columbus, Nebraska
Reviewed: 8/10/09

File: 611.07

GRADUATION REQUIREMENTS

Redline key: ~~struck-through~~ = removed; red = added to align with the 2026-27 Course Description Handbook; blue = new provision from model Policy 5205; maroon = Compass Academy alternative-program requirements.

Students must successfully complete the courses required by the CPS Board of Education and the Nebraska Department of Education in order to graduate.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete ~~[200; other]~~two hundred twenty-five (225) credits prior to graduation. The following credits will be required:

~~Class of 2020~~		~~Class of 2021 & 2022~~		~~Class of 2023 & Beyond~~ Current	
Subject	**Credits**	**Subject**	**Credits**	**Subject**	**Credits**
~~English~~	~~35~~	~~English~~	~~35~~	English	35
~~Speech~~	~~5~~	~~Speech~~	~~5~~	Speech	5
~~Mathematics~~	~~30~~	~~Mathematics~~	~~30~~	Mathematics	30
~~Science~~	~~30~~	~~Science~~	~~30~~	Science	30
~~Geography~~	~~5~~	~~Geography~~	~~5~~	Geography	5
~~World History~~	~~10~~	~~World History~~	~~10~~	World History	10
~~US History~~	~~10~~	~~US History~~	~~10~~	US History	10
~~Am Gov't~~	~~5~~	~~Am Gov't~~	~~5~~	American Government	5
~~Economics~~	~~5~~	~~Economics~~	~~5~~	Economics	5
~~Physical Education~~	~~10~~	~~Physical Education~~	~~10~~	Physical Education	10
~~Health~~	~~5~~	~~Health~~	~~5~~	Health	5
~~Fine & Applied Arts~~	~~5~~	~~Fine & Applied Arts~~	~~5~~	Fine & Applied Arts	5
~~Career Education or JAG~~	~~5~~	~~Career Education or JAG~~	~~5~~	Personal Finance	5
				Career Seminar	5
~~Electives~~	~~75~~	~~Electives~~	~~65~~	Electives	~~65~~ 60
~~Total Credits~~	~~235~~	~~Total Credits~~	~~225~~	**Total Credits**	**225**

The required courses of study will be reviewed by the board annually.

In addition, each student shall complete and submit a Free Application for Federal Student Aid (FAFSA) prior to graduation, unless the required opt-out form is completed by: (1) the student's

Commented [1]: State law (Neb. Rev. Stat. § 79-729) sets the minimum at 200 high school credit hours, of which at least 80% must be core curriculum. Columbus Public Schools' local requirement is 225. The original "[200; other]" was an unfilled template placeholder and should state the district figure.

Commented [2]: Class of 2020 and Class of 2021 & 2022 columns removed - those cohorts have graduated, so the prior-year tiers are no longer operative. The surviving tier is relabeled "Class of 2024 & Beyond" and reconciled to the 2026-27 Course Description Handbook: Career Seminar (5) added as a required course and Electives reduced 65 to 60 to hold the total at 225.

Commented [3]: Career Seminar (5 credits) added as a required course to match the 2026-27 Course Description Handbook, which lists it as required for freshmen. Electives are reduced from 65 to 60 below so the total remains 225.

parent or legal guardian; (2) the Principal, upon a determination that good cause exists; or (3) an emancipated student or a student who is at least nineteen (19) years of age.

Students are required to participate in one year of Physical Education. Five credits are required and five credits may be waived if the student completes two sports seasons by the end of his/her freshman year.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least eighteen (18) months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

Notwithstanding any other provision of this policy, a student who is or was under the jurisdiction of a juvenile court and placed in out-of-home care at any time during the student's high school enrollment shall be eligible to graduate from the District if (1) the student, at any point in time, was enrolled in high school in the District, and (2) the student has met the minimum graduation requirements established by state law.

Compass Academy. Students assigned to the Columbus Public Schools Compass Academy, the District's non-traditional learning and support center, satisfy graduation requirements by completing the Nebraska state minimum of two hundred (200) credit hours rather than the two hundred twenty-five (225) credits required at Columbus High School. Of the 200 hours, at least one hundred thirty (130) must be earned in the Rule 10 core curriculum (Language Arts 40, Mathematics 30, Science 30, and Social Studies/History 30), and each student must complete the five-credit personal finance or financial literacy requirement and the five-credit computer science and technology requirement. Each Compass Academy student must also complete a Columbus Public Schools workforce readiness requirement of ten (10) credit hours, which is satisfied within the elective coursework and does not add to the 200-hour total.

~~**Class of 2020 Graduation Requirements**~~

~~**Grading and Class Promotion**~~

~~Course grades and promotion for the Class of 2020 are determined by local school board policies and not by state requirements. The District has latitude in determining what grades to award, if any, for coursework and what coursework is required for credit.~~

~~**Alternate Learning Environments, Changes in Instruction, and Graduation**~~

~~Some students in the Class of 2020 may fall in the following categories regarding graduation credits: students who have attained the district graduation requirements; students who have completed the state-required credits but not all district requirements (with local options to modify policy, award credit, or provide alternate-environment opportunities); students who had not met the minimum state-required credits but were on track prior to entering an alternate learning environment; and students further behind, for whom a Continuity of Learning Plan and summer opportunities may be provided.~~

Requirements Related to American Civics (Nebraska Revised Statute 79-724)

~~Beginning the 2020-2021 school year,~~ Students ~~were~~ are to meet one of the following: Option 1 - Test: administration of the entire civics portion of the Naturalization Test (100 questions) prior to completion of 8th grade and completion of 12th grade; Option 2 - Service Project: attendance or participation in a public meeting followed by completion of a project paper between 8th and 12th grade; or Option 3 - Project: completion of a project or paper and a class presentation on a

Commented [4]: FAFSA completion is a state graduation requirement under Neb. Rev. Stat. § 79-729, effective with the graduating Class of 2025, and is stated in the 2026-27 Course Description Handbook ("the FAFSA must be completed to meet state graduation requirements"). The opt-out language tracks § 79-729 and model Policy 5205; confirm exact wording with district counsel / the NCSA policy service before adoption.

Commented [5]: New provision carried in from model Policy 5205 (tracked insertion by Justin Knight, April 2026) addressing graduation eligibility for students who are or were in out-of-home care under juvenile-court jurisdiction.

Commented [6]: Compass Academy paragraph added per the CPS Compass Academy Graduation Requirements document. Compass Academy graduates at the Neb. Rev. Stat. § 79-729 state minimum of 200 credit hours, not the District's 225-credit CHS standard. Rule 10 core = 130 hours (LA 40 / Math 30 / Science 30 / Social Studies 30). Note: the source document's summary table lists "140" for core included in the state minimum, which is inconsistent with the 130 stated elsewhere in that document - confirm the intended figure with Compass Academy before adoption. The computer science / technology requirement (§ 79-3304) is phasing in by 2027-28.

Commented [7]: Entire "Class of 2020 Graduation Requirements" section removed. This is COVID-19-era content tied to a cohort that has long since graduated (grading latitude, alternate learning environments, Continuity of Learning Plans) and is no longer operative.

Commented [8]: The civics requirement has changed. Amended § 79-724 now frames civics as instruction delivered in at least two high school courses tied to the social studies standards (§ 79-760.01), not a per-student naturalization-test or project graduation gate. It is now a curriculum / instruction obligation and belongs in the District's instruction policy, not the graduation policy. The former three-option language is obsolete and should not be re-adopted here.

person or event commemorated by a holiday listed in 79-724 subsection 6 between 8th and 12th grade. This will be determined by the High School Principal.

IDEA Considerations

Graduating with a regular high school diploma or reaching the maximum age of eligibility both result in termination of a student's eligibility for Special Education (IDEA) services. The IEP team must meet to review the student's status and issue the appropriate coding ~~(210 or 211 per the ADVISER Data Elements Manual)~~ in a reasonable time before eligibility is terminated; meetings may be held by telephone or virtual platform and should include the student if possible. The district must also provide a summary of performance prior to graduation or ending services due to age.

Legal Reference: Neb. Rev. Stat. § 79-729
Neb. Rev. Stat. § 79-3003
NDE Rule 10

Cross Reference: 604.3 Special Education
611 Academic Achievement

Policy
Adopted: 12/11/06
Revised: 8/10/09
Revised: 4/20/2020
Revised: __/__/2026 (pending board adoption)

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska
Reviewed: 8/10/09

Commented [9]: This paragraph sat inside the COVID-era Class of 2020 section. The core IEP graduation requirement is retained above. Still-valid IDEA exit elements - the summary of performance and ADVISER exit coding 210/211 - should be maintained in the Special Education policy (formerly cross-referenced as 604.3), not in the graduation policy.

Commented [10]: Legal references added / updated. § 79-729 (graduation credit hours and FAFSA), § 79-3003, and NDE Rule 10 per model Policy 5205. The former in-text § 79-724 reference was removed with the obsolete civics section; civics now lives in instruction policy under amended § 79-724 and § 79-760.01.

Commented [11]: If the District migrates to the model's 5000-series codification (graduation becomes Policy 5205), renumber these cross-references to the corresponding new policy numbers.

Commented [12]: Add the adoption date once the board approves this revision.

Business Operations

Records Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.

2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.

3. Electronic Records, Messages, and Data. District records may be created, stored, and maintained in paper or electronic format. Electronic records may include, but are not limited to, (a) email and other electronic communications; (b) digital documents and databases; (c) audio and video recordings; and (d) cloud-based and third-party hosted data. Electronic communications, documentation, and data are District records when they relate to District business and will be retained in accordance with the applicable record retention schedules. Due to system storage limitations, certain categories of electronic data (such as surveillance video or system logs) may be retained for shorter periods than other records, unless required to be preserved by law or otherwise determined by the Superintendent or designee. The District will implement reasonable measures to ensure that electronic records remain accessible, retrievable, and secure for the duration of their required retention period. Employees are responsible for retaining records within their control when they are aware, or reasonably should be aware, that such records may be subject to a records request, audit, investigation, or possible litigation.~~The District's server(s) have storage limitations. Certain types of files (like emails) may be retained for longer than other types of files (like video recordings) due to these storage limitations. In situations where the District is promptly made aware of the need to save a certain file, the District may take steps to download or save such file before the file is eliminated.~~

~~4. Electronic Records. All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school Board may be kept as an electronic record.~~

~~5.~~4. Litigation Holds. When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue. Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold

to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

~~6.~~5. Settlement Agreements. A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval, if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

Legal Reference: Neb. Rev. Stat. Sections 84-712 through 84-712.09
Neb. Rev. Stat. Sections 84-1201 to 84-1227

State Records Administrator Guidelines:
Schedule 10: Records of Local School Districts
Schedule 24: Local Agencies General Records

Date of Adoption: ~~[Insert Date]~~July 13, 2026
Replaces: Policy 804.02

DATA OR RECORDS RETENTION SCHEDULE

School district records shall be housed in the central administration office of the school district. It shall be the responsibility of the superintendent or designee to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved according to the schedule below:

• Secretary's financial records	Permanently
• Treasurer's financial records	Permanently
• Minutes of the Board of Directors	Permanently
• Annual audit reports	Permanently
• Annual budget	Permanently
• Permanent record of individual pupil	Permanently
• Records of payment of judgments against the school district	20 years
• Bonds and bond coupons	10 years
• Written contracts	10 years
• Cancelled warrants, check stubs, bank statements, bills, invoices, inventories and related records	5 years
• Program grants	As determined by the grant
• Nonpayroll personnel records	5 years
• Payroll records	3 years

Employees' records shall be housed in the central administration office of the school district. The employees' records shall be maintained by the superintendent or designee, the building administrator and the employee's immediate supervisor.

The permanent and cumulative records of students currently enrolled in the school district shall be housed in the central administration office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault.

The superintendent may permit the use of microfilm, microfiche, or digital school district records and may destroy paper copies of the records if they are more than three years old.

Cross Reference:
- 203.04 Secretary
- 204.11 Meeting Minutes
- 402.06 Employee Records
- 507 Student Records
- 701.01 Records Management
- 1003 Public Examination of District Records

Policy
Changed: 7/13/26

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

DISTRICT ANNUAL REPORT

The superintendent or designee shall annually prepare a written report informing the public of the following areas of district characteristics and student achievement results:

- ~~Student~~ School system demographics, including enrollment by grade, class size/ratio, ~~and site,~~ ~~number of students receiving free or reduced meals and number of special education students~~, and staffing data including teacher education and experience.
- Student demographics to include: race, poverty status, high mobility status, attendance, and limited English proficiency.
- District financial information including levy, total budgeted expenditures, ~~valuation per pupil~~, per pupil costs, and local, state and federal revenue.
- Student academic performance including results of ~~standardized tests~~ state assessments and any national assessments.
- General information regarding special education, early childhood programs, federal programs, and targeted education programs.
- School improvement goals and progress.
- ~~Graduation requirements and survey results of recent graduating classes.~~
- ~~Satisfaction survey information.~~

The annual report shall be communicated, at minimum, to the public on the district web page and at a regularly scheduled board meeting.

Legal Reference: NDE Rule 10.004.01A4
NDE Rule 10.004.06A1

Cross Reference:
1001 Principles and Objectives for Community Relations
1004 Press, Radio and Television News Media
1005 Public Participation in the School District

Adopted: 2/12/07 Columbus, Nebraska
Updated:

NEWS CONFERENCES AND INTERVIEWS

The superintendent, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media.

The superintendent shall respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.

News conferences and interviews planned or pre-arranged for school district activities shall include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It shall be within the discretion of the superintendent to determine whether a news conference or interview shall be held to provide an immediate response to an issue.

It shall be the responsibility of the superintendent to keep the board apprised of news conferences and interviews.

Information about school activities and issues will be provided to the community in a way which will create and maintain a dignified and professionally responsible image for the district.

The procedures listed below will be followed in giving official information to the news media:

1. The board president will be the official spokesman for the board, unless this duty is delegated;

2. News releases that are of district-wide interest or that pertain to established district policy will be the responsibility of the superintendent;

3. The superintendent will establish regulations for the dissemination of news releases pertaining to the district.

4. The Communications Director shall serve as the primary point of contact for receiving and coordinating media requests on behalf of the school district. The Communications Director shall work in coordination with the superintendent to facilitate timely and accurate responses to media inquiries and to support the preparation and distribution of news releases pertaining to district activities and programs.

When individual board members receive requests from press media representatives for information about board meetings or actions, members will refer these representatives to the board president, who is the spokesman for the board. The president may designate others to speak on behalf of the board at his/her discretion.

Press conferences will be authorized by the board president.

Nothing in this policy is intended to limit the rights of individual board members to speak their personal opinions.

MEDIA ACCESS AT DISTRICT-HOSTED EVENTS

News conferences and interviews conducted in conjunction with an athletic contest, fine arts performance, or other publicly broadcast events in which students or staff are representing Columbus Public Schools are hereby authorized as part of such events. Media entities intending to conduct a news conference or interview at an event hosted by Columbus Public Schools shall provide advance notice to the Communications Director and the Activities Director. This notice shall allow the district to coordinate appropriate access, ensure participant readiness, and maintain the orderly conduct of the event. The Communications Director and Activities Director shall work collaboratively to establish reasonable parameters for media access consistent with the safety, dignity, and educational interests of students and staff.

Policy
Adopted: 2/12/07
Updated: 6/15/26

COLUMBUS PUBLIC SCHOOLS

Columbus, Nebraska

COMMUNITY RELATIONS GOALS

The school-community relations program is a responsibility of both the Board of Education and the total school staff. Within the bounds of legal and ethical responsibilities to pupils, the school district will attempt to keep the community well informed about the operations and needs of the school district. The school district recognizes the necessity of involving citizens in the work of the schools and of two-way communications with the schools' internal and external publics.

The board will work closely with school district-community groups, including, but not limited to, the booster club and parent-teacher organizations. The Board expects all district staff to demonstrate commitment to the involvement of parents and community members in education.

Prior to any purchase of, or fund raising for, goods or services for the school district, the group shall confer with the superintendent or designee to assist the group in purchasing goods or services to meet the school district's needs.

Funds raised by these groups for the school district ~~may be kept as part of the accounts of the school district~~ are kept with the Columbus Public Schools Foundation, who will serve as the fiscal agent.

It shall be the responsibility of the building principal to be the liaison with the school district-community groups affiliated with the building principal's attendance center.

DISTRIBUTION OR POSTING OF MATERIALS

The Board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be delivered to the District Administration Office for approval and disbursement. ~~approved by the building principal and~~ The printed materials must meet certain standards prior to their distribution.

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

Materials shall be reviewed based on legitimate educational concerns. Such concerns include: the material is or may be defamatory; the material is inappropriate based on the age, grade level and/or maturity of the reading audience; the material is poorly written, inadequately researched, biased or prejudiced; the material contains information that is not factual; the material is not free of racial, ethnic, religious or sexual bias; or the material contains advertising that violates public school laws, rules and/or policy, is deemed inappropriate for students or that the public might reasonably perceive to bear the sanction or approval of the district.

The superintendent or designee shall determine distribution procedures for noncurricular materials. Such procedures may include:

1. A draft copy is approved by the Superintendent or designee prior to printing.
2. The correct number of printed copies is delivered to the district administration office for disbursement.
3. Copies are brought in all board approved languages.
4. Distribution to each student before or after class if materials are not directly related to the instructional goals;
5. Notification to students or parents of the availability of the materials in a specified location if this procedure is deemed less disruptive to the educational process; or
6. Solicitation of school-related groups such as parent organizations to distribute materials.

The practice of distributing pamphlets, booklets, flyers, brochures and other similar materials shall be periodically reviewed to ensure that the mere volume of requests has not become an interruption to the educational process.

The facilities, the staff or the students of the district shall not be used in any manner to advertise or promote commercial, cultural, organizational or other non-school interests except that the district may:

1. Utilize films and other instructional aids furnished by private sources when the advertising content is reasonable in the judgment of the ~~building principal~~ Superintendent or designee;
2. Cooperate through ~~announcements and~~ distribution of program material with nonprofit

community organizations that supplement the school program when such cooperation will not interfere with the school program;

3. Permit participation on a student option basis in essay, art, science and similar contests sponsored by outside interests when such activities parallel the curriculum and contribute to the educational program;
4. Release promotional material for non-school athletic and cultural events only through appropriate school departments;
5. Accept limited advertising on extracurricular activity schedules and programs at the discretion of the ~~principal of the school involved~~ Superintendent or designee;
6. Permit other exceptions when, in the judgment of the superintendent, students of the district will benefit. The superintendent may, at his/her option, refer specific cases to the board for decision.

Signs and Banners: Signs and banners will be allowed in or upon buildings and other district facilities only with the prior written approval of the Superintendent or designee with consideration for the health, safety and welfare of staff and students.

The following guidelines shall be applied in considering requests to display signs or banners:

1. Signs and banners on sticks require special authorization;
2. Signs and banners fastened to any structure of a building or structures immediately adjacent to an open space shall not be allowed without specific prior written permission;
3. Signs and banner presenting recognizable health or safety hazards are prohibited;
4. Signs and banners presenting false information shall be prohibited.

Digital, E-Mail, or Social Media Posting: Any content created, shared, transmitted, or published by a district employee, student, or authorized representative through an electronic platform accessible to an audience beyond the original author, including but not limited to social networking sites, microblogging platforms, video-sharing services, photo-sharing applications, online forums, blogs, podcasts, messaging applications with broadcast capability, school website, and district-managed digital communication channels. For purposes of this district policy, digital or social media posting includes activity conducted on personal devices and personal accounts when such activity:

1. References or identifies the district, its students, staff, programs, or facilities;
2. Is conducted during compensated work time or on district property; or
3. Reasonably could be attributed to the district or to an individual in their capacity as a district employee or representative.

Columbus Public Schools will not distribute digital materials for non-school activities without permission of the Superintendent.

Cross References:	504.03	Student Conduct
	504.08	Freedom of Expression
	506	Student Activities

604.10 Academic Freedom

Policy
Adopted: 2/12/07
Updated: 6/15/26

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

POLICY 1008.01
COMMERCIAL ADVERTISING AND SPONSORSHIPS

Policy Number: 1008.01
Cross-Reference: Policy 1004.01E1 (Media Relations); Board Policy 0100 (Mission)
Adoption Date: _____
Reviewed By: Board of Education

I. PURPOSE

Columbus Public Schools (the "District") recognizes that commercial advertising and business sponsorships, when carefully managed, can generate revenue that benefits District programs, activities, and facilities. The District also recognizes its obligation to maintain an educational environment free from inappropriate commercial influence. This policy establishes the authority, standards, approval processes, and permissible locations for commercial advertising and sponsorships on District property, at District events, and in District publications.

II. DEFINITIONS

For purposes of this policy, the following definitions apply:

"Commercial Advertising" means any message, image, name, logo, or promotion placed by or on behalf of a business, corporation, for-profit organization, or individual whose primary purpose is the sale of goods or services. This includes, but is not limited to, signage, banners, digital displays, program advertisements, sponsor recognition, and product placement.

"Sponsorship" means a financial or in-kind contribution made by a business or organization in exchange for recognition, naming rights, or other promotional consideration associated with a District team, program, activity, facility, or event.

"District Property" means all real property, buildings, facilities, vehicles, publications, websites, and electronic media owned, operated, or controlled by the District.

"Academic Space" means any classroom, library, instructional laboratory, hallway adjacent to classrooms, or other area of a District building used primarily for instruction during the school day.

III. GENERAL RULE – NONPUBLIC FORUM

The District operates as a nonpublic forum. Except as expressly permitted by this policy and any accompanying administrative procedures, commercial advertising is prohibited on District property, at District events, and in District publications. This policy does not prohibit speech or expression that is otherwise protected by law.

All commercial advertising and sponsorships permitted under this policy must:

- Support the District's educational mission and be consistent with District values;
- Not compromise the integrity of the educational program or the District's reputation;
- Comply with all applicable federal and state laws and regulations; and
- Receive the appropriate level of prior approval as described in this policy.

IV. APPROVAL AUTHORITY

The District establishes a tiered approval structure for commercial advertising and sponsorship agreements:

A. Board of Education Approval Required

The following require approval of the Board of Education prior to execution:

- Any commercial advertising or sponsorship agreement with a total value exceeding $10,000, whether in cash, in-kind, or a combination thereof;
- Any agreement involving naming rights or the prominent association of a company's name or brand with a District facility, team, or program;
- Any agreement with an extended term of more than one (1) year that cannot be economically terminated, including but not limited to gymnasium floor agreements, facility naming agreements, or multi-year scoreboard contracts;
- Any exclusive vendor or pouring rights contract;
- Any advertising or sponsorship in academic spaces, as defined in this policy; and
- Any agreement not otherwise covered that the Superintendent determines should be submitted for Board review.

B. Superintendent Approval Required

The following require prior written approval of the Superintendent or designee:

- Any commercial advertising or sponsorship agreement with a total value between $1,000 and $10,000;
- Any advertising agreement involving District-wide publications, the District website, electronic marquees, or District-owned social media accounts;
- Any advertising or sponsorship associated with a District-wide event, activity, or program; and
- Any agreement that is associated with or requires a "special project" as defined in District administrative procedures.

C. Building Principal Approval

Building principals may approve commercial advertising agreements with a total value not exceeding $1,000, provided the advertising:

- Is limited to the facility or publications under the principal's direct authority;
- Does not involve academic spaces;
- Does not require a special project as defined in District administrative procedures;
- Is consistent with this policy and all applicable administrative procedures; and
- Is reported to the Superintendent or designee prior to execution.

All advertising contracts, regardless of approval level, shall be on District-approved contract forms. Contracts shall identify the District as the contracting party and shall not identify an individual school or building as the contracting party unless otherwise authorized by the Superintendent.

V. PERMITTED LOCATIONS AND VENUES

A. Athletic and Extracurricular Facilities

Commercial advertising and sponsorships are permitted in District-owned athletic facilities and extracurricular spaces, including stadiums, gymnasiums, auditoriums, competition fields, tennis courts, performance venues, and similar areas, subject to the approval requirements of this policy. Advertising in these venues should be primarily directed at members of the public attending events, not at students during instructional time.

B. Academic Spaces

Commercial advertising in academic spaces—including classrooms, instructional laboratories, libraries, and hallways adjacent to academic areas—is strongly discouraged and requires Board of Education approval. When approved, advertising in academic spaces shall:

- Serve a direct educational purpose or support an instructional program;
- Not create a distraction from the educational environment; and
- Be limited in scope, size, and duration as established by accompanying administrative procedures.

C. District Publications and Media

Commercial advertising may be permitted in District-wide publications, school-level publications (including student newspapers, yearbooks, event programs, and newsletters), the District website, and electronic marquees, subject to the appropriate level of approval. Elementary school publications are not permitted to carry commercial advertising unless specifically approved by the Superintendent.

D. District Vehicles and Equipment

Commercial advertising is not permitted on District vehicles or equipment unless specifically approved by the Board of Education.

E. Sponsorship of Teams, Groups, and Activities

Business sponsorships of District-sanctioned teams, clubs, performing arts groups, academic programs, or other student activities are not permitted. Advertising of this type shall be limited to recognition of the sponsor's name, logo, and contact information in a location other than school owned uniforms or equipment. This shall not constitute an endorsement of the sponsor's products or services.

VI. CONTENT STANDARDS AND RESTRICTIONS

All commercial advertising and sponsorship materials, regardless of location or approval level, must comply with the following content standards. The District reserves the sole and absolute right to determine the acceptable content of any commercial advertising or sponsorship. Commercial advertising and sponsorship content shall not:

- Be false, misleading, or deceptive;
- Be libelous, slanderous, or defamatory;
- Be obscene, profane, lewd, or sexually suggestive;
- Be pervasively indecent or vulgar;
- Discriminate against, demean, harass, or ridicule any person or group based on race, ethnicity, religion, sex, national origin, disability, or any other protected characteristic;
- Promote hostility, disorder, or violence;
- Promote the use of alcohol, tobacco, electronic cigarettes, controlled substances, firearms, or gambling;
- Advertise any product or service that is illegal for minors;
- Promote or oppose any political candidate, ballot measure, or public question;
- Promote or oppose any religious or political viewpoint;
- Be inconsistent with the District's mission, values, or educational standards; or
- Display content that is inappropriate for school-age children.

Additionally, the following standards apply:

- Commercial sponsorship of activities or programs is preferred over direct advertising of goods or services;
- Advertising shall not be principally directed at students unless approved by the Board for a specific instructional purpose;
- Any modification to District property or facilities for advertising purposes shall be minor and subject to prior approval;
- Electronic advertising, including on District websites and digital platforms, shall not link directly to third-party sites containing additional advertising; and
- The names, logos, or images of the District, its schools, Board members, staff, or students shall not be used for commercial advertising without express written approval.

VII. DISCLAIMER OF ENDORSEMENT

The acceptance of commercial advertising or a sponsorship agreement by the District shall not constitute or imply the District's approval, recommendation, or endorsement of any product,

service, organization, activity, or viewpoint. This disclaimer shall be included in all advertising contracts and, where practical, in published materials carrying commercial advertising.

VIII. CURRICULUM AND INSTRUCTIONAL AUTHORITY

No commercial advertising or sponsorship agreement shall limit or impair the authority of the Board of Education, the Superintendent, administrators, or teachers to determine the curriculum and instructional content presented to students. Educational materials bearing identification of a producing company or sponsor may be used in instructional settings only when such materials have been reviewed and determined to have genuine educational value, and such use shall not constitute commercial advertising for purposes of this policy.

IX. REVENUE

All revenue received from commercial advertising or sponsorships shall be deposited into appropriate District accounts and distributed as directed by the Superintendent or designee. Revenue derived from advertising in specific facilities or associated with specific programs shall be accounted for and used for purposes consistent with the terms of the advertising agreement and any applicable Board of Education and/or Superintendent direction.

X. ADMINISTRATIVE PROCEDURES

The Superintendent is authorized and directed to develop and maintain administrative procedures implementing this policy. Such procedures shall address, at minimum:

- Application and approval processes for commercial advertising and sponsorships;
- Approved contract forms and contract terms;
- Permissible size, location, and design standards for signage and other advertising media at each type of facility;
- Standards for advertising in academic spaces, if approved on a case-by-case basis;
- Reporting requirements for building principals;
- Renewal and termination provisions; and
- Procedures for handling complaints regarding commercial advertising content.

XI. LEGAL REFERENCES

- Neb. Rev. Stat. § 79-526 (Board Authority for Supervision and Control)
- Neb. Rev. Stat. § 79-8,100 (Teachers; Solicitation by Agents)
- Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g
- Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

MEDIA RELATIONS

The Board recognizes the value of and supports open, fair and honest communication with the news media. The board will maintain a cooperative relationship with the news media. As part of this cooperative relationship, the board and the media will develop a means for sharing information while respecting each party's limitations.

Members of the news media are encouraged and welcome to attend open board meetings. The board president shall be the spokesperson for the board, and the superintendent shall be the spokesperson for the school district. It shall be the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Through the support of the District ~~Marketing~~ Communications Office, board members, school administrators and other district employees as necessary will be available for news interviews.

NEWS CONFERENCES AND INTERVIEWS

Procedures for news conferences and interviews of board members, employees, or students of Columbus Public Schools are outlined in Board Policy 1004.02.
~~The superintendent or designee, on behalf of the board and the school district, may hold a news conference or respond to a request for an interview with the news media.~~

~~The superintendent shall respond accurately, openly, honestly, and objectively to inquiries from the news media about the school district.~~

~~News conferences and interviews planned or pre-arranged for school district activities shall include the board and the superintendent. News conferences for issues requiring an immediate response may be held by the superintendent. It shall be within the discretion of the superintendent to determine whether a news conference or interview shall be held to provide an immediate response to an issue.~~

~~It shall be the responsibility of the superintendent to keep the board apprised of news conferences and interviews.~~

~~Information about school activities and issues will be provided to the community in a way which will create and maintain a dignified and professionally responsible image for the district.~~

~~The procedures listed below will be followed in giving official information to the news media:~~

~~1. The board president will be the official spokesman for the board, unless this duty is delegated;~~

2. News releases that are of district-wide interest or that pertain to established district policy will be the responsibility of the superintendent;

3. The superintendent will establish regulations for the dissemination of news releases pertaining to the district.

When individual board members receive requests from press media representatives for information about board meetings or actions, members will refer these representatives to the board president, who is the spokesman for the board. The president may designate others to speak on behalf of the board at his/her discretion.

Press conferences will be authorized by the board president.

Nothing in this policy is intended to limit the rights of individual board members to speak their personal opinions.

LIVE BROADCAST OR VIDEOTAPING

Within the limitations described below, individuals with permission of the school district may broadcast or videotape public school district events, including open board meetings, as long as it does not interfere with or disrupt the school district event and it does not create an undue burden in adapting the buildings and sites to accommodate the request.

It shall be within the discretion of the superintendent or designee to determine whether the request is unduly burdensome and whether the broadcast or videotaping will interfere with or disrupt the school district event.

In addition to limitations on recording or transmitting image or sound in policy 504.12 referenced below, anyone recording or transmitting any sound or image of any person (including themselves) must have the prior consent of the person or persons being recorded or whose image or sound is being transmitted. This requirement applies to all persons, including staff, students, volunteers, and community members, at district facilities or attending district sponsored events. This policy does not apply to District-sponsored athletic events or activities where the focus of the recording or transmission is on the student performances or activity. Nothing in this policy shall prohibit the recording of an Individualized Education Program meeting when necessary to implement parental rights as guaranteed by the Individuals with Disabilities Education Act or in conducting meetings to implement Section 504.

News media coverage of sports and other special events is encouraged.

- Radio, streaming, or television broadcasts of non-sporting events will be arranged through the ~~superintendent's~~ office of the communications director.
- Radio, streaming, or television broadcasts of sporting events should be made through the school's activities director and district communication director.
- Videotaping, streaming, or photographing of ~~classroom~~ school activities open to the public will be allowed at the discretion of the Superintendent, based on copyright laws.
- Parents will ~~be notified prior~~ not be permitted to ~~videotaping of~~ videotape, stream, or photograph classroom activities. (Due to the student privacy policy)
- Permission to allow and the location of personnel present for photographs, radio, streaming, or television of any school district event is at the sole discretion of Columbus Public Schools.

It shall be the responsibility of the superintendent to implement this policy and for handling requests for other broadcasting or videotaping activities through District ~~Marketing~~ Communications Director.

Cross Reference: 504.12 Regulated Electronic Devices

Policy
Adopted: 2/12/07

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Revised: 11/16/2020

Reviewed: 9/16/2019

Revised: 06/15/2026

MEDIA RELATIONS

Community Relations:

The District will inform the staff and the public on matters of district wide significance, through District sponsored mediums of communications as well as through the news media. The Superintendent or designee will serve as a resource in the development and implementation of the public relations program of each school in the District. District publications (including newsletters, newspapers, pamphlets, brochures and other similar print materials and electronic mediums) shall contain the District logo on the front page or back cover. Promotional materials such as bumper stickers and banners will contain the school or District logo.

Public Participation in the School District

Advertising:

Commercial Advertising may be permitted, however, district facilities, staff or students will not be used for advertising purposes or promotion of non-school interests or individuals. Commercial advertising for the purpose of this policy is defined to be commercial promotion, acknowledgments and recognition of persons, firms or corporations or other business associations for promotion of products or services. The acknowledgements, recognition or advertising shall not interfere with nor disrupt the operation of schools, use of facilities, school activities or the educational process. The Superintendent shall develop procedures and guidelines to be followed by school staff in determining if any form of commercial advertising can be approved.

No part of this policy is intended to create or establish an open or public forum and the superintendent reserves the sole and absolute right to determine the acceptable content of any and all such commercial advertising or advertisements within the District.

Procedure

The District may use educational materials bearing identification of the persons, firms, corporations, or other business associations responsible for producing any educational materials used in district classrooms and educational settings.

Commercial advertising may also be approved as long as it does not impair the educational program of the District. Such advertising must meet one of the following criteria:

A. Media or other educational materials that relate directly to and support the approved district curriculum.
B. In school announcements and support of any outside lecture, activity or program of educational worth or public interest if approved by the Superintendent.

C. The appearance or participation of any school group in an outside activity of special public interest. No participation will be allowed if the benefit to the outside activity is greater than the educational or personal growth experience received by the students taking part.
D. The sponsorship of administrative approved services.
E. The sponsorship of administrative approved staff activity.
F. The name of a company or organization in newsletters, flyers or other materials distributed to students and parents if that company or organization is formally recognized as a partner of the school involved.
G. The recognition of contributions supporting the District and/or Columbus Public Schools Foundation. Such advertising in exchange for contributions shall be limited to areas and location approved in accordance with district procedures, state statutes and applicable regulations, and applicable city ordinances.
H. Exclusive contracts with specific vendors if approved by the Superintendent.
I. The subsidy of the production cost of school sponsored publications.
J. The promotion of community activities targeted at youth are advertised in the school monthly newsletter.

In addition, the following standards are set forth and shall apply to any and all commercial advertising that is submitted to the Superintendent for approval.

A. Standards:
    a. The District does not, by this procedure, create or establish an open or public forum and reserves the sole and absolute right to determine the acceptable content of any and all such commercial advertising or advertisements within the District.
    b. The content of any commercial advertising must meet with prior approval from the Superintendent or designee.
    c. The commercial advertisements shall not contain statements or commercial messages which the District determines, in its sole discretion, is contrary to educational values, is vulgar, obscene, defamatory, discriminatory, religious, political or ideological or which relates to a controversial topic or viewpoint.
    d. Commercial advertising or advertisements shall not relate to a product or service, which the District determines, in its sole discretion, to be inappropriate or illegal for minors, or violates any provisions of this procedure.

e. No commercial message may relate to a product or service that the District determines, in its sole discretion, to be educationally controversial or promotes the indoctrination of ideological, political, religious, or social beliefs.

B. Venues or Locations:
   a. Commercial advertisements are limited to district owned facilities. These advertisements require prior approval of the Superintendent.
   b. Commercial advertising may be permitted in district-wide publications, electronic media or district sponsored projects.
   c. Commercial advertising may be permitted in school related publications, newspaper, yearbooks, newsletters, electronic media activity programs and school event programs.

Distribution of Materials

The request to distribute promotional materials, coupons, discounts, contests or information by any group, organization, business or individual should be made through the District Communications Office. Requests will be granted based on the following guidelines.

Information for Staff

- Flyers and marketing materials must be specific to and beneficial for the Columbus Public Schools District employees.
- If pre-approved, ~~flyers or materials will be placed in the District shared Google Drive Folder for staff to retrieve the information.~~ Information may ~~also~~ run in the District employee newsletter. District sponsored media such as staff mailboxes or email should not be used for distribution of materials for outside organizations, unless it is a project driven by the School District.
- ~~•~~ Mass Distribution/email (all staff) of this specific type of information should only be distributed to staff through the advice of the Communications office. ~~The primary source for distributing this information would be the District shared google drive.~~
- Information from accredited universities/colleges will be placed in the teacher lounges for staff to pick up. No flyers or brochures will be distributed through staff mailboxes.
- Blatant advertising is encouraged to be limited to designated times of the year (ie: employee appreciation). However, they may be granted throughout the year if any of the following criteria is met:
  - Information is specific to and beneficial for Columbus Public Schools District employees.
  - Information belongs to a nonprofit organization or a business with a special interest or partnership with CPS.

~~*Note: This type of information will generally be distributed via the District shared google drive.*~~

Information for Elementary Students

- ~~Anyone interested in sending any information out to all or a large percentage of elementary students in the Columbus Public Schools District must do so through the District's quarterly newsletter.~~ Note, this is addressed in policy 1005.10
- If approved by the Superintendent or designee, information may ~~also~~ be posted in a common place of the building for everyone to see.

Information for Secondary Students

- ~~Anyone interested in sending any information out to all or a large percentage of elementary students in the Columbus Public Schools District must do so through the District's quarterly newsletter.~~ Note, this is addressed in policy 1005.10
- If approved by the Superintendent or designee, information may ~~also~~ be posted in a common place of the building for everyone to see.

The following criteria will be used to determine if the information may or may not be included in the school newsletter, teacher newsletters or announced at school.
Information may be put in the school publications and announced at the school if:

- The activity belongs to the school and is organized by a school group and/or sponsored by a school employee that is paid to organize the activity.
- The activity is sponsored by a school employee and approved by the principal as a school sponsored club or activity even if the sponsor is not being paid.

Information will be placed in the District quarterly newsletter and concentrated efforts will be made to promote these activities in the newsletter:

- The activity belongs to an outside group or organization but is mostly our kids that participate in the activity.
- Sports related activities that are not recognized by NSAA as a specific "high school" sport.

Current practice for approving the distribution of for-profit coupons or incentives in the schools for students:

Blatant advertising via the distribution of coupons or promotional items for the primary purpose of promoting a for-profit business will be approved based on the following criteria:

- Teachers or administrators can use the offer as an incentive or reward to promote behavior or recognition of some type of program used by the school or classroom teacher.
- Business is an identified partner that has an established relationship with a particular school, program or the entire school district.
- The coupon or offer is something special for CPS students.
- The offer is "free in nature." It cannot be a discount or buy one get one free.

The following criteria is used to deny the distribution of advertising, coupons or special offers.

- There is no connection to the curriculum or program
- The primary purpose of the material, coupon or offer is to promote the business or gain customers for such business.
- The offer is not anything special or promotional for CPS Students.
- The offer is not free.

Exhibit
Adopted: 11/16/2020

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska

Updated: 6/15/26

Tobacco and Vape Use Prohibited

In order to create a healthy environment for students and staff and to encourage healthy behavior in students, it is the board of education's policy that there will be no tobacco or vape use, (including smokeless), in any school buildings or school vehicles at any time. Furthermore, in a like manner, tobacco and vape use is prohibited on school grounds. This regulation applies to all students, staff, patrons, and visitors. School administrators are charged with the responsibility of administering this policy including, if necessary, the disciplining of violators.

Violations of guests, patrons, or spectators on any school property during school hours, after school hours, or while in attendance at school or community events could receive up to a one-year ban from all Columbus School Properties if in violation of this policy.

Legal Reference: 79-443 District Board, Schools, Supervision and Control.

Policy
Adopted: 6/8/09

COLUMBUS PUBLIC SCHOOLS
Columbus, Nebraska
Reviewed 6/8/09

Community Relations

Bulletin Boards, Display Case, and Posted Material

School bulletin boards, display cases, and posting areas are solely designated for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the Principal or designee.

Upon request, a professional employees' organization, as defined by state law, shall be granted reasonable access to the physical or electronic mailboxes of certificated employees for purposes consistent with state law and Board Policy. The Superintendent or designee may establish reasonable, content-neutral procedures governing the time, place, and manner of such access to ensure that school business is not disrupted and that the District maintains employee privacy. ~~A professional employees' organization shall also be permitted to provide information to certificated employees, including at employee meetings or orientation sessions, subject to reasonable administrative scheduling and oversight.~~

Legal Reference: Neb. Rev. Stat. Sec. 79-526
LB 429 (2026)

Date of Adoption: [Insert Date]

2026-2027 Columbus Public Schools
School Board Meetings / Events

Date	Meeting	Time	Location	Listening Session	Presentation	Admin Attendance
July 13th	Regular Meeting and New Teacher Dinner	Dinner 5:30pm, Board Meeting 6:30pm	@ KEC 177 & 178			All Principals & Exec Cabinet
July 20th	School Board/Superintendent Retreat*	Dinner 5:30pm, Board Meeting 6:00pm	@ KEC 135			Chip Kay
July 20th	Columbus Educational Facilities Leasing Corp Annual Meeting	Board Meeting 5:50pm	@ KEC 135			
August 10th	Committee as a Whole & Regular Meeting	Dinner 5:00 pm, Board Meeting 5:30pm	@ KEC 177			All Principals & Exec Cabinet
August 17th	Working Meeting: Conduct Any Annual Hearings on Policy / Americanism / Etc., Strategic Plan, Review Committee Assignments, Budget Presentation.	Board Meeting 5:30pm	@ KEC 177			Directors Only
September 3rd	Discoverer Hall of Fame Banquet*	5:30 PM	TBD			Chip Kay + Board
September 14th	Committee as a Whole + Regular Meeting / Tax and Budget Hearings (by Statute Completed by 9/20/26)	Dinner 5:00 pm, Board Meeting 5:30pm	@ KEC 177	4:00pm - Doug M & Theresa S	Lost Creek	All Principals & Exec Cabinet
September 21st	Regular Meeting	Board Meeting 5:30pm	@ KEC 177			Directors Only
TBD	NASB Area Meeting*	Leave at 4pm / Mtg 5pm	@ Fremont, NE			Chip Kay
TBD	Centro Hispano Gala*	5:30 pm to 8:30 pm	@Prime10 Steakhouse			Chip Kay
October 12th	Committee as a Whole	Dinner 5:00 pm, Board Meeting 5:30pm	@ KEC 177	4:00pm - Mike J & Candace B	Kramer Pre-K	All Principals & Exec Cabinet
October 19th	Regular Meeting	Board Meeting 5:30pm	@ KEC 177			Directors Only
November 9th	Committee as a Whole	Dinner 5:00 pm, Board Meeting 5:30pm	@ KEC 177	4:00pm - Doug W& Marv Z	Centennial	All Principals & Exec Cabinet
November 16th	Regular Meeting	Board Meeting 5:30pm	@ KEC 177			Directors Only
November 18-20	State Education Conference*	TBD / Itinerary will be sent out	@ Omaha, NE			Chip K, Jason H, Jason S
December 14th	Committee as a Whole	Dinner 5:00 pm, Board Meeting 5:30pm	@ KEC 177	4:00pm - Theresa S & Doug W	Middle School	All Principals & Exec Cabinet
TBD	Board/Superintendent Holiday Party*	6:00 PM	@ Chip's House			Chip Kay
December 21st	Regular Meeting	Board Meeting @ 5:30pm	@ KEC 177			Directors Only
January 11th	Committee as a Whole / Americanism / Committee Assignments / Elect Officers / Oath of Office	Dinner 5:00 pm, Board Meeting 5:30pm	@ KEC 177	4:00pm - Doug K & Candace B	West Park	All Principals & Exec Cabinet
January 18th	Regular Meeting	Board Meeting 5:30pm	@ KEC 177			Directors Only
February 8th	Committee as a Whole	Dinner 5:00 pm, Board Meeting 5:30pm	@ KEC 177	4:00pm - Mike J & Doug M	Emerson	All Principals & Exec Cabinet
February 15th	Regular Meeting	Board Meeting 5:30pm	@ KEC 177			Directors Only
March 8th	Board-Directors-Superintendent Retreat (Strategic Plan)	5:30 PM	@ KEC 177			Directors Only
March 15th	Regular Meeting	Dinner 5:00 pm, Board Meeting 5:30pm	@ KEC 177	4:00pm - Marv Z & Doug K	High School	All Principals & Exec Cabinet
April 2nd-4th	National School Boards Conference*		@ Washington DC			To Be Determined
April 12th	Committee as a Whole	Dinner 5:00 pm, Board Meeting 5:30pm	@ KEC 177	4:00pm - Candace B & Doug M	Admin/Maint/Transp. @ KEC	All Principals & Exec Cabinet
TBD	Discoverers of Distinction Banquet*	5:30 PM	@ American Legion			Chip Kay + Board
April 19th	Regular Meeting	Board Meeting 5:30pm	@ KEC 177			Directors Only
May 10th	Committee as a Whole	Dinner 5:00 pm, Board Meeting 5:30pm	@ KEC 177	4:00pm - Doug W & Mike J	Lost Creek	All Principals & Exec Cabinet
May 16th	CHS Graduation	3:00 PM (Board Arrives at 2:30 PM)	@ CHS			Chip Kay + Board
May 17th	Regular Meeting	Board Meeting 5:30pm	@ KEC 177			Directors Only
June 14th	Committee as a Whole / New Policy Introduction / Building Handbooks	Dinner 5:00 pm, Board Meeting 5:30pm	@ KEC 177			Principals: HS,MS, & Directors
June 21st	Regular Meeting	Board Meeting 5:30pm	@ KEC 177			Directors Only

*Principals and Directors not required to attend.